

# STEPHENS COUNTY APPRAISAL DISTRICT

201 S Rose Ave · Breckenridge, TX 76424

## NOTICE OF PUBLIC MEETING OF THE BOARD OF DIRECTORS

Tuesday May 13, 2025 at 7:30 AM

WILLIAM W. THOMPSON, RPA  
CHIEF APPRAISER

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, to receive, review, discuss, consider, approve and/or take action upon the items set forth on this agenda. 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. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations for persons attending District meetings. To better serve you, requests for accommodations should be received 48 hours prior to the meeting.

## MINUTES

2025 – 05 – 001

### CALL TO ORDER

Chairman or designee will call the meeting to order and declare a quorum is present.  
Meeting called to order at 7:35 AM

#### Board Members

Jerry Toland, Chair  
Roy Russell, Secretary  
Parker Wylie  
Rob Durham  
Crystal Shook

#### Staff

William Thompson  
Amy Judkins

#### Public

*At the call to order, Chief Appraiser Thompson requested an item in the Consent Agenda be moved The ARB Model Hearing Procedures to a separate action item – 2025 – 05 – 004A for consideration.*

*Motion: To add the action item 2025 – 05 – 004A Model Hearing Procedures to be considered by the Board as an actionable item*

*Moved by: Roy Russell*  
*Secoed by: Parker Wylie*

*Motion Carried*

2025 – 05 – 002

### PUBLIC ACCESS

Members of the public may comment on agenda items or issues related to the CAP. Comments will be limited to three (3) minutes per person. Each person wishing to speak is requested to submit a "Request to Speak" form prior to the start of the Board Meeting. If a large number of persons wish to speak to the Board, the Chairman may reduce each person's time for speaking as 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. The Board cannot deliberate or discuss issues that are not present on this Agenda.

*No public present to speak*

Signature

Stephens County Appraisal District  
Board of Directors Meeting

Date Signed

April 8, 2025  
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- 2025 – 05 – 003      **CONSENT AGENDA**  
**ACTION**      All items in the Consent Agenda are considered routine by the Board of Directors and will be enacted by one motion. Directors, by vote, may remove an item for consideration on the regular agenda.
- Minutes from the previous meeting  
Financial Reports: Budget/ Reconciliation/Allocation  
GIS Reports  
Set next meeting: June 10, 2025
- Motion:      To approve as presented*  
*Moved by:   Parker Wylie*  
*Second by:   Rob Durham*  
*Motion carried*
- 2025 – 05 – 004      **CHIEF APPRAISER REPORT**  
**INFO**      Chief Appraiser will share activities of the CAD and correspondence to the Board of Directors
- Budget Process
  - ARB Process
  - Preliminary Values
  - 2024 TARP Results
- 2025 – 05 – 004A      **CONSIDERATION OF THE 2025 ARB MODEL HEARING PROCEDURES**  
**ACTION**      Board will review and consider the approval of the ARB model hearing procedures for 2025
- Motion:      To approve the 2025 ARB Model Hearing Procedures as reviewed and revised by the 2025 ARB members*  
*Moved by:   Roy Russell*  
*Second by:   Parker Wylie*  
*Motion carried*
- 2025 – 05 – 005      **REVIEW OF THE 2023 TARGETED APPRAISAL REVIEW RECOMMENDATIONS**  
**INFO**      Chief Appraiser will review the progress on the recommendations made in the 2023 Targeted Appraisal Review Program (TARP)
- Chief Appraiser reviewed a report that itemizes the results of the 2023 Targeted Maps review findings and will update progress on each of the items to the board each month until completed.*

\_\_\_\_\_  
Signature  
Stephens County Appraisal District  
Board of Directors Meeting

\_\_\_\_\_  
Date Signed  
April 8, 2025  
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- 2025 – 05 – 006      DISCUSSION OF 2026 CONTRACTS  
INFO      Chief will discuss proposed contracts submitted for the 2026 appraisal year

*Chief Appraiser reviewed the proposed contracts for real property appraisal for 2026-2027 with the board and discussed the increasing costs and current performance and improvement options.*

- 2025 – 05 – 007      REVIEW OF PRELIMINARY TAX YEAR 2026 BUDGET  
ACTION      Chief will discuss the budget process and items that may impact the 2026 budget

Chief Appraiser reviewed the 2026 Proposed Budget and impact to expected entity allocations.

*Motion: To approve the 2026 Proposed Budget after edits are made*

*Moved by: Roy Russell*

*Second by: Rob Durham*

*Motion carried*

- 2025 – 05 – 008      EXECUTIVE SESSION  
The Board of Directors reserves the right to adjourn into executive session at any time during the meeting to discuss any of the matters listed below, as authorized by Title 5 of the Texas Government Code:

- 551.071 (Consultation with Attorney)
- 551.072 (Deliberations about Real Property)
- 551.073 (Deliberations about Gifts and Donations)
- 551.074 (Personnel Matters, including but not limited to the appointment, employment, compensation, reassignment, duties, discipline or dismissal of public officers, the Chief or other employees)
- 551.076 (Deliberations about Security Devices)
- 551.087 (Business Prospect/Economic Development)

Before any closed meeting is convened, the presiding officer will publicly identify the section(s) of the Act authorizing the closed meeting. All voting actions or decisions will take place in the open meeting.

*No executive session was called.*

- 2025 – 05 – 009      ADJOURN  
If the meeting is concluded and there is no further business to discuss, the chair or designee may call the meeting adjourned; otherwise, immediate adjournment needs a motion and a second.

*Motion: To adjourn the meeting*

*Moved by: Rob Durham*

*Second by: Roy Russell*

*Motion carried*

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Minutes were taken by William Thompson, Chief Appraiser.

Minutes approved this 10 day of June, 2025.

  
Jerry Toland, BOD Chairman

  
BOD Member

Signature

Stephens County Appraisal District  
Board of Directors Meeting

Date Signed

April 8, 2025

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