

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, November 9, 2021 at 7:30 AM** in the District's office at 201 S. Rose Ave, Breckenridge, Stephens County, Texas.
In Attendance:

MINUTES

2021 - 11 - 001 CALL TO ORDER
Called to order at 7:36

2021 - 11 - 002 ESTABLISH A QUORUM
Board members in attendance:
Jerry Toland
Ted Goldsmith
Roy Russell
Parker Wylie
Rob Durham

Staff:
Will Thompson

Public:
Erika McComis

2021 - 11 - 003 PUBLIC ACCESS
This is an opportunity for the public to address the Board on any matter of public business concerning the Stephens County Appraisal District. Each person requesting time to speak prior to the start of the meeting will receive 3 minutes.

No comments

2021 - 11 - 004 CONSIDER CONSENT AGENDA ITEMS.
All items on the consent agenda are considered to be routine by the Board and will be considered under one motion. If a Board member or someone from the public in attendance raises question on an item, the item may be removed from the consent agenda for separate consideration

Items:

1. Minutes from the Stephens County Appraisal District Board of Directors Meeting held October 14, 2021
2. Financial Reports
3. Set next meeting time and location for December 7, 2021 at 7:30 AM in the District Office

Motion made to accept the consent items with the revision of the next Board meeting being on December 9, 2021 at 7:30 AM.

Moved by: Parker Wylie

Second by: Roy Russell

Vote: 5-0 in favor

2021 - 11 - 005 APPROVAL OF EDITS MADE TO BOARD OF DIRECTORS POLICIES AND PROCEDURES
Items: Revised Policy and Procedure Manual

Motion made to accept revisions/edits to the SCAD Board Policy and Procedure Manual as presented

Moved by: Rob Durham

Second by: Ted Goldsmith

Vote: 5-0 in favor

2021 - 11 - 006 APPOINTMENT OF TAX PAYER LIAISON

Items: Tax Payer Liaison role and duties

Motion to create the Tax Payer Liaison position as a voluntary position who answers to the Board of Directors

Moved by: Parker Wylie

Second by: Rob Durham

Vote: 4 in favor; 1 Against (Russell)

2021 - 11 - 007 APPROVAL OF CHIEF APPRAISER EVALUTION PROCESS (revised)

Items: Chief Appraiser Evaluation

Motion to accept the chief appraiser evaluations process as presented

Moved by: Rob Durham

Second by: Parker Wylie

Vote: 5-0 in favor

2021 - 11 - 008 DECLARATIONS OF PROPERTY OWNERSHIP

Items: Letters from staff regarding property owned in Stephens County

Information only

2021 - 11 - 009 GUIDELINES ON RESIDENTIAL RENTAL PROPERTIES

Items: Guidelines

Information only

2021 - 11 - 0 CONSIDER PERSONNEL MATTERS

In accordance with the Texas Open Meetings Act (Sb Ch D & E of Ch 551 Tex. Govt. Code), the Board may enter closed a closed meeting to deliberate any subject authorized by Subchapter D and listed on the agenda for this meeting. Any final action, decision, or vote on a subject deliberated in the closed meeting will be taken in an open meeting held in accordance with the Texas Open Meeting Act.

Entered into closed session 8:10 am

Adjourned closed session 8:23

No action taken

2021 - 11 - 0 CHIEF APPRAISER REPORT

- Update of office activities and progress
- Update on renovation projects
- Upcoming training schedule
- Update on new appraiser and re-appraisal process

2021 - 11 - 0 RESPONSE TO RFP ON MINERAL APPRAISAL AND OWNER MANAGEMENT

Items: Proposal/Presentation from TY Pickett
Proposal/Presentation from Capital
Response from MAVSI

Each group made a presentation to the Board. Following the presentations, the motion was made to initiate an exit discussion with MAVSI and clarify any discussion with proposals for consideration at the next Board meeting.

Made by: Rob Durham

Second by: Parker Wylie

Vote: 5-0 in favor

2021 - 11 - 0 APPROVE ADJOURNMENT
Items: None
Consideration: Approve as presented

Motion to adjourn
Moved by: *Rob Durham*
Second by: *Parker Wylie*
Vote: *5-0 in favor*

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

Minutes approved this ____ day of _____, 2021



Jerry Toland, BOD Chairman



Ted Goldsmith, BOD Secretary