

CAMP CENTRAL APPRAISAL DISTRICT

143 Quitman St.
Pittsburg, TX 75686

MINUTES

The Board of Directors for Camp Central Appraisal District met in a regular meeting Tuesday, November 20, 2018 at 12:15 PM in the board meeting room of the Appraisal District office located at 143 Quitman Street, Pittsburg, Texas.

Members present: Dr. Dan Kincaid, Chairman
 Alan Brison, Secretary
 Mr. Jeff Kilburn
 Mr. George French
 Mr. Fred Cook
 Chief Appraiser Tinsley

Members absent: None

Visitors Present: None

A quorum was established and the meeting was called to order by Dr. Dan Kincaid at 12:20 PM.

Mr. George French opened the meeting with prayer.

Dr. Kincaid entertained questions or comments concerning the minutes from previous meeting. Mr. Jeff Kilburn made a motion to approve the minutes, seconded by Mr. Fred Cook. Motion carried 5-0.

Dr. Kincaid asked for questions or comments concerning the monthly disbursements. Mr. Jeff Kilburn made a motion to approve the disbursements and Mr. Alan Brison seconded the motion. Motion carried 5-0.

Chief Appraiser Tinsley read the resignation letter of ARB Chairman, Thomas Cravey, effective December 31, 2018.

At this time Dr. Kincaid asked for comments concerning the appointment of ARB members for the term of January 1, 2019 – December 31, 2020. Mr. Jeff Kilburn made a motion to reappoint Linda Price-Duffey for another two-year term, seconded by Mr. George French. Motion carried 5-0.

Dr. Kincaid asked for comments or recommendations for the appointment of ARB chairman and secretary. A motion was made by Mr. George French, seconded by Mr. Jeff Kilburn to appoint Royal Wertz as ARB Chairman and Linda Price-Duffey as ARB Secretary. Motion carried 5-0. Exhibit "A"

Dr. Kincaid asked for comments or questions concerning changes to the Personnel Policy. A motion was made by Mr. Fred Cook to approve the changes concerning vacation/sick time as recommended by Chief Appraiser Tinsley, seconded by Mr. Alan Brison. Motion carried 5-0. Exhibit "B"

Dr. Kincaid asked for comments or questions concerning ARB Teleconference through BIS Consulting. The Board decided to table action until the December meeting and the Chief Appraiser to present a detailed proposal of type of equipment, type of line required, etc.

At this time the BOD members and chief appraiser signed all required disclosure statements for the previous 12 month period. Exhibit "C"

Jan reported on the month's collections as well as the year to date collections. Current collections for all entities stand at 98% collected, which represents an average collection year.

There were no public comments.

Jan reported no Taxpayer Communications.

She reported on the GIS/Pictometry mapping update. She included the monthly update report from BIS in the board packet.

Jan gave an update to the BOD concerning pending litigation/arbitration.


Jan reported tax statements copies mailed to agents/mortgage companies were mailed last week.

Jan asked the BOD if they had any objections to closing the office at 1:00 PM tomorrow, November 21st to allow the employees a little additional time to enjoy Thanksgiving.

Dr. Kincaid heard a motion to adjourn by Mr. Jeff Kilburn with a second from Mr. Fred Cook. The motion carried 5-0 and the meeting was adjourned at 1:14 PM.



Dan Kincaid, Chairman



Alan Brison, Secretary

Exhibit "A"

STATE OF TEXAS §

COUNTY OF CAMP §

SELECTION OF APPRAISAL REVIEW BOARD CHAIRMAN AND SECRETARY

WHEREAS, Texas Tax Code section 6.42(a) provides that the Board of Directors of the Appraisal District by resolution shall select a chairman and secretary from among the members of the Appraisal Review Board, now

BE IT RESOLVED, the Camp Central Appraisal District Board of Directors hereby selects Royal Wertz as president and Linda Price-Duffey as secretary of the Camp County Appraisal Review Board.

ADOPTED this 20th day of November, 2018.



