

**HAMILTON COUNTY APPRAISAL DISTRICT
MEETING MINUTES, MARCH 19, 2020
County Annex Meeting Room**

The Hamilton County Board of Directors met on March 19, 2020 at 2:00 AM. T. P. Medlock, Chairman, was unable to attend. Keith Gatewood, Vice-Chair called the meeting to order and announced that a quorum was present. Other members present included James McInnis, Jeff Serratt and Judge Mark Tynes.

Mr. Gatewood offered the opportunity for members of the public to speak. No one was present that wished to speak.

Minutes of the January meeting were approved with a motion for approval offered by Mr. McInnis, seconded by Judge Tynes, and passed without dissent.

Jeremy Shell of Boucher, Morgan and Young, presented the financial audit of the district for 2019. The audit was an unqualified opinion, and Mr. Shell expressed pleasure as to the progress made by the district staff in accounting processes and procedures. He did ask for staff to implement a triple reconciliation of the collections account to ensure additional accuracy.

Mr. Petree presented the financial report through the end of February and noted the front end loading of the budgeted expenditures due to the payment to Capital Appraisal Group and Western Appraisal, the company working on the reappraisal of real estate.

Mr. Petree presented the collections report indicating that 91% of the 2019 taxes have been paid. He also presented an updated list of the top 100 delinquent accounts. The Board members had several questions about some of the accounts.

Mr. Petree then asked the Board what direction the office should take in light of the Coronavirus threat. After discussion, the office will remain open, a notice will be placed on the door asking customers to give space to employees and to handle business by phone, e-mail, or mail, if possible.

Mr. Petree then presented the Property Value Study results for each school district in the county and noted his plans for getting all of the districts into compliance in 2020.

The motion to adjourn was moved by Mr. Serratt, seconded by Judge Tynes, and passed without dissent. The adjournment occurred at 2:50 PM. The next meeting of the Board will be in May at the call of Mr. Petree and Mr. Medlock.

Approved on this the th day of November, 2019.

Board Chairman, TP Medlock

