

**AUSTIN COUNTY APPRAISAL DISTRICT
BELLVILLE, TEXAS
REGULAR BOARD MEETING OF DECEMBER 19, 2024**

The Board of Directors of the Austin County Appraisal District met on Thursday, December 19, 2024, at the Austin County Appraisal District Office, 906 E Amelia St., Bellville, Texas. The meeting was called to order at 8:33 a.m. by Mr. Frank Monk, followed by certification of public notice and of a quorum. Mr. Monk led the Pledge of Allegiance and Mr. Curtis Brenner gave an invocation.

BOARD MEMBERS PRESENT

Mr. Frank Monk, Mr. Curtis Brenner, Mr. Arlie Kendrick, Mr. Leroy Cerny, Ms. Cecilia Allice, Mr. Justin Richardson, Mr. Ryan Reichardt, Mrs. Dee Anne Lerma

BOARD MEMBERS ABSENT

None

OTHERS PRESENT

Mr. Greg Cook, Mr. Jason Ames, Mrs. Lois FitzSimon, Ms. Barbie Lunsford, Mrs. Michelle Mitchell, Mrs. Tina Swonke, Mrs. Leslie Schkade, Mr. Greg Stuessel, Mr. Bruce White

APPROVAL OF MINUTES

Mrs. Lerma made a motion to approve the minutes from the November 21, 2024, regular board meeting. Mr. Kendrick seconded the motion, and it carried.

PUBLIC COMMENT

Mr. Cook introduced Mr. Jason Ames, the appraisal district's new Deputy Chief Appraiser. Mr. Ames told the board about his experience in commercial and income appraisal. The board welcomed him.

APPROVAL OF CURRENT BUDGET DISBURSEMENTS

Mr. Cook presented the November banking information, noting an expenditure for the annual Pritchard & Abbott contract, repair to an exterior lamp and for the new vehicle. Budget disbursements and other financial information were available in the board's packets. Mr. Kendrick made the motion to approve the report. Mrs. Lerma seconded the motion, and it carried.

DISCUSSION AND POSSIBLE ACTION:

COLLECTIONS REPORT / PBFCM – LESLIE SCHKADE

Mrs. Leslie Schkade with Perdue Brandon Fielder Collins & Mott presented the current delinquent tax collection report. She commended the collections staff for their work in collecting over 95%. Mrs. Schkade went over the report for several of the entities. She explained the process of delinquent collections and litigation. The next tax sale will be in February, with sale information being available on Perdue Brandon's website. Mrs. Schkade and Mr. Cook both spoke on the number of deferrals.

LOCK BOX UPDATE

Mr. Cook asked the board to table this agenda item again. After some discussion, Mr. Brenner made the motion to table the agenda item. Mr. Kendrick seconded the motion, and it carried.

PERSONNEL MANUAL

Mr. Cook presented changes to the appraisal district personnel policy. Changes included the number of times the CAD will pay for certification courses and the use of vacation time for exam reviews. Mr. Cerny made the motion to approve the changes to the Personnel Manual as presented. Mr. Kendrick seconded the motion, and it carried.

SEIDEL SCHROEDER AUDIT CONTRACT

Mr. Cook presented the 2025 audit engagement letter from Seidel Schroeder. Mr. Kendrick made the motion to approve the contract. Mr. Richardson seconded the motion, and it carried.

TRANSFER OF RESERVE FUNDS

Mr. Cook recommended the board allow the transfer of \$9,000 from the Computer Expenditures Reserves to the Vehicle Replacement Reserves to bring that line item back to a positive balance of \$428. He then informed the board that the appraisal district should be receiving money back for unemployment liability. Mrs. Lerma made the motion to transfer \$9,000 from the Computer Expenditures Reserves to the Vehicle Replacement Reserves. Mr. Cerny seconded the motion, and it carried.

UBEO CONTRACT

Mr. Cook presented a contract with UBEO Business Services. The appraisal district currently contracts with UBEO for its copier lease. The new contract would expand to include printers and toner cartridges, at a savings of \$3,000 to \$4,000 per year. Mr. Kendrick made a motion to approve a 5-year contract with UBEO Business Services. Mr. Richardson seconded the motion, and it carried.

CHIEF APPRAISER'S REPORT

ORGANIZATIONAL REPORT

Mr. Cook reported on the following: CAD building project timeline; January 1 mailouts; preparing for close-out of 2024 year; appraisal field work; GIS update.

LAWSUITS / MEDIATION

Mr. Cook provided the current litigation information in the board packet.

COLLECTION REPORT

Mrs. Swonke presented the current collections report, noting the following: Currently pulling additional staff to assist with mailed payments; the goal is to have 5 employees up front during the end of December / end of January deadlines; current collected for the County is 28% as compare to 18% at this time last year; mortgage companies should be paying by end of December; explanation of new disbursement system.

EXECUTIVE SESSION

The board did not adjourn into executive session.

NEW BUSINESS

Mr. Monk mentioned that the office was busy when he visited December 18, and that everything was going well. Mr. Cook agreed that it was very busy. Mrs. Lerma asked if the full parking lot was because of construction in the back of the office. Mr. Cook confirmed that.

NEXT MEETING

The proposed date for the next Board of Director's meeting is January 16, 2025, at 8:30 a.m. at the appraisal district office.

ADJOURN

There being no further business, Mr. Kendrick made the motion to adjourn the meeting. Mr. Richardson seconded the motion, it carried, and the meeting was adjourned at 9:30 a.m.



Frank Monk, Chairman

Curtis Brenner, Secretary