

**Val Verde Appraisal District
Regular Scheduled Meeting
November 16, 2017**

Present

Ramiro Guzman, Chairman
Raymond Meza, Vice Chairman
Lois Everett, Secretary
Bea Munoz
Juan Gallegos
Lucas Gilliam
Pam Smith
David Lee Torres

Absent

Bobby Lopez
Gilbert Mercado

Others Present

Chief Appraiser, Cherry T. Sheedy
Deputy Chief Appraiser, Jackie Casanova

1. Determine if a quorum is present and call the meeting to order.

The meeting was called to order at 12:01 p.m. There was a quorum present with 8 out of 10 present. Mr. Bobby Lopez and Mr. Gilbert Mercado were absent for this meeting.

2. Pledge of allegiance.

Those in attendance recited the pledge of allegiance.

3. Public Comments.

There were no public comments at the time of this meeting.

CONSENT AGENDA

4. This procedure helps facilitate the meeting. One motion will approve all action items, noted as consent. These are routine matters which are repeated on the agenda. Approval means they will be implemented as recommended by administration. Prior to acting on the consent agenda, any board member may have a consent item withdrawn from this portion of the agenda so that it may be discussed prior to action.

a. Discussion and possible action on minutes from the meeting of August 31st, 2017 and September 28th, 2017.

b. Discussion and possible action on financial report for August, September & October 2017.

c. Discussion and possible action on bills paid for the month of August, September & October 2017.

Mr. Juan Gallegos made a motion to accept the consent items as presented by staff. Mr. David Lee Torres seconded the motion. Chairman Ramiro Guzman called for the vote. Motion carried unanimously.

OTHER BUSINESS

5. **Discussion and possible action extending the depository contract with Bank and Trust for two years.**

Chief Appraiser Cherry Sheedy stated the two-year contract is ending in December. Ms. Sheedy continued to explain there is an option to extend the contract for another two years, which Ms. Sheedy stated is her recommendation. Mr. Juan Gallegos made a motion to extend the depository contract with Bank and Trust for two years. Mr. Lucas Gilliam seconded the motion. Chairman Ramiro Guzman called for the vote. Motion carried unanimously.

6. **Discussion and possible action appointing 2018/2019 appraisal review board members.**

Chief Appraiser Cherry Sheedy explained to the board members present that Mr. Rene Garza has served his term limit. The appraisal review board consists of normally five members. The members at this time are Mr. Antonio Perea, Mr. Hector Magallanes, Mr. Robert Clubb, Mr. Jim Wacaser and alternates are Ms. B'Ann Vaughan and Ms. Belinda Reyes. Ms. Sheedy stated she spoke with Ms. Diana Sue Fitzgibbons and Ms. Fitzgibbons is very interested in serving on the appraisal review board. Mr. Lucas Gilliam made a motion to have Mr. Magallanes and Mr. Perea as alternates, fill Mr. Garza's seat with

Ms. B'Ann Vaughn, Mr. Perea's seat with Ms. Belinda Reyes, Mr. Magallanes seat with our new member Diana Sue Fitzgibbons, also include making Ms. Fitzgibbons a new member with the motion. Mr. David Lee Torres seconded the motion. Chairman Ramiro Guzman called for the vote. Motion carried unanimously. Mr. Gilliam amended his motion to include, poll members to let them decide whom they want as chairman.

7. Discussion and possible action on the daily amount paid to appraisal review board members.

Chief Appraiser Cherry Sheedy stated appraisal review board members are being paid \$75.00 for a full day and \$37.50 for a half day. Ms. Sheedy commented this is low; most appraisal districts pay at least \$100.00 for a full day. Chairman Ramiro Guzman asked Ms. Sheedy if she had a suggestion for an amount that would be comparable to an appraisal district our size. Ms. Sheedy replied \$125.00. Mr. Lucas Gilliam made a motion to make \$125.00 the new number for amount paid to the appraisal review board. Mr. Raymond Meza seconded the motion. Chairman Ramiro Guzman called for the vote. Motion carried unanimously.

8. Discussion and possible action on Personnel Handbook/Policy.

Chief Appraiser Cherry Sheedy commented to the board the Personnel Handbook/Policy has a few adjustments that need to be made. Ms. Sheedy pointed out page 29 reflecting no cell phone usage while operating a vehicle, page 31 pertaining to no use of non-prescription inhalants and page 32 now including no use of all tobacco products. Mr. Juan Gallegos made a motion to approve the adjustments to the Personnel Handbook/Policy as presented by staff. Mr. Lucas Gilliam seconded the motion. Chairman Ramiro Guzman called for the vote. Motion carried unanimously.

