

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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NOTICE OF PUBLIC MEETING OF THE BOARD OF DIRECTORS

The Stephens County Appraisal District Board of Directors will meet in a public meeting on
Tuesday, December 6, 2022 at 7:30 AM
in the District's office at 201 S. Rose Ave, Breckenridge, Stephens County, Texas.

MINUTES

AGENDA

2022 – 12 – 001 CALL TO ORDER

2022 – 12 – 002 ESTABLISH A QUORUM

<u>Board</u>	<u>Staff</u>	<u>Public</u>
Jerry Toland, Chair	Will Thompson	
Roy Russell		
Parker Wylie		
Rob Durham		
Christie Latham		

2022 – 12 – 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.

AGENCY REPORTS

2022 – 12 – 004 CONSENT AGENDA ITEMS

1. Minutes from Board of Directors Meeting held ~~August 9, 2022~~ Corrected to October 18, 2022.
2. Financial Reports (Oct & Nov)
3. GIS Report
4. Set next meeting time and location for Tuesday January 10, 2022 at 7:30 AM in the District Office

Motion: To approve as corrected
Moved by: Parker Wylie
Second by: Rob Durham
Vote: Approved 3-0

2022 – 12 – 005 CHIEF APPRAISER REPORT

- Correspondence to the BOD
 - o TML Worker's Compensation Audit
Discussion: Owed an additional \$55 after audit
- Update of Roof Claim
Discussion: Second check has been issued; waiting on the contractor
- Allocation Report
Discussion: New monthly report for the board's review starting in January
- Declaration of Property Owned by employees
Discussion: Since we are not following the procedures lined out in the Tax Code, Board needs to pass a resolution to establish the process of receiving payments from taxing entities
- MAPS Review Update
- PVS Update/Information
Discussion: Shared TYP Analysis on PVS
- Update on Staff Training/Education

- *Discussion: Cleared to take the level 3 test*
- Update on District Initiatives
 - Discussion: Starting data analysis and corrections in January.*
- Website changes
 - Discussion: BIS updated the website platform; viewed the website*

UNFINISHED BUSINESS

2022 – 12 – 006 UPDATE ON CANCELLATION OF INSURANCE BY WORLDWIDE FACILITIES, LLC

Items: Insurance Bill/Binder from Accord Insurance
Discussion: Premium went up a little, but we the building is covered

2022 – 12 – 008 CONSIDERATION OF PROPOSAL FROM EAGLEVIEW GROUP (PICTOMETRY INTERNATIONAL CORP) FOR THE PROFESSIONAL SERVICES OF COUNTY WIDE PICTOMETRY

Items: Proposal from EagleView
Discussion: Entities are backing the procedure/contract, but do not want to find funding in this budget year. Asked the CAD to front the funding and asked for reimbursement as a separate line item in 2024 budget. Funding will also be sought from WCTMWD and the COG.
Motion: Approve the CAD fronting the funds from surplus funding for 2023 and seek reimbursement from tax entities as a separate line item in 2024
Moved by: Parker Wylie
Second by: Roy Russell
Vote: Approved 3-0

NEW BUSINESS

2022 – 12 – 007 CONSIDERATION OF BOARD APPOINTMENTS BY ENTITIES

Items: Resolutions from City of Breckenridge, Stephens County and Breckenridge ISD
Discussion: Resolutions of board appointments were received from respective entities. All positions were filled by extending the current appointment. Members will be sworn in in January.

2022 – 12 – 009 CONSIDERATION OF REVISIONS TO THE BOARD POLICY ON THE GUIDELINES FOR DETERMINATION OF SPECIAL VALUES

Items: Revised Policy on *Guidelines for Determination of Special Values: Ag Production & Proposed Guidelines for Determination of the Special Value: Wildlife*
Discussion: Updates to the Ag and Wildlife Special Values were made after the Ag Advisory Board meeting. These are being recommended to the Board for approval.
Motion: Approve the Ag Special Value Policy as presented
Moved by: Roy Russell
Second by: Parker Wylie
Vote: Approved 3-0

Motion: Approve the Wildlife Special Value Policy as presented
Moved by: Roy Russell
Second by: Rob Durham
Vote: Approved 3-0

2022 – 09 – 010 CONSIDERATION OF THIRD-PARTY CONTRACT REVIEWS

Items: Staff reviews of all third-party contract providers
Discussion: These did not get completed by the date of the meeting. Will be presented in January.

2022 – 12 – 011 DISCUSS ADJUSTMENTS TO COMPENSATION PLAN

Items: None

Discussion: *This has been a year of heavy inflation with no pay increases in the CAD, but many area businesses are offering considerably higher pay for what might be considered as less technical jobs.*

Motion: *To add 1 pay period to the December 15th check for each employee as a "retention incentive"*

Moved by: *Rob Durham*

Second by: *Parker Wylie*

Vote: *Approved 3-0*

2022 – 12 – 012 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.

Entered session: *8:53 AM*

Exited session: *9:03 AM*

No action taken

2022 – 12 – 013 ADJOURN

Motion: *To adjourn*

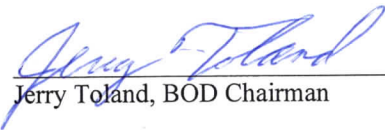
Motion by: *Rob Durham*

Second by: *Parker Wylie*

Vote: *Approved 3-0*

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

Minutes approved this 10 day of Jan, 2023


Jerry Toland, BOD Chairman


BOD Member