

**HAMILTON COUNTY APPRAISAL DISTRICT
MEETING MINUTES, September 1, 2021
County Annex Meeting Room**

The Hamilton County Board of Directors met on Sept 1, 2021 at 10:00 a.m. T.P. Medlock, Chairman and Linda Catoe were unable to attend. Keith Gatewood, Vice Chairman called the meeting to order and announced that a quorum was present. Other members present included Jeff Serratt and Judge Tynes.

Mr. Gatewood offered the opportunity for members of the public to speak. Richard Layne spoke in favor of the budget stating its solid.

Minutes of the May 4, 2021 meeting were approved with a motion for approval offered by Jeff Serratt, seconded by Judge Tynes, and passing without dissent.

Everett Vandiver, Chairman of the Appraisal Review Board spoke to express his concerns/thoughts of 2021 Appraisal Review Hearing process. He praised the use of the conference room at the Courthouse Annex and the computer system saying it was great. Mr. Vandiver stated the backlog of people was the problem on certain days. Mr. Vandiver complimented the material being ready by the appraisal district and said Derek Wolfe is a good appraiser. He suggested another full-time employee plus a part time employee. Mr. Vandiver also suggested more CAD employees at the ARB hearings to assist. Mr. Gatewood asked about ARB scheduling. Ms. Donahoo, Chief Appraiser explained the informal process. Ms. Donahoo also stated that due to not knowing whether or not the taxpayers will no show the ARB hearings are triple booked as they have been in the years past. Judge Tynes inquired if educational materials are available to the taxpayers? Ms. Donahoo stated, a copy of the taxpayer remedies are mailed to each taxpayer with their appraisal notice. The taxpayer is also mailed the taxpayer remedies and the ARB hearing procedures with their scheduled hearing time if they select to receive the procedures when they submit their protest. Judge Tynes thanked Mr. Vandiver for serving on the ARB board.

Contractor, Sam Hall with Diamond H Construction discusses a little about renovating the appraisal district's current location. Mr. Gatewood weighs the pros and cons long-term in the current building vs purchasing another building. Mr. Gatewood stated he can't justify spending a lot of money to renovate the current office vs. spending less money buying the Boyd Holley building. Judge Tynes stated we should buy Holley's building vs renovating the current one. After discussion the board would like to purchase the building at 410 E Main Street for \$150,000 and get bids and renovate the building prior to moving to the location. Judge Tynes moved to purchase the building located at 410 E Main Street Hamilton, TX, seconded by Serratt, and passed without dissent.

Ms. Donahoo explains additions to the budget since the proposed budget. The 2022 budget has an increase of just over 25% due to adding another full-time employee, additional money in the contingency due to the unknown of the building, and additional informal days have been added due to the requirement for all taxpayers to have an informal hearing if requested in 2022. Ms. Donahoo explains that she expects the 2022 protest season to be heavy once again if the market doesn't have a steady drop prior to January 1, 2022. Judge Tynes acknowledges the budget has gone up. Mr. Gatewood agrees it is fair and practical. The 2022 budget was approved with a motion for approved offered by Mr. Serratt, seconded by Judge Tynes, and passed unanimously.

Ms. Donahoo discussed the requirement for the appraisal district to have a Public Fund Investment Officer. Mr. Gatewood moved to name Heather Donahoo the Public Fund Investment Officer for the Hamilton Central Appraisal District, seconded by Judge Tynes, passed without dissent.

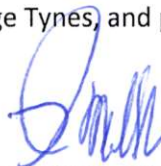
Ms. Donahoo presented the Public Funds Investment Policy to the Board of Directors. Ms. Donahoo stated that she has not yet been able to locate a policy in the office and it's required that the appraisal district have a policy. Mr. Gatewood moved to approve the Public Funds Investment policy. Judge Tynes seconded and the motion passed unanimously.

Ms. Donahoo presented the financial report through the end of July. Mr. Gatewood questioned the \$500 legal attorney fee. Ms. Donahoo explained that it is a legal retainer for the ARB that is paid annually.

Ms. Donahoo presented the collection report indicating that 97.76% of the 2020 taxes have been paid through the end of August. She also presented an updated list of the top 100 delinquent accounts.

Ms. Donahoo also presented the 25.25 changes of value to the board. All 25.25 changes are provided so that the Board can ask questions about any changes of concern.

The motion to adjourn was moved by Mr. Serratt, seconded by Judge Tynes, and passed without dissent. The adjournment occurred 11:11 a.m.



Chairman, T.P. Medlock