Chairman, Board of Directors

ATTEST:

Secretary, Board of Directors

Exhibit "B"

reasonable accommodations for the needs of employees who express breast milk.

Responsibilities: Camp Central Appraisal District is committed to providing a reasonable amount of break time for an employee to express breast milk each time the employee has need to express breast milk. The District will provide a place, other than a multiple user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk.

Camp Central Appraisal District will not suspend or terminate the employment of, or otherwise discriminate against, an employee because the employee has asserted the employee's rights under this policy.

Adopted 08/18/2015

7. Employee Leave: The following are provided by the District:

- a. **Medical Leave:** Pursuant to the Family and Medical Leave Act of 1993, an eligible employee who meets the requirements set forth in the Act is entitled to leave up to twelve (12) weeks within a twelve (12) month period for the reasons specified in the Act. This act will cover the leave for female and male employees for the purpose of maternity leave.

Accrued sick leave and vacation leave will be paid for family or medical leave and after such is used up, any remaining family or medical leave will be without pay as provided for in the Family and Medical leave Act of 1993.

If an employee qualifies for such family or medical leave should give the district as much advance notice as possible. This will aid the District in making necessary arrangements to handle the absence of the employee.

Verification of the reason for any such family or medical leave will be required. If the reason involves illness, injury, or physical disability, a physician's certification may be required.

- b. **Vacation:** The District allows annual vacation for regular full time employees.

District full time employees earn ten (10) days of paid vacation per year. After five (5) years of full time employment, employees will earn fifteen (15) days of paid vacation leave.

Paid vacation leave begins for full time employees after successful completion of the six (6) month introductory probation period. The vacation schedule shall be approved by the Chief Appraiser. To the

extent as practical vacation leave will be scheduled so as not to interfere with the normal functions of the District's operations or work load. Employees are encouraged to submit preferred vacation schedule requests to the Chief Appraiser with as much advance notice as possible. The collection and accounting departments will, as much as possible, schedule their vacation during the months of February, March, April, May, June, July, August, and September. Appraisal staff will schedule their vacation during the months of September, October, November, and December. Exceptions to the above requirement may become necessary for workload or operations of the District.

Vacation time may NOT be taken in advance of time earned.

An employee, with prior approval of the Chief Appraiser, may retain up to five (5) days of vacation from one year to the next year. An employee may take his or her vacation each year as the employee becomes eligible, but the Chief Appraiser may approve a temporary delay in an employee's vacation leave or reschedule a vacation to a later date if circumstances surrounding the operations of the appraisal district warrant such action.

Cash payment in lieu of accrued vacation leave is not permitted while employed.

Unused vacation leave may be converted to sick leave at the end of the year upon request from the employee and approval of the Chief Appraiser.

An employee will be paid for earned accrued vacation upon voluntary termination of employment provided the employee has been a regular full time employee for one (1) year or more. The employee's pay will be computed on the basis of full months of employment no fractions of a month will be allowed. The District will pay for earned vacation time accrued when an employee leaves employment in good standing.

If a holiday falls within an employee's vacation, the holiday will not be charged as vacation time.

Temporary and part time employees do not earn vacation benefits.

- c. **Holidays:** Each year the District employees will receive the same holidays as the county, with the exception of Election Day. In the event of changes in the holiday schedule or in the event the Board of Directors designate another day as a holiday, you will be notified in advance. Holidays will not be charged against vacation time.

~~...~~ The District allows nine (9) sick days for regular full time employees per year.

The District allows up to four (4) days of sick time during the six (6) month introductory probation period. At the end of a successful probation period, the employee will earn five (5) additional days of sick time for a total annual sum of nine (9) days.

Sick leave can accumulate up to forty-five (45) days or 360 hours. Leaving the district voluntarily on good terms can result in payment of the accrued time. Sick leave unused above the forty-five (45) day accumulation can be purchased from the employee in December, the end of the work year.

