

MINUTES OF THE CRANE COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS

The Board of Directors of the Crane Co. Appraisal District met on Wednesday, December 11, 2019 at 1:30 p.m. in the workroom of the School Administration Building at 511 W. 8th St. Crane, TX.

Those attending were Wanda Coburn – Vice Chairman, Emily Barton - Secretary/Treasurer and Debby Cowden, Judy Crumrine - members. Others present were Byron Bitner - Chief Appraiser and Kelly Lee of the Appraisal District.

1. Byron Bitner called the meeting to order at 1:38 p.m.
2. Emily Barton made the motion to approve the minutes from the August 28, 2019 meeting. Second by Judy Crumrine. Motion carried unanimously.
3. Emily Barton then presented the Treasurer's Report with a checking account balance of \$120,209.84. Judy Crumrine made the motion to approve the Treasurer's Report as presented. Second by Debby Cowden. Motion carried unanimously.
4. The Board of Directors then reviewed all bill payments from September 1, 2019 - December 10, 2019. Emily Barton made the motion to approve all bill payments as presented. Second by Judy Crumrine. Motion carried unanimously.
5. Emily Barton made the motion to re-appoint Donna Vanderveer and Tom Currie to the Appraisal Review Board for the 2020 – 2021 term. Second by Judy Crumrine. Motion carried unanimously.
6. Wanda Coburn made the motion to hire Eckert & Company to do our annual audit year end 2019. Second by Debby Cowden. Motion carried unanimously.
7. Byron Bitner then discussed with the Board the changes that need to be made to the 2019 budget, to take \$500 out of Postage and distribute \$270 to Legal Services, \$70 to Chief Appraiser Services and \$160 to Employee Fees and Dues. After some discussion, Emily Barton made the motion to approve the changes as presented. Second by Judy Crumrine. Motion carried unanimously. (See Final Amended 2019 Budget Attached).

8. Byron Bitner then presented to the Board a list of Appraisal Roll quarterly changes for their review.
9. There were no public comments.
10. Emily Barton made the motion to adjourn the meeting at 2:07 p.m.
Second by Judy Crumrine. Motion carried unanimously.

Chairman/Vice Chairman

Secretary/Treasurer