

# Sabine County Appraisal District

## Board of Directors

### Notice of Public Meeting

**The Sabine County Appraisal District Board of Directors will meet in regular session on Thursday, March 1, 2018. The meeting will begin at 12:00 noon and will be held in the Sabine County Youth and Agricultural Foundation building, 3155 St. Hwy 184, Hemphill, Texas.**

- 2018-031 Lloyd Ford call meeting to order 12:25 PM.
- 2018-032 Lloyd Ford established a quorum, with himself, Wayne Rawls, Andrew Mills, Sheilah Martin, Steve Conn, Martha Stone. Ronald Barlow and Earl Willis absent. Others present were Cari Papania, Ginger Bailey, Sandra Helander.
- 2018-033 Public Access: There was no one
- 2018-034 Sheilah Martin made the motion, seconded by Steve Conn, to approve Minutes Of October 12, 2017. The motion passed unanimously.
- 2018-.035 Sheilah Martin made the motion, seconded by Wayne Rawls, Re-elect Lloyd Ford Chairman, Steve Conn- Vice Chairman and Martha Stone Secretary. The motion Passed unanimously.
- 2018-036 Steve Conn made the motion, seconded by Wayne Rawls to appoint Gordon Steele, Richard Knight and Pamela Havron. The motion passed unanimously.
- 2018-037 Appoint New Appraisal Review Board Member- Tabled
- 2018-038 Sheilah Martin made the motion, seconded by Wayne Rawls, to approve Expenditures for October 1,2017 Thru February 28,2018. The motion passed unanimously
- 2018-040 Steve Conn made the motion, seconded by Sheilah Martin to approve Contract Pritchard and Abbott for 2018. The motion passed unanimously.
- 2018-041 Wayne Rawls made the motion, seconded by Steve Conn to approve the contract with Norman White Auditor for Appraisal District. The motion passed unanimously.
- 2018-042 Discuss and review property Value Study for 2017 from State Comptroller Office

No action was taken.

- 2018-043 Discuss and review Maps final finding. No action was taken.
- 2018-044 Andrew Mills made the motion, seconded by Sheilah Martin to approve the Board of Directors Policy Manual. The motion passed unanimously.
- 2018-045 Sheilah Martin made the motion, seconded by Steve Conn to approve the Appraisal Review Board Policy Manual. The motion passed unanimously.
- 2018-046 Sandra Helander presented the District Reports.  
Steve Conn made a motion, seconded by Sheilah Martin to tell Share Service the Appraisal District needs more room and they needed to move.
- 2018-047 Steve Conn made the motion, seconded by Sheilah Martin to adjourn.

Signed the 1<sup>st</sup>. Day of March 2018



Chairman Lloyd Ford



Secretary Martha Stone

The State of Texas

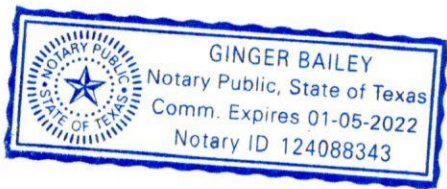
Statement of Elected Officer

I, Lloyd P. Ford, do solemnly swear (or affirm), that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected, so help me God.

[Signature]  
Affiant

Sabine County  
Office Held and City/County

SWORN TO and subscribed before me by affiant on this the 1 day of March, 2018



(Seal)

[Signature]  
Signature of Person Administering Oath

Ginger Bailey  
Printed Name

Notary Public  
Title

The State of Texas

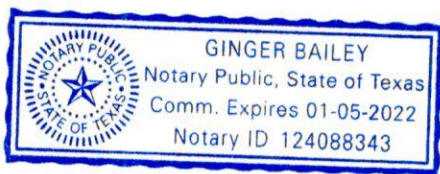
Statement of Elected Officer

I, Martha Stone, do solemnly swear (or affirm), that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected, so help me God.

