

**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 May 12, 2020 at 7:30 am.

SCAD Board Members Present:

Jerry Toland, Chairman
Tom Cyprian, member
Parker Wylie, member
Ted Goldsmith, Secretary
Roy Russell, member
Christie Latham, Tax Assessor Collector

Also present:

Gary Zeitler, Interim Chief Appraiser, Eagle Appraisal
Linda Carrington, Assistant Chief Eagle Appraisal
Cameron Gulley, CPA Eastland TX
Doug Smith, Stephens Memorial Hospital
Houston Satterwhite, City of Breckenridge

Chairman Jerry Toland called the meeting to order with a quorum present at 7:30 AM.

A motion was made by Parker Wylie to accept the minutes from the February 11, 2020 meeting as presented. Tom Cyprian seconded. Motion passed unanimously (5-0-0).

February through April, 2020 financials were presented with no unexplained expenditures. Ted Goldsmith made the motion to approve all three financial reports. Parker Wylie seconded. Motion passed unanimously (5-0-0).

Cameron Gulley presented the 2019 Audit Report showing surplus funds of approximately \$67,000 to be considered by the Board for refunds to entities, decrease 2021 budget or reserve for use in future expenses. There were no problems shown in the 2019 expenditures. Parker Wylie made the motion to accept the Auditor's report as presented. Tom Cyprian seconded. Motion passed unanimously (5-0-0).

Blaine Reatherford, with Reatherford Construction, presented a bid, as requested, for replacement of 19 windows on the CAD building that have had to be replaced, when broken, at around \$860 each. His estimate for removing the existing glass panels and replacing with insulated paneling is \$19,750.50. Bid is attached. Ted Goldsmith made the motion to accept the bid to begin work. Painting of the outside brick façade will be addressed at a later time. Roy Russell seconded the motion. Motion passed unanimously (5-0-0).

The 2021 Preliminary Budget, as attached, was presented by Gary Zeitler, Interim Chief Appraiser. After discussion of adjustments made, Tom Cyprian made the motion to present the Proposed Preliminary 2021 Budget to the Entities for approval by June 14, 2020. Ted Goldsmith seconded the motion. Motion passed unanimously (5-0-0).

Public Access: Doug Smith was recognized as representing the Stephens Memorial Hospital. He was commended for the allocations made by the hospital being caught up to date. Houston Satterwhite from the City is the new Co-Manager after Andy McCuistion's retirement April 30, 2020.

Parker Wylie made the motion at 9:16 am to enter into executive session to discuss consideration of employing a full time Chief Appraiser. Roy Russell seconded. Motion passed unanimously (5-0-0).

The board exited executive session at 9:44 am by motion of Parker Wylie Tom Cyprian seconded. Motion passed unanimously (5-0-0).

Parker Wylie made the motion that Gary Zeitler, Interim Chief Appraiser contact the Board's candidate for Chief Appraiser trainee with a beginning salary of \$62,500 with benefits to include: medical insurance offering dental, vision and a small life insurance policy, retirement matched by the district at currently 12.02%, reimbursement for mileage