Sick leave may be granted only for absence from duty because of personal illness or in accordance with the family leave act. If the employee fails to report an illness, the employee may be penalized by not receiving sick leave for the day(s) the employee is absent from work.

If an employee is ill five (5) consecutive days or more, verification of a doctor's visit or appointment must be submitted to the Chief Appraiser before the employee will be allowed to return to work. If the employee is ill in excess of ten (10) days, an employee must submit a doctor's statement to the Chief Appraiser before the employee is allowed to return to work. The statement must verify a tentative date the employee is eligible to return to work.

Temporary and part time employees are not eligible to accrue sick leave.

An employee who becomes ill and cannot report to work must notify the Chief Appraiser no later than normal reporting time, or 8:00 a.m. Failure to make proper notification without a valid reason can result in absence without pay and termination.

When an employee exceeds the amount of accrued sick leave, the employee will be allowed to take accrued vacation or compensatory time in order to remain on the payroll. Employees whose sick leave, vacation, and compensatory time have expired will be removed from the payroll and placed on inactive status. The Chief Appraiser will determine if the position can be held open or a replacement hired. If a replacement is employed, the Chief Appraiser may re-employ the person on inactive status when a vacancy occurs for which the employee is qualified.

Abuse of sick leave will constitute grounds for disciplinary action and possible termination. Sick leave must not be used to take care of personal business, travel, or for any reason other than illness or in accordance with

the family leave act. Sick leave will be allowed only in case of necessity and must be approved.

- e. **Funeral Leave:** An allowance of three (3) working days with pay may be extended to an employee if there is a death in the immediate family. Immediate family shall be defined as an employee's spouse, child, parent, parent-in-law, brother, sister, grandparent, brother-in-law, sister-in-law, or other relatives living in the employee's home.
- f. **Military leave:** Employees who are members of the State military forces or of the reserve components of the Armed Forces of the United States will be permitted up to fifteen (15) working days military training leave each calendar year without the loss of vacation or sick leave. The fifteen (15) days need not be consecutive and may be applied to all working days when the employee is engaged in training or duty. If military pay for the training period is less than the employee's current earnings, the employee will be compensated by the District in the amount necessary to bring the employee's earnings during the period up to the current earnings of the district. No pay will be received if the military pay equals or exceeds the employee's regular earnings for the same period. Requests for military leave must be submitted in advance to the Chief Appraiser. The District will not terminate a permanent employee who is engaged in training or duty as a member of state military forces such as the National Guard. The employee will be returned to work at the same level of benefit that she or he would have attained had they not been absent.
- g. **Jury Duty:** If an employee is called for jury duty or required by court order to appear as a witness, the employee will be granted leave with pay upon presentation of such notice to the Chief Appraiser. The time missed from work is not charged against annual leave. The employee should submit the written jury duty/court verification given by the court after service is complete. Any compensation or reimbursement of expenses received for jury duty will not affect the wages paid to the employee by the District.
- h. **Bad Weather Days:** Camp Central Appraisal District employees will follow the guide of Pittsburg ISD concerning late opening, early closing or all day closing due to deteriorating weather or bad weather.
Effective 02/20/2014
- i. **Power/Internet Outage:** The Board of Directors and Chief Appraiser adopted the policy of locking the appraisal district door for business during power or internet outages. Business will be resumed when

Exhibit "C"

CAMP CENTRAL APPRAISAL DISTRICT

Disclosure Form

I am aware that the Property Tax Code prohibits the following transactions:

An individual is ineligible to serve on the Board of Directors or Appraisal Review Board if related within the second degree by consanguinity (parent, child, grandparent, grandchild, or sibling) or affinity (spouse's parent, child, grandparent, grandchild, or sibling) to an individual who is engaged in the business of appraising property for compensation for use in proceedings under the Property Tax Code in the District.

An appraisal district may not enter into a contract with a member of the Board of Directors or Appraisal Review Board of the district or with a business entity in which a member has a substantial interest. An individual has a substantial interest in a business entity if the combined ownership of the individual and the individual's spouse is at least 10% of the voting stock or shares of the business entity; or the individual or the individual's spouse is a partner, or officer of the business entity.