Martha Stone  
Affiant

Dalene C. Dale Assessor  
Office Held and City/County

SWORN TO and subscribed before me by affiant on this the 1<sup>st</sup> day of March, 2018



Ginger Bailey  
Signature of Person Administering Oath

Ginger Bailey  
Printed Name

(Seal)

Notary Public  
Title

The State of Texas

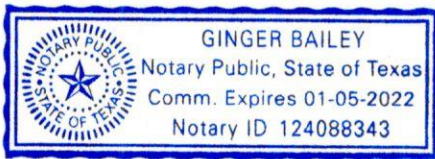
**Statement of Elected Officer**

I, STEVE CONN, do solemnly swear (or affirm), that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected, so help me God.

SKC  
Affiant

Hemphill ISD  
Office Held and City/County

SWORN TO and subscribed before me by affiant on this the 1st day of March, 2018.



Ginger Bailey  
Signature of Person Administering Oath

Ginger Bailey  
Printed Name

(Seal)

Notary Public  
Title

The State of Texas

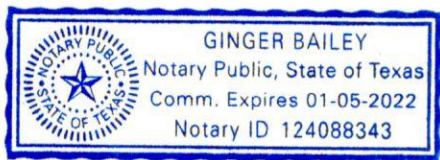
Statement of Elected Officer

I, Sheilah Martin, do solemnly swear (or affirm), that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected, so help me God.

Sheilah Martin  
Affiant

H I S D  
Office Held and City/County

SWORN TO and subscribed before me by affiant on this the 1st day of March, 2018



(Seal)

Ginger Bailey  
Signature of Person Administering Oath

Ginger Bailey  
Printed Name

Notary Public  
Title

The State of Texas

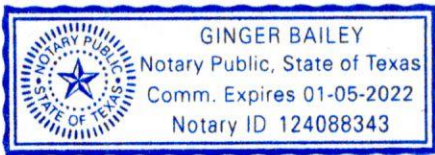
Statement of Elected Officer

I, Andrew Mills, do solemnly swear (or affirm), that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected, so help me God.

[Signature]  
Affiant

Sabine County  
Office Held and City/County

SWORN TO and subscribed before me by affiant on this the 1st day of March, 2018.



[Signature]  
Signature of Person Administering Oath

Ginger Bailey  
Printed Name

(Seal)

Notary Public  
Title

The State of Texas

**Statement of Elected Officer**

I, Wayne Rawls, do solemnly swear (or affirm), that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected, so help me God.

Wayne Rawls  
Affiant

Hempstead School  
Office Held and City/County

SWORN TO and subscribed before me by affiant on this the 1st day of March, 2018

Ginger Bailey  
Signature of Person Administering Oath



Ginger Bailey  
Printed Name

(Seal)

Notary Public  
Title



Thursday, June 14, 2018, the Sabine County Appraisal District Board of Directors met in session. The following members were present:

Lloyd Ford	Chairman – County Representative
Steve Conn	Vice Chairman - HISD Representative
Ronald Barlow	WSISD Representative
Sheilah Martin	HISD Representative
Andrew Mills	County Representative
Wayne Rawls	HISD Representative
Earl Willis	Hospital Representative

AGENDA ITEM # 2018-048 Call the Meeting to Order

President Lloyd Ford called the meeting to order at 12:15pm.

AGENDA ITEM # 2018-049 Establish A Quorum

President Lloyd Ford established a quorum, acknowledged the public member that was present and Mr. Earl Willis was sworn in as Board member.

AGENDA ITEM # 2018-050 Public Access.

One member of the public was present, John Starr, Jr. owner of Starr Funeral Home. Mr. Ford presented an opportunity for Mr. Starr to address the Board. Mr. Starr spoke regarding the reappraisal of the County and stated that several things to take into consideration upon reappraisal were that the County is an older retirement community, some residents are grandparents are raising grandchildren, and the new assessments need to be consistent with income. Mr. Ford thanked Mr. Starr for his comments.

AGENDA ITEM # 2018-051 Discuss and approve the Proposed 2019 Budget for Sabine County Appraisal District.


After reviewing the Proposed 2019 Budget, Sheilah Martin moved to approve the budget as submitted, with a second to the motion by Steve Conn, the motion carried with all for.


