

**STEPHENS COUNTY APPRAISAL DISTRICT**  
201 S Rose Ave · Breckenridge, TX 76424

**NOTICE OF PUBLIC MEETING OF THE BOARD OF DIRECTORS**  
Thursday February 15, 2024 at 8:10 AM

GARY ZEITLER RPA, RTA, CCA  
INTERIM CHIEF APPRAISER

**AGENDA**

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.

RECEIVED AND FILED  
FOR POSTING  
A.S. 8:03 A.M.  
FEB 12 2024  
JACKIE ENSLEY, Clerk  
STEPHENS COUNTY, TEXAS  
By: Jackie ENSLEY  
Phone: 254.559.3223  
Fax: 254.559.2897

2024 – 02 – 001 CALL TO ORDER

2024 – 02 – 002 ESTABLISH A QUORUM

2024 – 02 – 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.

2024 – 02 – 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.

2024 – 02 – 005 CONSENT AGENDA

Items:

1. Minutes from Board of Directors Meeting held January 16, 2024.
2. Financial Reports (Reconciliation, Budget, Allocation)
3. GIS Report
4. Set next meeting time and location for Tuesday March 12, 2024 at 7:30 AM in the District Office

Action: Consider approval for all items under one motion; items may be separated out and voted on separately if so moved for further discussion or action

2024 – 02 – 006 CHIEF APPRAISER REPORT

- Correspondence to the BOD
- Update on Staff Training/Education
- Reports developed for BISD Bond Analysis

**NEW BUSINESS**

2024 – 02 – 007 CONSIDER ADDITIONS TO THE BOARD OF DIRECTORS POLICY MANUAL

Items: Policy on Homestead Exemption Audits

Discussion: New legislation passed in 2023 requires all homesteads to be reviewed at least once every five years. Staff is proposing the attached policy.

Action: Review and revise the policy.

In accordance with the Texas Open Meetings Act (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.

  
CHIEF APPRAISER in TRAINING

# STEPHENS COUNTY APPRAISAL DISTRICT

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GARY ZEITLER RPA, RTA, CCA  
INTERIM CHIEF APPRAISER

### AGENDA

PHONE: 254.559.8233  
FAX: 254.559.2897

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#### 2024 – 02 – 008 REVIEW CORRESPONDENCE FROM TEXAS COMPTOLLER AND TDLR

Items: Letter from Texas Comptroller dated January 9, 2024  
Discussion: Email from TDLR dated February 5, 2024  
Action: Letter from TDLR dated January 6, 2024

#### 2024 – 01 – 017 ADJOURN

Items: None  
Discussion: None  
Action: Motion to adjourn

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A 8:03 O'Clock AM  
FEB 15 2024

JACKIE ENSEY Co. Clerk  
STEPHENS COUNTY, TEXAS

*Jackie Ensey*

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*HLW*  
CHIEF APPRAISER in TRAINING