A taxing unit may not enter into a contract relating to the performance of an activity governed by the Property Tax Code with a member of the Board of Directors or Appraisal Review Board of an appraisal district or with a business entity in which a member has a substantial interest.

An appraisal district may not employ any individual related to a member of the Board of Directors within the second degree by affinity or within the third degree by consanguinity.

An appraisal district may not employ or contract with an individual or spouse of an individual who is related to the chief appraiser within the first degree by consanguinity or affinity.

I am aware that provisions in the Government Code Chapter 573 prohibit a chief appraiser from hiring or any member of the Board of Directors from voting on the appointment of a person related to the chief appraiser or any board member within the within the third degree by consanguinity (parent, child, grandparent, grandchild, sibling, aunt, uncle, niece, nephew, great grandparent or great grandchild) or within the second degree by affinity.

Furthermore, no vendor or individual representing a vendor doing business with the District has an employment or other business relationship with me or a family member (spouse, parent, child or spouse's parent or child) that results in my receipt or family member's receipt of taxable income, other than investment income, that exceeds \$2,500, except for food, lodging, transportation, or entertainment accepted as a guest during the 12-month period preceding the date that I became aware that the District has executed a contract or has considered the execution of a contract with such a vendor, except as stated on the attached disclosure form.

Furthermore, no vendor or individual representing a vendor doing business with the District has given me or a family member one or more gifts that have an aggregate value of more than \$250, except for gifts from a family member, in the 12-month period preceding the date that I became aware that the District has executed a contract or has considered the execution of a contract with such a vendor, except as stated on the attached disclosure form.

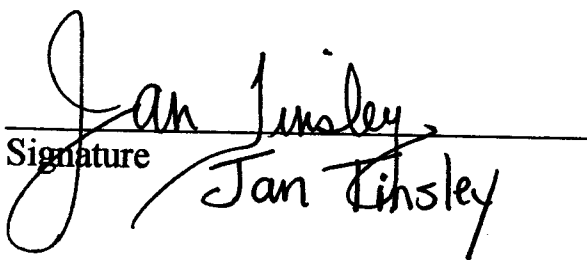
Jan Insley
Chief Appraiser
Title

11/20/2018
Date

HB 490
(EFFECTIVE SEPTEMBER 1, 2001)

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 - (a) the delinquent taxes and any penalties and interest are being paid under an installment payment agreement under Section 33.02 or
 - (b) a suit to collect the delinquent taxes is deferred or abated under Section 33.96 or 33.065

I certify that I am in compliance with the above section of HB490.


Signature Jan Tinsley

11/20/2018
Date

CAMP CENTRAL APPRAISAL DISTRICT

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Camp Central Appraisal District

Disclosure Form

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Don Kerwood DVM

Board Member

Title

11-20-18

Date

HB 490
(EFFECTIVE SEPTEMBER 1, 2001)

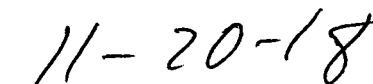
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I certify that I am in compliance with the above section of HB490.



Signature

Dan Kincaid



Date

CAMP CENTRAL APPRAISAL DISTRICT

Disclosure Form

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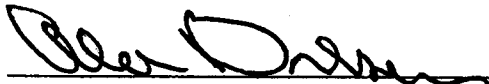
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Camp Central Appraisal District
Disclosure Form
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Sec. Tres.

Title

11-20-18

Date

HB 490

(EFFECTIVE SEPTEMBER 1, 2001)

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I certify that I am in compliance with the above section of HB490.


