

**Baylor County Appraisal District**

**211 N Washington Street**

**Seymour Texas 76380**

**MINUTES OF THE BAYLOR COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS MEETING ON Thursday, July 28, 2022 LOCATED AT THE BAYLOR COUNTY APPRAISAL DISTRICT 211 N. WASHINGTON STREET, SEYMOUR, TEXAS 76380.**

Present at Meeting: N.E. Deweber, Bryan Baldwin, Les Hons, Rick Gillispie, Loy Studer, Interim Chief Appraiser Mitzi Welch & Deputy Clerk Rachel Everett. Visitors: Liz with PC Net, Ray Bertrand with CTSI internet support and David Parkman with Edgin, Parkman, Fleming & Fleming.

Meeting called to order by N.E. Deweber.

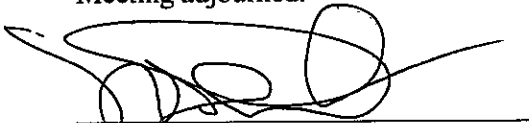
No comments from the public.

1. Discuss, consider and take action regarding the approval of the minutes of the June 16, 2022 board meeting. Motion to approve made by Bryan Baldwin. Loy Studer seconded the motion. All in favor, motion passed.
2. Discuss, consider and take action regarding the approval of the June bank statement and financial reports. Motion to approve was made by Les Hons. Motion seconded by Bryan Baldwin. All in favor, motion passed.
3. Discuss, consider and take action on a choice of internet security services to be provided by either CTSI or PC Net. Motion to accept PC Net as our internet security provider was made by Loy Studer. Motion seconded by Bryan Baldwin. All in favor, motion passed.
4. Discuss, consider and take action regarding the large amount of taxes attached to the Harvey Trust property located at 509 N. Powers. The attorneys for BCAD at Perdue Brandon Law firm advised that a decision could be made by the Board of Director's to set a minimum bid and adjust off the remaining taxes. Motion to leave the minimum bid at \$2,160.63 and adjust off the remaining \$7,653.76 was made by Loy Studer. Motion seconded by Bryan Baldwin. All in favor, motion passed.
5. Discuss, consider and take action regarding the approval of a QuickBooks training class for employees Rachel Everett and Paula Vaden. Motion to approve the training class made by Bryan Baldwin. Les Hons seconded the motion. All in favor, motion passed.

6. Discuss, consider and take action regarding the acceptance of the BCAD annual financial audit done by the accounting firm Edgin, Parkman, Fleming & Fleming. David Parkman presented the audit findings. Bryan Baldwin made a motion to accept the audit as presented. Les Hons seconded the motion. All in favor, motion passed.
7. Discuss, consider and approve a resolution to commit excess funds from the 2021 tax year. Bryan Baldwin made a motion to approve a resolution committing \$88,541 for future contractual services. Les Hons seconded the motion. All in favor, motion passed.
8. Board entered into executive session to review budget.
9. Board returned from executive session and discussed line item changes to the budget: Salaries for Rachel Everett and Paula Vaden will be raised to \$30,000 each and the \$2,400 for health insurance allowance will be added to the \$30,000 making a total of \$32,400 each for the upcoming 2023 BCAD Budget year. Changes will be made in the office to accommodate better serving the public and help to equalize the workload between the two employees. Office hours will be from 8 to 5 and flexing hours will not be permitted. Scheduled holidays will be adopted in the upcoming months along with a new BCAD Policy Document. Employees will continue taking courses that are in line with the necessary certifications in the property tax field.

Motion to adjourn made by Bryan Baldwin. Motion seconded by Les Hons. All in favor, motion passed.

Meeting adjourned.



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N.E. Deweber, Board Chairman



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Rick Gillispie, Board Secretary

August 18, 2022