

MINUTES

DECEMBER 11, 2019

The Regular Meeting of the Wilson County Appraisal District Board of Directors was held on Wednesday, December 11, 2019 at the Appraisal District office located at 1611 Railroad Street, Floresville, Texas. Board members present were Robert Gregory, Jim Yanta, David Deason, and Kenneth Castro. Appraisal District employees present were Chief Appraiser, Jennifer Coldewey; Assistant Chief Appraiser, Daniel Tovar; and Annette Pfeil. Robert Gregory called the meeting to order at 5:00 p.m. Jim Yanta opened the meeting with a prayer, followed by all present reciting the *Pledge of Allegiance*.

SWEARING IN REPLACEMENT BOARD MEMBER OF THE WILSON COUNTY APPRAISAL DISTRICT – Lynn Ray West was not present at meeting.

PUBLIC COMMENTS – None.

CONSENT AGENDA – David Deason made a motion to approve the Consent Agenda as presented. Jim Yanta made a second to the motion. Motion carried.

WCAD EMPLOYEE HANDBOOK – The Board members reviewed the proposed employee handbook, asking questions and discussing different topics within the handbook. After a thorough examination of the handbook, the board members requested legal advice on two topics. All agreed to table the employee handbook until the next meeting, giving the Chief Appraiser an opportunity to check with the district's attorneys on the questionable topics.

WCAD BOARD OF DIRECTORS MANUAL – The Board of Directors manual was reviewed and discussed by the board members, all agreeing with the content. David Deason made a motion to approve the WCAD Board of Directors manual as written. Ken Castro made a second to the motion. Motion carried.

DESIGNATION OF FUNDS FROM CLOSED TAX COLLECTIONS ACCOUNT TO RESERVE ACCOUNTS – Chief Appraiser, Jennifer Coldewey, explained when the Appraisal District stopped collecting taxes, the *Tax Collections* Account was kept open for some time, allowing for checks issued out of that account to clear the bank. Upon the advice of the Auditor, now that the account has been closed, those funds should be designated to a certain account(s). The Chief Appraiser recommended those funds be allocated to the Mapping Reserve, for future projects. David Deason made a motion to designate the funds in the closed *Tax Collections* account be put in the Mapping Reserve Account. Jim Yanta made a second to the motion. Motion carried.

2020 HOLIDAY LIST – The board members reviewed the holiday list. Jim Yanta made a motion to approve the 2020 Holiday List. Ken Castro made a second to the motion. Motion carried.

PERSONNEL MATTERS – At 5:35 p.m., Robert Gregory recessed the Open Meeting, per Section 551.074 of the Open Meetings Act, to go into Executive Session.

The Open Meeting was reconvened at 6:26 p.m.

David Deason made a motion to adjust the Chief Appraiser's salary based on the 2020 budget. Jim Yanta made a second to the motion. Motion carried.

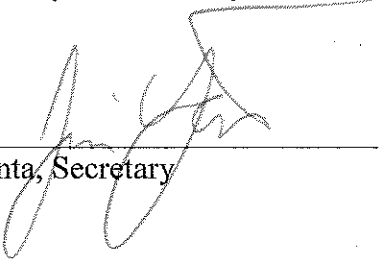
CHIEF APPRAISER'S REPORT – Jennifer Coldewey reported the district is fully staffed now. She informed the board members, per their request, that a new auditing firm – *Armstrong, Vaughan, and Associates* will be conducting the 2019 Audit of the Wilson CAD. She reported the reappraisal plan for 2020 is almost complete, and the appraisers will then start rechecks after Christmas. The Chief Appraiser also informed the board members of a new lawsuit.

BOARD OF DIRECTOR'S COMMENTS – None.

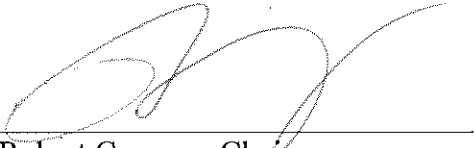
The next meeting date was discussed, and will be scheduled when needed.

Being there was no further business, David Deason made a motion to adjourn the meeting. Ken Castro made a second to the motion. Motion carried.
The meeting adjourned at 6:33 p.m.

Respectfully submitted by:



Jim Yanta, Secretary
JY:ap



Robert Gregory, Chairman