Signature Alan Brison


Date

CAMP CENTRAL APPRAISAL DISTRICT

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Camp Central Appraisal District

Disclosure Form

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Fred Cook

BOARD MEMBER
Title

11-20-19
Date

HB 490

(EFFECTIVE SEPTEMBER 1, 2001)

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Fred Cook
Signature Fred Cook

11-20-18
Date

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My L L

BOARD member

Title

11-20-2015

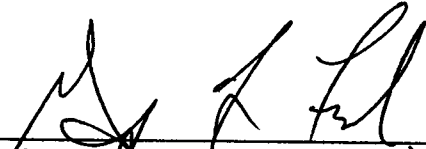
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Signature **George French**

11-20-2018
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I am aware that the Property Tax Code prohibits the following transactions:

An individual is ineligible to serve on the Board of Directors or Appraisal Review Board if related within the second degree by consanguinity (parent, child, grandparent, grandchild, or sibling) or affinity (spouse's parent, child, grandparent, grandchild, or sibling) to an individual who is engaged in the business of appraising property for compensation for use in proceedings under the Property Tax Code in the District.

An appraisal district may not enter into a contract with a member of the Board of Directors or Appraisal Review Board of the district or with a business entity in which a member has a substantial interest. An individual has a substantial interest in a business entity if the combined ownership of the individual and the individual's spouse is at least 10% of the voting stock or shares of the business entity; or the individual or the individual's spouse is a partner, or officer of the business entity.

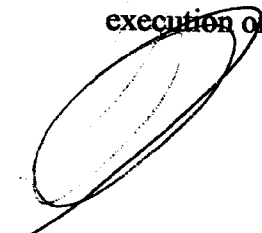
A taxing unit may not enter into a contract relating to the performance of an activity governed by the Property Tax Code with a member of the Board of Directors or Appraisal Review Board of an appraisal district or with a business entity in which a member has a substantial interest.

An appraisal district may not employ any individual related to a member of the Board of Directors within the second degree by affinity or within the third degree by consanguinity.

An appraisal district may not employ or contract with an individual or spouse of an individual who is related to the chief appraiser within the first degree by consanguinity or affinity.

I am aware that provisions in the Government Code Chapter 573 prohibit a chief appraiser from hiring or any member of the Board of Directors from voting on the appointment of a person related to the chief appraiser or any board member within the within the third degree by consanguinity (parent, child, grandparent, grandchild, sibling, aunt, uncle, niece, nephew, great grandparent or great grandchild) or within the second degree by affinity.

Furthermore, no vendor or individual representing a vendor doing business with the District has an employment or other business relationship with me or a family member (spouse, parent, child or spouse's parent or child) that results in my receipt or family member's receipt of taxable income, other than investment income, that exceeds \$2,500, except for food, lodging, transportation, or entertainment accepted as a guest during the 12-month period preceding the date that I became aware that the District has executed a contract or has considered the execution of a contract with such a vendor, except as stated on the attached disclosure form.




Camp Central Appraisal District

Disclosure Form

Page 2

Furthermore, no vendor or individual representing a vendor doing business with the District has given me or a family member one or more gifts that have an aggregate value of more than \$250, except for gifts from a family member, in the 12-month period preceding the date that I became aware that the District has executed a contract or has considered the execution of a contract with such a vendor, except as stated on the attached disclosure form.


_____ Jeff Kilburn

Board Member

Title

20 Nov 19

Date

HB 490
(EFFECTIVE SEPTEMBER 1, 2001)

- (a) An individual is ineligible to serve on an appraisal district board of directors and is disqualified from employment as chief appraiser if the individual:
- (1) is related within the second degree by consanguinity or affinity, as determined under Chapter 573, Government Code, to an individual who is engaged in the business of appraising property for compensation for use in proceedings under this title in the appraisal district; and
 - (2) owns property on which delinquent taxes have been owed to a taxing unit for more than 60 days after the date the individual knew or should have known of the delinquency unless:
 - (a) the delinquent taxes and any penalties and interest are being paid under an installment payment agreement under Section 33.02 or
 - (b) a suit to collect the delinquent taxes is deferred or abated under Section 33.96 or 33.065

I certify that I am in compliance with the above section of HB490.



Signature Jeff Kilburn

20 Nov 03

Date