

STEPHEN'S COUNTY APPRAISAL DISTRICT  
201 S Rose Ave · Breckenridge, TX 76424

NOTICE OF PUBLIC MEETING OF THE BOARD OF DIRECTORS  
Tuesday December 12, 2023 at 7:30 AM

GARY ZEITLER RPA, RTA, CCA  
INTERIM CHIEF APPRAISER

AGENDA

PHONE: 254.559.8233  
FAX: 254.559.2897

MINUTES

Recommended: Acceptance of reports as written (one motion for all items)  
Discussion: *Noted in the financial report was the subscription to e3 Training Portal as a means of offering ongoing training for employees; hope to move \$5,000 back from general account to the restricted funds account.*  
Motion: *To approve consent agenda as presented*  
Moved by: *Parker Wylie*  
Second by: *Gregg Goodall*  
Motion carried; none opposed

2023 - 12 - 006 CHIEF APPRAISER REPORT

- Correspondence to the BOD
- Update on District Initiatives
- Update on Staff Training/Education
- Declaration of Property Owned by Employees
- Update on health insurance

UNFINISHED BUSINESS

2023 - 12 - 007 REVIEW 2023 MASS APPRAISAL REPORT

Items: 2023 Mass Appraisal Report  
Discussion: The Mass Appraisal Report is an annual requirement of the Comptroller. It explains the methodology behind the local mass appraisal process.  
No action

2023 - 12 - 008 REVIEW 2023 APPRAISAL REPORT

Items: 2023 Appraisal Report  
Discussion: *The appraisal report is an annual requirement of the Comptroller but has the potential of being a useful tool for the CAD and entities to see trends. Many items of the report were highlighted and discussed with the board.*  
No action

2023 - 12 - 009 CONSIDER REVISIONS OF THE BOARD POLICY ON BOARD OF DIRECTORS

Items: Edited pages of policy showing as written and as revised  
Recommended: Read and approve at the January Board meeting  
Discussion: Many of the policies had to be rewritten due to changes in the code/law and new requirements of the Comptroller. To prepare for the final editing and revisions, the board passed three resolutions:

- Resolution on Chief in Training performing tasks designated to the board secretary
  - Roy Russel made motion to approve
  - Second by Gregg Goodall
  - Motion carried; none opposed
- Resolution on statements and payments from entities
  - Roy Russell made the motion to approve
  - Second by Parker Wylie
  - Motion carried; none opposed

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- Resolution on Four Member ARB
  - Gregg Goodall made motion to approve
  - Second by Roy Russell
  - Motion carried; none opposed

NEW BUSINESS

2023 - 12 - 010 CONSIDER REVISIONS OF THE BOARD POLICY ON THE GUIDELINES FOR DETERMINATION OF SPECIAL VALUES

Items:

*Discussion: Ag Advisory Board recommends moving minimum acreage from 20 acres to 30 acres for Ag Value and from 15 to 30 for Wildlife Value*

*Motion: To approve the recommendation of the Ag Advisory Board*

*Made by: Roy Russell*

*Second by: Parker Wylie*

*Motion carried; none opposed*

2023 - 12 - 011 REVIEW BOARD MEMBER APPOINTMENTS BY ENTITIES

Items: Resolutions from entities

*Discussion: The City of Breckenridge and BISD appointed representatives for board positions to serve from 1/1/2024 to 12/31/2025*

*No action*

2023 - 12 - 012 CONSIDER APPOINTMENTS TO THE 2024 AG ADVISORY BOARD

Items: None

*Discussion: Will be appointed in January. Be thinking/submitting names.*

*No action*

2023 - 12 - 013 CONSIDERATION OF THIRD-PARTY CONTRACT REVIEWS

Items: Reviews of third-party vendors

*Discussion: The board does an annual review of all third-party vendors. These are in process but not completed. Will be finalized at January Board of Directors meeting.*

*No action.*

2023 - 12 - 014 CONSIDER PERSONNEL MATTERS (Closed Session)

*None at this time.*

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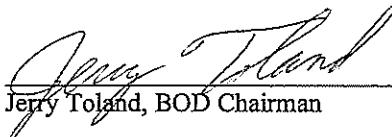
2023 – 12 – 015 ADJOURN

*Motion: To Adjourn*  
*Moved by: Roy Russell*  
*Second by: Parker Wylie*  
*Motion carried: no opposition*

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

Minutes approved this 16 day of January, 2024.

  
\_\_\_\_\_  
Jerry Toland, BOD Chairman

  
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BOD Member