

**Medina County Appraisal District
Board Minutes
January 19, 2021**

OPENING

The regular meeting of the Medina County Appraisal District Board of Directors was called to order at 6:30 p.m. by J. Gruber and a quorum was established.

PRESENT

Board members: J Gruber, Tim Hardt, Jeff Diles, Mamie Navarro and Cindy Segovia

Board members not present: Melissa Lutz

Other attendees: Johnette Dixon, Randall Taylor and Vangie Garcia as recording secretary.

RECOGNITION OF VISITORS/PUBLIC COMMENTS

David Segovia, visitor.

SWEAR-IN NEW DIRECTOR

Swore-in and welcomed Cindy Segovia

APPROVAL OF NOVEMBER 30, 2020 BOARD OF DIRECTORS MEETING MINUTES

Tim Hardt motioned to accept minutes as presented and seconded by Mamie Navarro. Motion carried.

APPROVAL OF FINANCIAL REPORT

Jeff Diles motioned to accept financial report as presented and Tim Hardt seconded. Motion carried.

UPDATE ON PURCHASE OF LAND AND BUILDING LOCATED AT 3102 AVE. G, HONDO, TX 78861

Discussed that there is no closing date for purchase of building. Contracts and title are ready, hoping for a closing date in February. Sending message to Judge Schuchart asking that they not clear out furniture. We will keep what they do not need. Decided to tour the new building during meeting.

DISCUSSION AND/OR ACTION REGARDING ENGAGEMENT OF DED & CO FOR 2020 AUDIT

Discussed signing contract and go through with the audit. Mamie Navarro motioned to accept contract and Cindy Segovia seconded. Motion carried.

DISCUSSION AND/OR ACTION REGARDING PERSONNEL POLICY

Change "Sick Leave" to "Personal Time Off" (PTO).

Update policy on COVID 19 leave

Tim Hardt motioned to make changes and update policy and Mamie Navarro seconded. Motion carried.

DISCUSSION AND/OR ACTION REGARDING BOARD OF DIRECTOR POLICY

No changes were made.

All board members signed the Declaration to Serve.

Cindy Segovia motioned to approve and Jeff Diles seconded. Motion carried.

DISCUSSION AND/OR ACTION REGARDING ARB MEMBERS

John Bendele and Erin Braden’s terms have expired. John does not wish to return for another term. Erin will be returning for another term.

John recommended Joe Fohn who is willing to serve. Board members agreed to appointing him and Johnette will provide him with all the training information needed.

Jeff Diles motioned to accept and Tim Hardt seconded. Motion carried.

DISCUSSION AND/OR ACTION REGARDING STRATEGIC PLAN

Plan entails our plans for the next five years and keeping up with future technology. Plan will be shared with employees. Plan will be updated in five-year increments unless a change is needed.

Tim Hardt motioned to accept and Cindy Segovia seconded. Motion carried.

DISCUSSION AND/OR ACTION REGARDING DISASTER PLAN

No changes were made on actual plan. Some changes will be made on telephone directory, i.e, City Manager information, add new board member, and add CommZoom to Vendors.

Jeff Diles motioned to approve with changes and Mamie Navarro seconded. Motion carried.

CHIEF APPRAISER’S REPORT

Informed board that Map Review is scheduled for February 8th – 12th.

Will start looking for bids for construction and remodeling of new building.

Tim requested preliminary budget for building.

ADJOURNMENT

J. Gruber adjourned meeting at Medina County Appraisal Office at 7:45pm and reconvened at 3102 Ave G. (new building). Toured the new building and adjourned meeting at 8:00pm.

Next meeting is scheduled for March 16, 2021.

Approved by: _____
J.Gruber, Chairman

Mamie Navarro, Secretary