

**STEPHENS COUNTY APPRAISAL DISTRICT  
STEPHENS COUNTY  
BRECKENRIDGE, TEXAS**

A meeting of the Board of Directors of the Stephens County Appraisal District, a governmental entity, organized under the laws of the State of Texas, met at its principal office in the City of Breckenridge, County of Stephens, State of Texas, on February 11, 2020 at 7:30 am.

**SCAD Board Members Present:**

Jerry Toland, Chairman  
Tom Cyprian, member  
Parker Wylie, member  
Ted Goldsmith, Secretary  
Roy Russell, member

**Also present:**

Gary Zeitler, Interim Chief Appraiser, Eagle Appraisal  
Linda Carrington, Assistant Chief Eagle Appraisal

Chairman Jerry Toland called the meeting to order with a quorum present at 7:35 AM.

Chairman Jerry Toland established a quorum.

Public access, there was none.

A motion was made by Roy Russell accept the minutes from the January 14, 2020 meeting as presented. Tom Cyprian seconded. Motion passed unanimously (5-0-0).

January 2020 financials were presented with no questionable expenditures. Parker Wylie made the motion to approve the January 2020 financial report. Tom Cyprian seconded. Motion passed unanimously (5-0-0).

At 7:40 AM Tom Cyprian made the motion to enter closed session to discuss prospective chief appraiser that was interviewed at the January meeting. Ted Goldsmith seconded. Motion passed unanimously (5-0-0).

The board exited executive session at 8:45 AM by motion of Ted Goldsmith and seconded b Parker Wylie. Motion passed unanimously (5-0-0).

Parker Wylie made the motion that Gary Zeitler, Interim Chief Appraiser contact Beverly Casselberry, the applicant, and offer her the position of Chief Appraiser with a beginning salary of \$65,500 with benefits to include: medical insurance including dental, vision and a small life insurance policy, retirement matched by the district at currently 12.02%, reimbursement for mileage required to conduct CAD duties per IRS standards, no phone provided, and a job description will be provided for required duties. Ted Goldsmith seconded the motion. Motion passed unanimously (5-0-0).

Ted made the motion that all members will need to sign a new bank card at Interbank Breckenridge to be cosigners on the CAD checking accounts. The Board members are, at this time, the only ones that can sign checks written on the following accounts:

Checking Account: 4698163

Checking Account: 1140115711

CD Account: 1003488590017

Graham Reaugh, previous board member will be removed. Those members to be included on the account are Jerry Toland, Ted Goldsmith, Tom Cyprian, Roy Russell and Parker Wylie. On receipt of these minutes, the bank will provide a new signature card and each member will need to go to the bank to sign. Roy Russell seconded the motion. Motion passed unanimously (5-0-0).

Gary Zeitler provided an amended 2019 budget to the board for approval balancing all the accounts to exclude excess expenditures. This amended budget will be provided to each entity with an explanation of the changes. The letter will

include the excess funds left in the CAD budget of \$56,745.86 in 2019. It will also show a breakdown of the amount each entity would be entitled to if the funds were reimbursed based on their 2019 allocations. As in the past, we will request that we retain the balance to allow for unforeseen expenses that may arise during the year for capital outlay or emergencies that are not budgeted. Roy Russell made the motion to proceed with the process, seconded by Ted Goldsmith. Motion passed unanimously (5-0-0).


The problem with the Stephens Memorial Hospital's delinquent allocation was presented. At the present time, the hospital is three months behind with their funds. Gary Zeitler stated that, according to law, we may forgive all penalties and interest for entity payments to the CAD that are delinquent thirty-one days or less. The District will send notifications to entities that are running late. The hospital has been advised of the problem and is attempting to get current. Ted Goldsmith made the motion to forgive all penalties delinquent thirty-one days or less with no leniency for periods longer than that. Tom Cyprian seconded. Motion carried (5-0-0).


Linda Carrington advised the Board, as the assistant chief appraiser, that the Property Value Study results have been released as a result of a study done in the spring of 2019. Breckenridge ISD is below the State Assigned values. Eagle Appraisal will file a protest on behalf of Breckenridge ISD to challenge incorrect valuations assigned.

The next meeting will be determined after conversations with the potential Chief Appraiser as her desirability to take the position as offered.

Tom Cyprian made the motion to adjourn, Parker Wylie seconded the motion. Everyone stood in agreement with the motion carrying (5-0-0)

Approved this        day of                                2020.

  
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Chairman, Board of Directors  
Stephens County Appraisal District

  
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Secretary, Board of Directors  
Stephens County Appraisal District