AGENDA ITEM # 2018-052 District Report

The District Report was given and no action was taken.

AGENDA ITEM #2018-Discuss, Consider and / or Approve Adjournment.

Wayne Rawls moved to adjourn and with a second from Ronald Barlow the meeting was adjourned.

  
Lloyd Ford – Chairman

  
Prepared by Ginger Bailey

(due to absence of Martha Stone – Secretary)

The State of Texas

Statement of Elected Officer

I, Earl Willis, do solemnly swear (or affirm), that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected, so help me God.

Earl Willis  
Affiant

Absecon  
Office Held and City / County

THE STATE OF TEXAS §

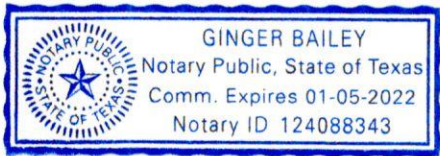
THE COUNTY OF SABINE §

SWORN To and subscribed before me by affiant on this the 14th day of June, 2018.

Ginger Bailey  
Signature of Person Administering Oath

Ginger Bailey  
Printed Name

Notary  
Title



(Seal)

	\$2,018	CHANGE	2019 PROPOSED
<b>SALARIES</b>			
CHIEF APPRAISER			
FIELD APPRAISER, RPA	\$ 35,844	\$ 3,995	\$ 39,839
MAPPER	\$ 31,955	\$ 5,196	\$ 37,151
CLERICAL/CUSTOMER	\$ 23,340	\$ 3,446	\$ 26,786
DATA ENTRY (1)	\$ 20,800	\$ 2,745	\$ 23,545
DATA ENTRY (2)	\$ 20,800	\$ 2,745	\$ 23,545
<b>TOTAL</b>	<b>\$ 132,739</b>	<b>\$ 18,127</b>	<b>\$ 150,866</b>
<b>EMPLOYEE BENEFITS</b>			
<b>RETIREMENT, SOC SEC, HEALTH INS</b>			
CHIEF APPRAISER	\$ -	\$ -	\$ -
FIELD APPRAISER, RPA	\$ 11,316	\$ 328	\$ 11,644
MAPPER	\$ 8,079	\$ (3,376)	\$ 4,703
CLERICAL/CUSTOMER	\$ 9,698	\$ 293	\$ 9,991
DATA ENTRY (1)	\$ 1,595	\$ 7,986	\$ 9,581
DATA ENTRY (2)	\$ 1,595	\$ 7,986	\$ 9,581
<b>TOTAL</b>	<b>\$ 32,283</b>	<b>\$ 13,217</b>	<b>\$ 45,500</b>
<b>WORKER'S COMP/UNEMPLOYMENT</b>			
CHIEF APPRAISER	\$ -	\$ -	\$ -
FIELD APPRAISER, RPA	\$ 560	\$ (389)	\$ 171
MAPPER	\$ 109	\$ 62	\$ 171
CLERICAL/CUSTOMER	\$ 90	\$ 81	\$ 171
DATA ENTRY (1)	\$ 395	\$ (224)	\$ 171
DATA ENTRY (2)	\$ 395	\$ (224)	\$ 171
<b>TOTAL</b>	<b>\$ 1,549</b>	<b>\$ (694)</b>	<b>\$ 855</b>
<b>SUPPLIES &amp; MATERIAL</b>			
ADVERTISING	\$ 500	\$ 100	\$ 600
DEED RECORDS	\$ 800	\$ -	\$ 800
GENERAL OFFICE SUPPLIES	\$ 3,300	\$ -	\$ 3,300
MAPPING SUPPLIES	\$ 2,000	\$ (2,000)	\$ -
COPIER SERVICE/MAINTENANCE	\$ 2,000	\$ -	\$ 2,000
POSTAGE	\$ 2,000	\$ 1,000	\$ 3,000
OFFICE FURNITURE/FIXTURES	\$ 14,900	\$ (9,900)	\$ 5,000
<b>TOTAL</b>	<b>\$ 25,500</b>	<b>\$ (10,800)</b>	<b>\$ 14,700</b>
<b>PROFESSIONAL SERVICES</b>			
CONTRACTED CHIEF APPRAISER	\$ 52,000	\$ -	\$ 52,000
CONTRACTED REAL APPRAISAL SERVICES	\$ 72,000	\$ -	\$ 72,000
BUILDING INSURANCE	\$ 1,400	\$ -	\$ 1,400
UTILITIES/TELEPHONE	\$ 6,600	\$ 3,400	\$ 10,000
BUILDING REPAIRS/MAINTENANCE	\$ 5,000	\$ -	\$ 5,000
COMPUTER SERVICES	\$ 47,567	\$ 2,433	\$ 50,000
MINERAL, UTILITY & INDUSTRIAL APPR	\$ 7,000	\$ 2,000	\$ 9,000
PICTOMETRY	\$ 26,385	\$ 6,615	\$ 33,000
MAPPING COSTS/ONLINE SERVICES	\$ 4,500	\$ -	\$ 4,500
AUDIT FEES	\$ 2,800	\$ -	\$ 2,800
TRAVEL & EDUCATION	\$ 9,650	\$ -	\$ 9,650
ARB EXPENSE	\$ 2,000	\$ -	\$ 2,000
CONTRACT LABOR	\$ 4,000	\$ (4,000)	\$ -
PROFESSIONAL DUES/FEES	\$ 1,500	\$ -	\$ 1,500
FEDERAL DATABASE SEARCH FEE	\$ 1,600	\$ -	\$ 1,600
ATTORNEY/LEGAL FEES	\$ 1,200	\$ -	\$ 1,200
ACCOUNTING	\$ -	\$ 3,500	\$ 3,500
<b>TOTAL</b>	<b>\$ 245,202</b>	<b>\$ 13,948</b>	<b>\$ 259,150</b>
<b>GRAND TOTAL</b>	<b>\$ 437,273</b>	<b>\$ 33,798</b>	<b>\$ 471,071</b>

