



# Hardin County Appraisal District

Minutes of Meeting  
September 9, 2020  
Hardin County Appraisal District

On this day, Wednesday, September 9, 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. Richard Worley	
Ms. Shirley Guillot	
Ms. Shirley Cook	

## Agenda Item #1

Chairman John Landis called the meeting to order at 5:40 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

There were no visitors present.

## Agenda Item #4

There were no audience questions and/or comments.

## Agenda Item #5

Motion was made by Ms. Shirley Guillot, Seconded by Mr. Richard Worley to delegate secretarial duties to HCAD employees, office manager Abigail Wahl and chief appraiser Crystal Smith.

## Agenda Item #6

Chief Appraiser Crystal Smith explained to board present that some employees who qualify for three or more weeks of vacation will probably not be able to find time to take their vacation due to the COVID-19 pandemic. Chief appraiser proposed an amendment to the current policy that allows certain employees to sell back one week of unused vacation. The amendment would allow those employees to sell an extra week of vacation back to the district. Chief appraiser informed board this change to the policy

would be effective for 2020 only and that the board would need to revisit the issue in January to reverse the change. Crystal explained that the sell back amount is already budgeted for. Motion was made by Mr. Richard Worley, Seconded by Ms. Shirley Guillot and by unanimous vote of the Board present to approve the amendment.

#### **Agenda Item #7**

Motion was made by Ms. Shirley Guillot, seconded by Mr. Richard Worley and by unanimous vote of Board present to approve Resolution No. 20-175 Adopting the Hardin County Appraisal District's 2021 Operating Budget in the amount of \$1,709,126.

#### **Agenda Item #8**

Motion was made by Mr. Richard Worley, seconded by Ms. Shirley Guillot and by unanimous vote of the Board present to approve Resolution No. 20-176 Adopting the District's Reappraisal Plan for 2021/2022.

#### **Agenda Item #9**

Motion was made by Mr. Richard Worley, seconded by Ms. Shirley Guillot and by unanimous vote of the Board present to approve Resolution No. 20-177 Approving Continuation of Longevity Policy for 2021.

#### **Agenda Item #10**

Motion was made by Ms. Shirley Guillot, seconded by Mr. Richard Worley and by unanimous vote of the Board present to approve Resolution No. 20-178 Adopting Amended Manuals and Procedures.

#### **Agenda Item #11**

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

#### **Agenda Item #12**

Monthly bills were presented for August and September, 2020. Chief Appraiser explained any bills to Board present in detail that were out of the ordinary. Chief Appraiser explained that some of August's bills were paid early due out of caution during hurricane Laura. Motion was made by Ms. Shirley Guillot, seconded by Mr. Richard Worley and by unanimous vote of Board present to approve monthly bills for August and September, 2020 as presented.

#### **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 informed Board present she certified values on July 24 and that the property value study is still being processed. Chief Appraiser informed the Board present of the District's response to hurricane

Laura. Chief Appraiser informed the Board present that the District supplies maps to the county during natural disasters and she and the mapping department worked together to ensure all the printed maps were updated if the county needed them. Chief Appraiser informed the Board present that the office closed Tuesday, August 25 and reopened Friday, August 28. Chief Appraiser informed Board present that appraisers are going to school and that two appraisers only need to take their state exam. Chief appraiser informed Board present that she hired two new front clerks.

**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 Guillot and by unanimous vote of Board present to adjourn the regular monthly meeting of the Hardin County Appraisal District Board of Directors at 6:12 p.m.