

**HAMILTON CENTRAL APPRAISAL DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS**

May 19, 2023

Corrected Minutes

1. CALL TO ORDER.

Meeting was called to order at 2:00 p.m. by Jeff Serratt.

2. OPENING PRAYER.

Prayer was given by Millie Shinn.

3. ROLL CALL/CERTIFY QUORUM.

Board members present were: Jeff Serratt, Millie Shinn and Todd Jordan. Staff Members present were: Chief Appraiser, Codi McCarn and Denise Wolfe. Quorum was certified by Jeff Serratt.

4. PUBLIC COMMENTS.

There was no one in attendance.

5. ACCEPT RESIGNATION FROM CURRENT BOARD MEMBER.

Motion to Accept Steve Watson's Resignation was made by Millie Shinn. The motion was seconded by Todd Jordan and the motion carried 3 in favor and none opposed.

6. ADMINISTER OATH OF OFFICE AND ANTI-BRIBERY STATEMENT TO BOARD MEMBERS.

The oath of office and anti-bribery statement was administered by, Chief Appraiser, Codi McCarn. Motion to accept the Anti-Bribery Statement was made by Todd Jordan. The motion was seconded by Millie Shinn and the motion carried 3 in favor and none opposed.

7. CONSIDER AND ACT ON APPOINTING NEW MEMBERS TO REPLACE MARK TYNES FOR THE 2023-2024 TERM.

Motion to elect Lloyd Huggins to replace Mark Tynes for the 2023-2024 term was made by Millie Shinn. The motion was seconded by Todd Jordan and the motion carried 3 in favor and none opposed.

8. CONSIDER AND ACT ON APPOINTING NEW OFFICERS FOR THE 2023 TERM.

The floor was open for nominations for chairperson, Vice Chairperson and Secretary. The motion was made by Millie Shinn to appoint Jeff Serratt as Chairperson. The motion was seconded by Todd Jordan and the motion carried 3 in favor and none opposed. After this vote, a motion was made by Millie Shinn to appoint Todd Jordan as Vice Chairperson. The motion was seconded by Jeff Serratt and the motion carried 3 in favor and none opposed. Lastly, the motion was made by Todd Jordan to appoint Millie Shinn as Secretary. The motion was seconded by Jeff Serratt and the motion carried 3 in favor and none opposed.

9. CONSENT AGENDA.

After reviewing the April 21, 2023 meeting minutes, paid bills and financials the motion was made by Todd Jordan to approve the minutes, paid bills and financials as resented. The motion was seconded by Jeff Serratt and the motion carried 3 in favor and none opposed.

10. CHIEF APPRAISER REPORTS.

The collections, appraisal and general reports were given by, Chief Appraiser, Codi McCarn. The Collections reports was presented with no questions regarding the reports. The appraisal/general report was given by the, Chief Appraiser, Codi McCarn. There were no questions regarding the reports.

11. CONSIDER AND ACT ON NEW SIGNERS ON THE BANK SIGNATURE CARDS.

The motion was made by Millie Shinn to remove Steve Watson off the signature cards and add Todd Jordan to the signature cards at Extraco Banks. Seconded by Jeff Serratt and the motion passed unanimously.

12. CONSIDER AND ACT ON GIVING THE CHIEF APPRAISER AT HOURITY TO OPEN NEW CHECKING ACCOUNT EXTRACO BANKS FOR VIT.

The motion was made by Todd Jordan for, Chief Appraiser, Codi McCarn, to open a new VIT account at Extraco Banks. The motion was seconded by Jeff Serratt and the motion carried unanimously.

13. 2024 BUDGET CONCEPTS.

Chief Appraiser, Codi McCarn, presented the 2024 Budget concepts to the Board of Directors.

14. CONSIDER AND ACT ON REMOVAL OF UNCOLLECTABLE TAXES FROM THE TAX ROLL.

Motion was made by Todd Jordan to remove uncollectable taxes from the tax roll. Motion was seconded by Jeff Serratt and the motion passed unanimously.

15. CONSIDER AND ACT ON PURCHASE OF 4 NEW WORKSTATION FROM BIS.

The motion was made by Todd Jordan to purchase 4 new workstations from BIS. The motion was seconded by Millie Shinn and the motion passed unanimously.

16. CONSIDER AND ACT ON AUTHORIZING CHIEF APPRAISER TO PURCHASE AND INSTALL QUICKBOOKS DESKTOP/ONLINE FOR USE IN HOUSE AND IN CORRESPONDENCE WITH CURRENT AUTHORIZED ACCOUNTANT.

Motion was made by Millie Shinn to authorize, Chief Appraiser, Codi McCarn, to purchase Quickbooks in house. The motion was seconded by Todd Jordan and the motion carried unanimously.

17. 2023 ARB MODEL HEARING PROCEDURES PRESENTED TO BOARD OF DIRECTORS.

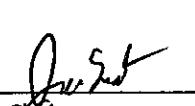
The ARB model hearing procedures were presented to the Board of Directors by Chief Appraiser, Codi McCarn.

18. DISCUSS AND APPROVE INVESTMENT POLICY FOR DISTRICT.

Motion was made by Millie Shinn to Approve the Investment Policy. Motion was seconded by Jeff Serratt and the motion passed unanimously.

19. ADJOURNMENT.

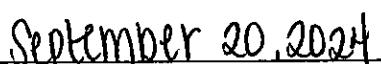
Motion was made at 3:27 p.m. by Jeff Serratt to adjourn. Motion was seconded by Todd Jordan and the motion carried unanimously.



Chairman



Vice-Chairman



Date