Thursday, August 30, 2018, the Sabine County Appraisal District Board of Directors met in session for the 2019 Budget Public Hearing. The following members were present:

Lloyd Ford	Chairman – County Representative
Steve Conn	Vice Chairman - HISD Representative
Ronald Barlow	WSISD Representative
Sheilah Martin	HISD Representative
Andrew Mills	County Representative
Wayne Rawls	HISD Representative
Earl Willis	Hospital Representative
Martha Stone	Board Secretary – Tax Assessor

Also present: Gary Zeitler and Sandra Helander – Eagle Appraising & Consulting  
Cari Papania and Ginger Bailey – Sabine County Appraisal District

AGENDA ITEM # 2018–001 Call the Meeting to Order

Chairman Lloyd Ford called the meeting to order at 12:10pm.

AGENDA ITEM # 2018-002 Establish A Quorum


Chairman Lloyd Ford established a quorum.

AGENDA ITEM # 2018–003 Public Access.

Chairman Lloyd Ford acknowledged that there were no members of the public present.

AGENDA ITEM # 2018-068 Adjournment

Sheilah Martin moved to adjourn and with a second from Ronald Barlow the meeting was adjourned.

  
Lloyd Ford – Chairman

  
Prepared by Ginger Bailey

Thursday, August 30, 2018, the Sabine County Appraisal District Board of Directors met in a regular session. The following members were present:

Lloyd Ford	Chairman – County Representative
Steve Conn	Vice Chairman - HISD Representative
Ronald Barlow	WSISD Representative
Sheilah Martin	HISD Representative
Andrew Mills	County Representative
Wayne Rawls	HISD Representative
Earl Willis	Hospital Representative
Martha Stone	Board Secretary – Tax Assessor

Also present: Gary Zeitler and Sandra Helander – Eagle Property Tax Appraisal & Consulting, Inc.  
Cari Papania and Ginger Bailey – Sabine County Appraisal District

AGENDA ITEM # 2018–054 CALL THE MEETING TO ORDER

Chairman Lloyd Ford called the meeting to order at 12:12pm.