9. Discussion and possible action on Board of Directors policy.

Chief Appraiser Cherry Sheedy identified to the board members in attendance 2 changes to the Board of directors policy. The first change Ms. Sheedy explained being on page 6 reflecting the new meeting period of the board to quarterly. The second change being on page 8 to allow an Administrative Assistant to cut checks with the supervision of the Deputy Chief Appraiser. Chairman Ramiro Guzman suggested adding to the policy a mail and emailing address for the Chairman and Vice Chairman to be listed on the districts website for the public to use if necessary. Mr. Lucas Gilliam made a motion to accept the 3 proposed changes discussed to be added to the Board of directors policy. Mr. Raymond Meza seconded the motion. Chairman Ramiro Guzman called for the vote. Motion carried unanimously.

10. Discussion and possible action to spend appraisal district generated funds on annual Christmas party.

Chief Appraiser Cherry Sheedy told the board the annual Christmas party will be held on December 1st of this year. The board discussed using the appraisal district generated funds on the annual Christmas party. Mr. Juan Gallegos made a motion to approve the use of generated funds for the annual Christmas party. Mr. Raymond Meza seconded the motion. Chairman Ramiro Guzman called for the vote. Motion carried unanimously.

11. Chief Appraiser's Report:

12.

A. GIS update (Jackie Casanova, Deputy Chief). Deputy Chief Appraiser Jackie Casanova presented the GIS update. Ms. Casanova provided the board with 3 status letters, August, September and October. Ms. Casanova informed the board that in a 45-day period, 456 items were submitted to GIS for mapping. Ms. Casanova also gave the board a map of the 5-mile radius buffer zone for the base, identifying areas that are not mapped.

B. 2018/2019 Board of Directors update.

Chief Appraiser Cherry Sheedy reported all nominees had been turned in. Ms. Sheedy also stated everyone has turned in votes except the county and school district. Ms. Sheedy explained the school has taken action, but she has not received it formally.

C. 2018 appraisal process update.

Chief Appraiser Cherry Sheedy stated the appraisers are doing exceptional. Ms. Sheedy explained Deputy Chief Jackie Casanova monitors their progress and has informed her the appraisers are almost finished with the fieldwork other than rechecks and permits. The appraisers are ahead and doing very well

D. Ford Rangers safety recall update.

Chief Appraiser Cherry Sheedy informed the board members the recall on the Ford Rangers is on the passenger air bag. The office has been in contact with the Ford dealership several times to check on the recall and the parts needed to fix the issue. The office has placed limited use of the Rangers and stated no passenger for safety precautions.

E. Property Tax Institute training December 4th, 5th, and 6th.

Chief Appraiser Cherry Sheedy stated the appraisers will be attending the Property Tax Institute training in December to get their "CEs" that are needed.

F. Discussion on director training with appraisal district attorney.

Chief Appraiser Cherry Sheedy discussed having the appraisal district attorney come in January or February to conduct a training for the new board members and returning board members if returning board members want to attend. It was discussed the training would be better in January before the meeting in February.

G. Discussion on attempts to lower health care costs by joining the county pool or forming pull with other appraisal districts.

The board members discussed health insurance. Chairman Ramiro Guzman reported the county has conducted a study of the district joining the county insurance and it would raise their premiums, resulting in not seeing a possibility of the district joining the county. Chief Appraiser Cherry Sheedy is going forward with trying to form a pool of appraisal districts. Ms. Sheedy stated the insurance agent is trying to get more claims rate information from other districts.

EXECUTIVE SESSION

Possible entry into executive session pursuant to Government Code 551.074 (to deliberate personnel matters) and 551.071 (to conduct private consultation with the District's attorney.)

The board entered into executive session at 12:59 p.m.

13. Return to open session.

The board returned to open session at 1:39 p.m.

14. Discussion and possible action on yearly evaluation of Chief Appraiser.

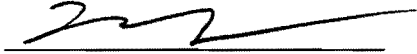
Chairman Ramiro Guzman reported after a quick discussion and seeing the break down by board member and area, the evaluations by the board members will be accepted and handed over.

15. Recognition of outgoing directors.

Chief Appraiser Cherry Sheedy read allowed a plaque to those in attendance and then presented the plaque to outgoing director Mr. Lucas Gilliam, thanking him for his service.

16. Adjourn.

With no further business to discuss, Mr. Lucas Gilliam made a motion to adjourn at 1:42. Mr. Juan Gallegos seconded the motion. Chairman Ramiro Guzman called for the vote. Motion carried unanimously.



Ramiro Guzman, Chairman

Val Verde Appraisal District

Board of Directors