

# 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 5, 2022 at 7:30 AM** in the Appraisal District's office at 201 S. Rose Ave, Breckenridge, Stephens County, Texas.

## MINUTES

### AGENDA

In Attendance:

#### Board

Jerry Toland  
Roy Russell  
Parker Wylie  
Rob Durham  
Christie Latham

#### Staff

Will Thompson  
Amy Judkins

#### Entities

Bryan Allen

2022 - 04 - 001 CALL TO ORDER

*Called to order at 7:34*

2022 - 04 - 002 ESTABLISH A QUORUM

*4 of 5 voting board members present*

2022 - 04 - 003 PUBLIC ACCESS

The time period shall be three (3) minutes per person. The time limit may be adjusted at the discretion of the Chairman of the Board at each meeting. If a large number of persons wish to speak at the Board, the Chairman may reduce each person's time for speaking as may be reasonably necessary to allow the Board to complete its business and adjourn the meeting at a reasonable time. The Board may refuse to hear any person who attempts to speak on a subject unrelated to the business of the appraisal district or within the jurisdiction of the Board of Directors.

*None present*

2022 - 04 - 004 CONSENT AGENDA ITEMS

1. Minutes from the Stephens County Appraisal District Board of Directors Meeting March 8, 2022.
2. Financial Reports
3. GIS Report
4. Set next meeting time and location for May 10, 2022 at 7:30 AM in the District Office

*Move to: Approve as presented*

*Motion by: Rob Durham*

*Second by: Parker Wylie*

*Vote: 4 - 0 to approve*

2022 - 04 - 005 CONSIDER CLOSE OUT OF 2021 BUDGET

Items: Update on closing out 2021 Budget

Move to: Close out 2021 Budget as presented

Motion by: Roy Russell

Second by: Rob Durham

Vote: 4 - 0 to approve

2022 – 04 – 006 CONSIDER REVISIONS TO THE SCAD POLICIES AND PROCEDURES

Items: Chart and Policies for review/revision

1. Board Assembly and Responsibilities
2. Ag Advisory Board
3. Appraisal Review Board
4. Guidelines for the Determination of Special Value
5. Emergency Disaster and Recovery Plan
6. Protest of Property Value
7. Records Management

*Discussion:*

*The list includes three new policies for consideration, items 3, 6 & 7. All others have been revised, edited and formatted for consistency. Each policy was reviewed and discussed pointing out revisions.*

*Motion to: Approve all board policies as presented*

*Motion by: Parker Wylie*

*Second by: Roy Russell*

*Vote: 4 – 0 to approve*

2022 – 04 – 007 CONSIDER PERSONNEL MATTERS

In accordance with the Texas Open Meetings Acts (Sb Ch D & E of Ch. 551 Tex Govt. Code), The Board of Directors may enter a closed session 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.

*None at this time*

2022 – 04 – 008 CHIEF APPRAISER REPORT

- Update on re-appraisal process
- Discussion of 2021 PVS Data
- Education & Training Schedule
- Calendar of upcoming dates
- Review Quarterly Report

*Discussion:*

*Chief Appraiser in training updated the board on the appraisal review process. All properties on the list to be appraised have been appraised. Some clean-up is being done based on issues with data entry. City lots are being moved to square footage from front footage values. Those amounts have been determined.*

*MLBVA has appealed the 2021 PVS data. Appeals are mostly based on sale prices that were not captured correctly or the sales included personal property. The appeal does not recapture a lot of value, but will aid some in our standing.*

*Staff needs to be trained in cyber security and customer service. Chief Appraiser in Training will be attending training specific to licensing in October and November.*

*Upcoming dates:*

<i>Renditions due</i>	<i>April 15<sup>th</sup></i>
<i>ARB Training</i>	<i>April 27 &amp; 28<sup>th</sup></i>
<i>Notices mailed</i>	<i>May 1<sup>st</sup></i>
<i>ARB Formation Meeting</i>	<i>May 10<sup>th</sup></i>
<i>ARB Hearing Dates</i>	<i>July 12 &amp; 13<sup>th</sup></i>

*Quarterly Journal Entry was presented, reviewed and signed.*

2022 - 03 - 09 CONSIDER ADJOURNMENT

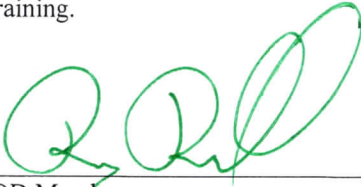
Move to: Adjourn  
Motion by: Rob Durham  
Second by: Parker Wylie

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

Minutes approved this 10 day of may, 2022

  
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Jerry Toland, BOD Chairman

  
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BOD Member