

STEPHENS COUNTY APPRAISAL DISTRICT

201 S Rose Ave. P. O. Box 351
Breckenridge, TX 76424

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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, January 10, 2023 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
Meeting was called to order at 7:37 AM.

2022 – 12 – 002 ESTABLISH A QUORUM

In attendance:

Board Members

Jerry Toland

Roy Russell

Gregg Goodall

Rob Durham

Christie Latham

Staff

Will Thompson

Public

Cynthia Northrop

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.

City Manager Cynthia Northrop took a minute to update the board on some initiatives with the city offices, including an upcoming strategic planning meeting.

AGENCY REPORTS

2022 – 12 – 004 CONSENT AGENDA ITEMS

1. Minutes from Board of Directors Meeting held December 6, 2022
2. Financial Reports (Reconciliation, Budget, Allocation)
3. GIS Report
4. Set next meeting time and location for Tuesday February 14, 10, 2023 at 7:30 AM in the District Office

Discussion: Amend date of next meeting by removing typo

Motion: To approve consent items as amended.

Moved by: Rob Durham

Second by: Roy Russell

Vote: 3-0 to approve

2022 – 12 – 005 CHIEF APPRAISER REPORT

- Correspondence to the BOD
- Update of Roof
- MAPS Review Update
- PVS Update/Information
- Update on Staff Training/Education
- Update on District Initiatives

UNFINISHED BUSINESS

2022 – 12 – 006 CONSIDERATION OF THIRD-PARTY CONTRACT REVIEWS

Items: Staff reviews of all third-party contract providers
Discussion: *Each review was reviewed and discussed*
Motion: *To approve reviews as presented*
Motion by: *Gregg Goodall*
Second by: *Roy Russell*
Vote: *3-0 to approve*

NEW BUSINESS

2022 – 12 – 007 CONSIDER DECLARATION OF PROPERTY OWNED

Items: Ownership lists by Individual
Discussion: *A list of all property owned by staff and board members was presented. This was done to establish an informational record only. No action is necessary.*

2022 – 12 – 009 CONSIDERATION OF BOARD RESOLUTION ON ENTITY ALLOCATION AND PAYMENT

Items: Proposed resolution
Discussion: *Chief in Training explained a written version of the current collection procedures the District follows regarding invoicing and collecting from tax entities. Since the District is not in alignment with the recommended practices of the Comptroller, a resolution either needed to be put in place or the District needs to switch to the guidelines established by the Comptroller.*
Motion: *To approve the resolution and maintain the current, long-time practices of the District*
Moved by: *Gregg Goodall*
Second by: *Roy Russell*
Vote: *3-0 to approve*

2022 – 09 – 010 CONDUCT OFFICER OATH OF OFFICE, STATEMENT OF OFFICER AND DISCUSS TRAINING REQUIREMENTS OF BOD MEMBERS

Items: Documents – Oath of Office, Statement of Officer
Discussion: *All officers read and signed the Oath of Office, the Statement of Officer and discussed who needed to do the Open Meetings Act Training before the end of March.*

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.

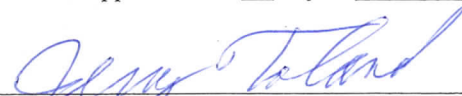
The Board entered into an executive session at 8:25 AM and exited at 8:50 AM. No action was taken in the session or as follow up to the session.

2022 – 12 – 013 ADJOURN

Motion: *To adjourn*
Moved by: *Rob Durham*
Second by: *Roy Russell*
Vote: *3-0 in favor*

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

Minutes approved this ___ day of _____, 2022



Jerry Toland, BOD Chairman



BOD Member