

STEPHENS COUNTY APPRAISAL DISTRICT

201 S Rose Ave · Breckenridge, TX 76424

NOTICE OF PUBLIC MEETING OF THE BOARD OF DIRECTORS

Tuesday September 26, 2023 at 7:30 AM

GARY ZEITLER RPA, RTA, CCA
INTERIM CHIEF APPRAISER

AGENDA

PHONE: 254.559.8233
FAX: 254.559.2897

The Stephens County Appraisal District Board of Directors will have a public meeting in the district's office at 201 S. Rose Ave, Breckenridge, Stephens County, Texas.

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. All voting actions or decisions will take place in the open meeting.

MINUTES

2023 - 09 - 001 CALL TO ORDER
Meeting was called to order by Chairman Jerry Toland at 7:33 AM

2023 - 09 - 002 ESTABLISH A QUORUM
Chairman Toland stated that a quorum was present.

<u>Board</u>	<u>Staff</u>	<u>Public</u>
Jerry Toland	Will Thompson	Cameron Gulley
Parker Wylie	Amy Judkins	Cynthia Northrop, Cty Manager
Gregg Goodall		Bryan Allen, Superintendent
Rob Durham		
Christie Latham		

2023 - 09 - 003 SET THE AGENDA
The Chairmen may ask if anyone has anything to add to the agenda. Discussion items may be added, but decisions should not be made without proper public notice. The Chairman may also ask if items need to be heard in an order other than presented. Once all additions and changes are noted, the agenda is adopted by motion, second and majority vote. Once adopted, it takes a 2/3 majority vote of the members to change the agenda.

It was noted that Cameron Gulley, Financial Auditor, was present to make his presentation. He stated he had a second appointment in Abilene at 9:00 AM, so his presentation of the 2022 Financial Audit was completed first..

2023 - 09 - 004 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.

Cynthia Northrop discussed the need to repair the lot lines/plats on our public map, which are 10-25' off at times and many are non-existent. We are in discussion with BIS on an additional contract with the city to have these lines repaired inside the city limits. More information will be presented to the Board when available.


CHIEF APPRAISER in TRAINING

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2023 – 09 – 005 CONSENT AGENDA

Items:

1. Minutes from Board of Directors Meeting held August 1, 2023 and August 22, 2023.
2. Financial Reports (Reconciliation, Budget, Allocation)
3. GIS Report
4. Set next meeting time and location for Tuesday October 10, 2023 at 7:30 AM in the District Office

Recommended Action: Acceptance of reports as written (one motion for all items)

Mr. Wylie made the motion to accept the reports as presented. It was seconded by Mr. Goodall. Motion carried 3-0.

2023 – 09 – 006 CHIEF APPRAISER REPORT

- Correspondence to the BOD
- Update on District Initiatives

Many of the initiatives for Tax Year 2023 have been completed. New initiatives are in the process of being developed for Tax Year 2024. Staff hopes to make this report a standard monthly report to the Board to show continuous improvement efforts by the District.

- Update on 2024 Budget

Since the budget has been submitted and approved, we have received notices/requests to increase from 3 different vendors and additional expenses resulting from recent legislation:

Eagle Consulting	\$5,000 annually (approved last meeting)
TY Pickett	\$2,000 annually (pending approval)
TML Risk	\$ 284 (does not require approval)
BIS	<u>\$1,000</u> (plus other options if elected)
Total	\$8,284

- Update on Appraisal Process

Staff had a meeting with Eagle Appraisal last Tuesday to discuss how to improve consistency of appraisals, adjust cost and depreciation tables and improve communication between the District and appraiser.

No action was taken by the Board.

2023 – 09 – 007 CONSIDERATION OF RATE INCREASE REQUESTED BY TY PICKETT

Items: Email request

Discussion: Based on unforeseen increases in traditional expenses incurred to complete contracted services, TY Pickett is requesting an increase from \$48,500 to \$50,500 under contract renewal for TY 2024/2025.

Recommended Action: Approve request as presented.

Mr. Wylie made the motion to contract with TYP at the new rate for Tax Years 2024-25. Mr. Goodall seconded the motion. Motion carried 3-0.

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2023 – 09 – 008 CONSIDERATION OF EMPLOYEE HEALTH INSURANCE CHANGES

Items: Rate/Plan Proposals

Discussion: The District has seen a 10-20% increase in premiums yearly for several years. This year's increase from TML is 100% under the current coverage. TML offered one second option which doubles all deductibles and out-of-pocket expenses at a 92.97% increase. The District is researching other options for coverage.

Recommended Action: Sign proposal from TML so that coverage will be in place. TML will release the District with 30 days written cancellation once better options are contracted.

Mr. Goodall made the motion to sign the proposal from TX Health and continue to investigate better options for the District. Mr. Wylie seconded the motion. Motion carried 3-0.

2023 – 09 – 009 CONSIDERATION OF DEPOSITORY FUND PROPOSALS

Items: Proposals from local bank institutions

Discussion: Every two years the Board is required to designate the financial institution that offers the most favorable terms and conditions for the handling of District's funds. On behalf of the Board Secretary, the staff has solicited bids by area financial institutions for consideration.

Recommended Action: Based on review of bids, staff did not find a considerable difference in services, fees or interest rates and recommends staying with Interbank since all accounts are already established.

Mr. Goodall made the motion to maintain the depository accounts with Interbank. Mr. Wylie seconded the motion. Additional discussion was to ask if the current CD rate might be increased. Motion carried 3-0.

2023 – 09 – 010 CONSIDERATION OF ANNUAL FININCIAL AUDIT

Items: Audit report prepared by Cameron Gulley

Discussion: Cameron Gulley does an annual audit report of the District's financials. By requirement, the report has been sent to each entity for review and comment.

Recommended Action: Staff recommends approval of the audit as submitted

Mr. Durham made the motion to accept the 2022 Financial Audit as submitted. Mr. Wylie made the second. Motion carried 3-0.

2023 – 09 – 011 CONSIDER PERSONNEL MATTERS (Closed Session)

Recommended Action: No action will be taken during the closed session.

No action was taken in the closed session or following the closed session.

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2023 – 09 – 012 ADJOURN


Mr. Durham made the motion to adjourn. Mr. Wylie seconded the motion. Motion carried 3-0.

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

Minutes approved this 10 day of OCTOBER, 2023



Jerry Toland, BOD Chairman



BOD Member