

# **MINUTES OF THE CRANE COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS**

The Board of Directors of the Crane Co. Appraisal District met on Wednesday, December 12, 2018 at 1:30 p.m. in the workroom of the School Administration Building at 511 W. 8<sup>th</sup> St. Crane, TX.

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

1. Gena Norvell called the meeting to order at 1:30 p.m.
2. Gena Norvell made the motion to approve the minutes from the September 5, 2018 meeting. Second by Wanda Coburn. Motion carried unanimously.
3. Emily Barton then presented the Treasurer's Report with a checking account balance of \$150,470.89. Wanda Coburn 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, - December 7, 2018. Emily Barton made the motion to approve all bill payments as presented. Second by Debby Cowden. Motion carried unanimously.
5. Emily Barton made the motion to appoint Donna Vanderveer and Sally Dodd to the Appraisal Review Board. Second by Wanda Coburn. Motion carried unanimously.
6. Byron Bitner then presented to the Board the contract to retain the services of Low, Swinney, Evans and James for the Appraisal District's legal representation. Emily Barton made the motion to approve the contract as presented. Second by Wanda Coburn. Motion carried unanimously.
7. Emily Barton made the motion to hire Eckert & Company to do our annual audit year end 2018. Second by Wanda Coburn. Motion carried unanimously.
8. Byron Bitner then discussed with the Board the changes that need to be made to the 2018 budget, to take 6,800 out of the Appraisal

District's unencumbered money and add to the 2018 budget. After some discussion, Emily Barton made the motion to approve the changes as presented. Second by Debby Cowden. Motion carried unanimously. (See Final 2018 Budget Attached).

9. There were no public comments.

10. Emily Barton made the motion to adjourn the meeting at 1:44 p.m. Second by Debby Cowden. Motion carried unanimously.

  
Chairman/Vice Chairman

  
Secretary/Treasurer