

STEPHENS COUNTY APPRAISAL DISTRICT

201 S Rose Ave. P. O. Box 351
Breckenridge, TX 76424

GARY ZEITLER RPA, RTA, CCA
CHIEF APPRAISER

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BOARD OF DIRECTORS NOTICE OF PUBLIC MEETING

The Stephens County Appraisal District Board of Directors will meet in a public meeting on **Tuesday, April 13, 2021 at 7:30** in the District's office at 201 S. Rose Ave, Breckenridge, Stephens County, Texas.

MINUTES

In attendance:

Board Members	Staff	Public
Jerry Toland	Linda Carrington	None
Ted Goldsmith	Will Thompson	
Tom Cyprian		
Parker Wylie		
Roy Russell		

2021 – 028 **CALL TO ORDER**
Meeting was called to order at 7:34 am

2021 – 029 **ESTABLISH A QUORUM**
A quorum was established.

2021 – 030 **PUBLIC ACCESS**
None.

2021 – 031 **MINUTES FROM STEPHENS COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS MEETING HELD MARCH 9, 2021.**
Motion: Approve as submitted.
Motion by: Parker Wylie
Second by: Tom Cyprian

2021 – 032 **FINANCIAL REPORT FOR MARCH 2021**
Motion: Approve as submitted.
Motion by: Tom Cyprian
Second by: Ted Goldsmith

Motion: At 7:50, the motion was made for the board to enter an executive session to discuss staffing.
Motion by: Parker Wylie
Second by: Tom Cyprian


Motion: At 8:26 am, the motion was made to exit executive session. No action was taken.
Motion by: Parker Wylie
Second by: Roy Russell

2021 – 033 **FINAL REVIEW AND CLOSE OUT 2020 BUDET**
Motion: Approve as submitted.
Motion by: Roy Russell
Second by: Parker Wylie

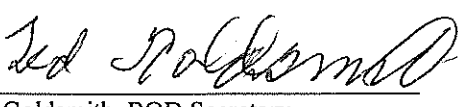
- 2021 – 034 **BUILDING RENNOVATIONS**
Items: Bids from contractors on repair and improvements to building
Consideration: Determine priority and workflow of renovations and approve funding
Motion: **Table pending response from insurance and investigation of options on roof**
Motion by: Parke Wylie
Second by: Tom Cyprian
- 2021 – 035 **VOiP SYSTEM**
Items: Bid on VOiP System
Consideration: Discuss the pros and cons of VOiP and reject/accept bid
Motion: **Permission to proceed at the discretion of Chief Appraiser in Training weighing potential issues with system**
Motion by: Ted Goldsmith
Second by: Roy Russell
- 2021 – 036 **PUBLIC COMMENT POLICY FOR DISTRICT**
Discussion: This policy is part of a bigger issue. The current policy manual was in the process of being edited and updated in 2018 and remains unfinished. Chief Appraiser in Training will finish revisions and bring forth an updated manual for approval. No action taken.
- 2021 – 036 **CHIEF APPRAISER REPORT**
- PTAD - PVS
- Training plans
- Appraisal Timeline & Process Update
- Board Policy Manual
- Personnel Policy Manual
- Training Needs, Schedule and Budget
- 2021 – 037 **NEXT MEETING DATE**
Consideration: May 11, 2021 at 7:30 A.M. at the SCAD Office
Motion: **Approve as proposed.**
Motion by: Ted Goldsmith
Second by: Parker Wylie
- 2021 – 038 **APPROVE ADJOURNMENT**
Motion: **To adjourn meeting**
Motion by: Tom Cyprian
Second by: Roy Russell

Minutes were taken by William Thompson, Chief Appraiser in Training.

Minutes approved this ____ day of _____, 2021



Jerry Toland, BOD Chairman



Ted Goldsmith, BOD Secretary