



Hardin County Appraisal District

Minutes of Meeting
May 13, 2020
Hardin County Appraisal District

On this day, Wednesday, May 13, 2020 the Board of Directors held a regular scheduled meeting at 5:00 p.m. in the office of the Hardin County Appraisal District, Kountze, Texas.

The following members and guests were present:

Members	Guests
Mr. John Landis	Mr. Pat O'Neill
Mr. Richard Worley	
Ms. Shirley Guillott	
Ms. Shirley Cook	

Agenda Item #1

Mr. Richard Worley called the meeting to order at 5:03 p.m. with a quorum present. Mr. Kenny Burkhalter and Ms. Eileen Lewis were not in attendance.

Agenda Item #2

Invocation was given by Ms. Shirley Cook.

Agenda Item #3

Mr. Richard Worley recognized Mr. Pat O'Neill of Wathen, DeShong and Juncker, LLP as a guest.

Agenda Item #4

There were no audience questions and/or comments.

Agenda Item #5

The Oath of Office for Mr. John Landis was administered by Ms. Olivia Odom.

Agenda Item #6

Mr. Pat O'Neill of Wathen, DeShong and Juncker, LLP presented the District's 2019 Financial Audit. Mr. O'Neill explained the audit in great detail in order for Board present to be well informed. Mr. O'Neill informed Board present he had no problems working closely with management to complete the audit. Mr. O'Neill stated all needed documentation had been produced. Mr. O'Neill stated for Board present he was available to answer any questions pertaining to the audit.

Agenda Item #7

Motion was made by Mr. Richard Worley, seconded by Ms. Shirley Guillott and by unanimous vote of Board present to approve the District's 2019 Financial Audit.

Agenda Item #8

Chief Appraiser informed Board present that the office went out for bids for a software provider contract. Chief Appraiser informed Board present that several bids were received. Chief Appraiser stated for Board present that due to Covid-19, no software vendors were able to attend this meeting to present their bids for the software contract. Chief Appraiser stated for Board present that they would have to decide on a software provider first before they could choose a mineral contract provider. Chief Appraiser and Board present discussed options for the software contract presentations. Chief Appraiser and Board present decided to table this line item until the next Board meeting, at which a telephone conference could be set up with each software vendor to present their bids. Motion was made by Ms. Shirley Cook, seconded by Mr. Richard Worley, and by unanimous vote of Board present to table Agenda Item #8 until the next Board meeting.

Agenda Item #9

Motion was made by Ms. Shirley Cook, seconded by Mr. Richard Worley, and by unanimous vote of Board present to table Agenda Item #9 until the next Board meeting.

Agenda Item #10

Motion was made by Mr. Richard Worley, seconded by Ms. Shirley Guillott and by unanimous vote of Board present to approve the minutes of January 8, 2020 and February 12, 2020 as presented.

Agenda Item #11

Monthly bills were presented for February, March, April, and May, 2020. Chief Appraiser explained any bills to Board present in detail that were out of the ordinary. Motion was made by Mr. Richard Worley, seconded by Ms. Shirley Guillott and by unanimous vote of Board present to approve monthly bills for February, March, April, and May, 2020 as presented.

Agenda Item #12

Vice Chair John Landis asked Board present who would be interested in serving on the Budget Committee to work with the Chief Appraiser in preparing a 2021 Proposed Budget. Mr. Richard Worley and Mr. John Landis volunteered to serve on the Budget Committee, also volunteering Ms. Eileen Lewis as well. Members of the Budget Committee will be Ms. Eileen Lewis, Mr. Richard Worley, and Mr. John Landis.

Agenda Item #13

Chief Appraiser did not present report to Board present on Appraisal Roll Corrections and Supplemental changes.

Agenda Item #14

Chief Appraiser gave report on attended activities and upcoming events in order to keep Board present well informed. Chief Appraiser stated for Board present that on March 18, 2020 at 4:00 the door to the office was closed to the public due to COVID-19. Chief Appraiser informed Board present that after that the office staff worked in split shifts to keep the office running with limited staff. Chief Appraiser informed Board present that the whole staff is currently back working in the office but that the door is still closed to the public. Chief Appraiser informed Board present that 1 Appraiser is finally finished with school and is now an RPA. Chief Appraiser stated for Board present that 2 more Appraisers have finished their classes but that they are currently unable to schedule their final test due to COVID-19. Chief Appraiser stated for Board present that informal protest hearings are being held only by telephone. Chief Appraiser informed Board present that a glass shield is going to be installed on the front counter. Chief Appraiser stated for Board present that all face to face ARB hearings would be scheduled at a later date this year. Chief Appraiser stated for Board present that the Property Value Study has already been started for this year. Chief Appraiser stated for Board present that the MAP Review Audit was passed with a score of 100. Chief Appraiser informed Board present that she would like to tentatively open the office back up to the public on June 1, 2020.

Agenda Item #15

No executive session was held.

Agenda Item #16

No action was taken.

Agenda Item #17

Motion was made by Mr. Richard Worley, seconded by Ms. Shirley Guillott and by unanimous vote of Board present to adjourn the regular monthly meeting of the Hardin County Board of Directors at 6:15 p.m.