AGENDA ITEM # 2018-055 ESTABLISH A QUORUM

Chairman Lloyd Ford established a quorum.

AGENDA ITEM # 2018–056 PUBLIC ACCESS

Chairman Lloyd Ford acknowledged that there were no members of the public present.

AGENDA ITEM # 2018-057 APPROVE THE MINUTES OF THE PREVIOUS MEETINGS (MARCH 1<sup>ST</sup> & JUNE 14)

Steve Conn moved to approve the minutes as submitted. Sheilah Martin seconded the motion. All voted for and the motion carried.

AGENDA ITEM # 2018-058 APPROVE THE EXPENDITURES FOR PERIOD MARCH 1, 2018 THRU JULY 31, 2018.

Sheilah Martin moved to approve the expenditures as submitted. Ronald Barlow seconded the motion. All voted for and the motion carried.

AGENDA ITEM #2018-059 Approve the 2019 Budget.

Steve Conn moved to approve the 2019 Budget. Sheilah Martin seconded the motion. All voted for and the motion carried.

AGENDA ITEM # 2018-060 Discuss and Approve the 2017 Audit

Wayne Rawls moved to approve the 2017 Audit. Ronald Barlow seconded the motion. All voted for and the motion carried.

AGENDA ITEM # 2018-061 Discuss and Approve a Resolution for the 2019-2020 Plan for reappraisal.

Steve Conn moved to approve the resolution for the 2019-2020 reappraisal plan. Andrew Mills seconded the motion. All voted for and the motion carried.

AGENDA ITEM # 2018-062 Discuss and Approve 2018 Budget Amendment #2

Sheilah Martin moved to approve the budget amendment moving funds from cash on hand to capital expenditures, up to an amount of \$26,500.00. Andrew Mills seconded the motion. All voted for and the motion carried.

AGENDA ITEM 2018-063 Discuss and Approve Additional Check Signers

Ronald Barlow moved to add Andrew Mills and Ginger Bailey as authorized signers to the Sabine County Appraisal District account at Southside Bank. Steve Conn seconded the motion. All voted for and the motion carried.

AGENDA ITEM 2018-064 Appoint New Ag Board Members

Chairman Lloyd Ford stated that members of the Appraisal Board of Directors cannot serve as members on the Ag Board, and therefore tabled this Agenda Item until additional members can be named.

AGENDA ITEM 2018-065 District Report (Includes Bids to Remodel North End of Building)

No action taken on this Agenda Item, as it was discussed in Agenda Item 2018-062.

AGENDA ITEM 2018-066 Executive Session For: A) Eagle Contract, B) Personnel

The Board of Directors entered into an Executive Session at 1:15pm and adjourned the Executive Session at 2:01pm.

AGENDA ITEM 2018-067 Discuss and Approve Eagle Property Tax Appraisal & Consulting, Inc. Contract.

Wayne Rawls moved to begin the process to terminate the Chief Appraiser Contract with Eagle Property Tax Appraisal & Consulting, Inc. and open the position to potential applicants. Ronald Barlow seconded the motion. The vote of the board of directors was as follows:

For: Wayne Rawls, Ronald Barlow and Earl Willis

Against: Andrew Mills, Sheilah Martin, Steve Conn and Lloyd Ford.

The motion was lost with a vote of three members for and four members against.

AGENDA ITEM 2018-068      ADJOURNMENT

Ronald Barlow moved to adjourn and with a second from Steve Conn, the meeting was adjourned.

A handwritten signature in black ink, appearing to be "Lloyd Ford", written over a horizontal line.

Lloyd Ford – Chairman

A handwritten signature in blue ink, appearing to be "Ginger Bailey", written over a horizontal line.

