

**STEPHENS COUNTY APPRAISAL DISTRICT**

201 S Rose Ave · Breckenridge, TX 76424

**NOTICE OF PUBLIC MEETING OF THE BOARD OF DIRECTORS**

**Tuesday October 10, 2023 at 7:30 AM**

GARY ZEITLER RPA, RTA, CCA  
INTERIM CHIEF APPRAISER

**AGENDA**

PHONE: 254.559.8233  
FAX: 254.559.2897

**MINUTES**

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.

2023 – 10 – 001 CALL TO ORDER

*Chairman Jerry Toland called the meeting to order at 7:37 AM*

2023 – 10 – 002 ESTABLISH A QUORUM

Board

*Jerry Toland  
Roy Russell  
Parker Wylie  
Rob Durham*

Staff

*Will Thompson*

Public

*Bryan Allen*

2023 – 10 – 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 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.

2023 – 10 – 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.

2023 – 10 – 005 CONSENT AGENDA

Items:

1. Minutes from Board of Directors Meeting held September 26, 2023.
2. Financial Reports (Reconciliation, Budget, Allocation)
3. GIS Report
4. Set next meeting time and location for Tuesday November 14, 2023 at 7:30 AM in the District Office

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

*Motion: To acceptance of reports as written*

*Moved by: Parker Wylie*

*Second by: Roy Russell*

*Motion carried 3-0*

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**MINUTES**

2023 – 10 – 006 CHIEF APPRAISER REPORT

- Correspondence to the BOD
- Update on District Initiatives
  - Update on 2023 initiatives and close outs
  - Review 2024 initiatives
- TML Risk Report
- Ag Committee Report
- Board appointments

2023 – 10 – 007 CONSIDER EMPLOYEE HEALTH INSURANCE OPTIONS

Items: Rate/Plan Proposals  
Discussion: Following notification of a 100% increase in premium cost from TML, the District investigated additional options for coverage. The Board will review those options available and select for the coming fiscal year.  
Recommended: None

*Motion: To allow Chief in Training to negotiate with consultant to find a health care plan to fit the needs of the staff*

*Moved by: Roy Russell*  
*Second by: Rob Durham*  
*Motion carried 3-0*

2023 – 10 - 008 CONSIDER RESCINDING BOARD POLICY ON THE TAXPAYER LIASON POSITION

Items: Edited pages of policy showing as written and as revised  
Discussion: Discussion of presented revisions including why they are being recommended  
Recommended: Approve rescinding the board policy

*Motion: To rescind board policy on Taxpayer Liaison*

*Moved by: Roy Russell*  
*Second by: Parker Wylie*  
*Motion carried 3-0*

2023 – 10 - 009 CONSIDER REVISIONS OF THE BOARD POLICY ON PUBLIC COMPLAINT

Items: Edited pages of policy showing as written and as revised  
Recommended: Approve as presented  
Discussion: In light of the changes with the taxpayer liaison officer, revisions to the Policy on Public Complaint will need to be made.

*Motion: To accept the revisions to the policy as presented*

*Moved by: Parker Wylie*  
*Second by: Roy Russell*  
*Motion carried 3-0*

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**MINUTES**

2023 – 10 – 010 CONSIDER REVISIONS OF THE BOARD POLICY ON BOARD OF DIRECTORS

Items: Edited pages of policy showing as written and as revised  
Recommended: Approve as presented  
Discussion: The Policy on the Board of Directors needs to be revised/updated  
*This was not completed at the time of the meeting. No action was taken.*

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

Recommended: No action will be taken during the closed session.  
*The board entered a closed session at 8:24 AM and exited at 8:37 AM. No action resulted from the Closed session.*

2023 – 09 – 012 ADJOURN

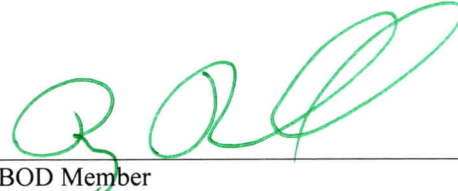
Motion: *To adjourn the meeting*  
Moved by: *Roy Russell*  
Second by: *Rob Durham*  
Motion carried 3-0

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

Minutes approved this 12 day of December, 2023

  
Jerry Toland, BOD Chairman

  
BOD Member