Prepared by Ginger Bailey



Tuesday, November 27, 2018, the Sabine County Appraisal District Board of Directors met in a regular session. The following members were present:

Lloyd Ford	Chairman – County Representative
Steve Conn	Vice Chairman - HISD Representative
Andrew Mills	County Representative
Wayne Rawls	HISD Representative
Martha Stone	Board Secretary – Tax Assessor

Also present: Gary Zeitler and Sandra Helander – Eagle Property Tax Appraisal & Consulting, Inc.  
Cari Papania and Ginger Bailey – Sabine County Appraisal District

AGENDA ITEM 2018-069 CALL THE MEETING TO ORDER

Chairman Lloyd Ford called the meeting to order at 12:16 pm.

AGENDA ITEM 2018-070 ESTABLISH A QUORUM

Chairman Lloyd Ford established a quorum.

AGENDA ITEM 2018-071 PUBLIC ACCESS

Chairman Lloyd Ford acknowledged that there were no members of the public present.

AGENDA ITEM 2018-072 APPROVE THE MINUTES OF THE PREVIOUS MEETINGS (AUGUST 30<sup>TH</sup>)

Steve Conn moved to approve the minutes as submitted. Andrew Mills seconded the motion. All voted for and the motion carried.

AGENDA ITEM 2018-073 APPROVE THE EXPENDITURES FOR PERIOD AUGUST 1, 2018 THRU OCTOBER 31, 2018.

Steve Conn moved to approve the expenditures as submitted. Wayne Rawls seconded the motion. All voted for and the motion carried.

AGENDA ITEM 2018-074 APPOINT 3 ARB MEMBERS (SEE ATTACHED FOR QUALIFIATIONS)

Chairman Lloyd Ford tabled this Agenda Item until members can be named.

AGENDA ITEM 2018-075 APPOINT 3 AGRICULTURAL APPRAISAL ADVISORY BOARD MEMBERS (SEE ATTACHED QUALIFICATIONS)

Chairman Lloyd Ford recommended Weldon Elliott, Eric Procella and Carl Beall, Jr. to serve on the Appraisal Advisory Board, and stated that he had spoken with each recommended person and they had agreed to serve in the necessary capacity. Steve Conn moved to

appoint Weldon Elliott, Eric Procella and Carl Beall, Jr. to the Appraisal Advisory Board. Andrew Mills seconded the motion. All voted for and the motion carried.

AGENDA ITEM 2018-076 APPROVE CHANGES MADE TO THE CERTIFIED APPRAISAL ROLL

Steve Conn moved to approve the changes made to the Certified Appraisal Roll. Wayne Rawls seconded the motion. All voted for and the motion carried.

AGENDA ITEM 2018-077 APPOINT A RECORDS MANAGEMENT OFFICER

Andrew moved to appoint the Chief Appraiser, whomever may hold the title, as the Records Management Officer. Steve Conn seconded the motion. All voted for and the motion carried.

AGENDA ITEM 2018-078 APPROVE AN EMERGENCY & DISASTER RECOVERY PLAN

Steve Conn moved to approve the Emergency & Disaster Recovery Plan as submitted. Wayne Rawls seconded the motion. All voted for and the motion carried.

AGENDA ITEM 2018-079 DISCUSS AND APPROVE ADDING G D EDGAR LUMBER COMPANY TO THE CLIENT LIST FOR PRITCHARD & ABBOTT, INC. APPRAISALS

Steve Conn moved to add G. D. Edgar Lumber Company to the client list for Pritchard & Abbott, Inc. Appraisals. Andrew Mills seconded the motion. All voted for and the motion carried.

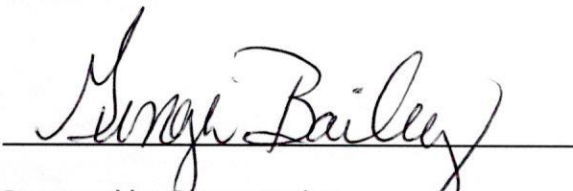
AGENDA ITEM 2018-080 DISTRICT REPORT AND PERSONNEL EVALUATIONS

The District Report and Personnel Evaluations were presented and reviewed by the Board of Directors, no further action was required.

AGENDA ITEM 2018-081 ADJOURNMENT

Steve Conn moved to adjourn and with a second from Wayne Rawls, the meeting was adjourned.

  
Board Chairman

  
Prepared by Ginger Bailey