

**AUSTIN COUNTY APPRAISAL DISTRICT  
BELLVILLE, TEXAS  
REGULAR BOARD MEETING OF JULY 18, 2024**

The Board of Directors of the Austin County Appraisal District met on Thursday, July 18, 2024, at the Austin County Appraisal District Office, 906 E Amelia St., Bellville, Texas. The meeting was called to order at 8:30 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, Mrs. Dee Anne Lerma, Mr. Arlie Kendrick, Mr. Leroy Cerny, Ms. Cecilia Allice, Mr. Justin Richardson

**BOARD MEMBERS ABSENT**

Mr. Ryan Reichardt

**OTHERS PRESENT**

Mr. Greg Cook, Mrs. Lois FitzSimon, Ms. Barbie Lunsford, Mrs. Michelle Mitchell, Mrs. Tina Swonke, Mrs. Amanda Wass, Mr. Bruce White, Mr. Greg Stuessel, Mr. Lester Bernard, Mrs. Kara Neumann

**APPROVAL OF MINUTES**

Mrs. Lerma made a motion to approve the minutes from the May 16, 2024, regular meeting. Mr. Kendrick seconded the motion and it carried. Mr. Kendrick made a motion to approve the minutes from the May 16, 2024, Public Budget Hearing. Mrs. Lerma seconded the motion and it carried.

**PUBLIC COMMENT**

Mr. Cook asked Mr. Bernard if he wanted to speak about the recent appraisal review board hearings. Mr. Bernard said hearings had gone smoothly and a good system is in place. He said the ARB members strive for fairness. Mr. Monk thanked Mr. Bernard and the ARB.

**APPROVAL OF CURRENT DISBURSEMENTS AND BUDGET COMPARISONS**

Mr. Cook went over the May and June bank balances, interest information, check register and current budget disbursements, noting several expenditures including payment to Pritchard & Abbott for MIUP appraisal services, health insurance, Master's Touch for notice of appraised value printing, building repair, etc. Mr. Kendrick made a motion to approve disbursements and budget comparisons report for May and June. Mr. Brenner seconded the motion and it carried.

**DISCUSSION AND POSSIBLE ACTION:**

UPDATE ON PROTEST SEASON

Mr. Cook reported that approximately 2,460 protests were filed for 2024, down from 2,927 in 2023. There have been 116 appraisal review board determinations. He praised Mrs. Mitchell and the appraisal staff for their hard work. Mr. Cook informed the board that the ARB approved the appraisal records on July 17 and that the certification process has begun.

#### UPDATE ON RFP FOR AUDIT SERVICES

Mr. Cook informed the board that the appraisal district is requesting proposals (RFP) for its audit services. He is pleased with Seidel Schroeder's services but decided to go out for an RFP "out of good practice". Mrs. FitzSimon stated that they are waiting for the attorneys to approve the RFP.

#### TEXAS HEALTH BENEFIT POOL

Mr. Cook stated that after the 2025 budget was approved, the CAD received the health insurance cost information from TML. The information was presented to the board. He said the final numbers are less than anticipated. Official action must be taken by the board approving the appraisal district's inclusion in the benefit pool. Mrs. Lerma made a motion to approve continuing with TML Health Benefit Pool as presented. Mr. Kendrick seconded the motion and it carried.

#### SUPPLEMENTAL RECORDS

Mr. Cook presented a sample of the supplemental records that were approved by the Appraisal Review Board on July 9. He reminded the board that this is done per the Texas Property Tax Code. He explained that the changes can be due to adding a homestead, address changes, etc. The documents were passed around for the board to view. Mrs. Lerma made the motion to accept the supplemental changes as presented. Mr. Richardson seconded the motion and it carried.

#### COLLATERAL & SAFEKEEPING REPORT

Since the chairman of the Investment Advisory Sub-Committee, Mr. Reichardt, was not present, Mr. Cook presented an email from Mr. Chris Nanez regarding the CAD's investments. Mr. Cerny said he was included in the email and that Mr. Nanez said everything is satisfactory at this time, and he is available should anyone have questions. Mr. Cook then said the report can be tabled until next month or acted on. Mr. Monk asked if Mr. Reichardt had approved the report. Mr. Cook replied yes. Mr. Cerny made the motion to approve the collateral and safekeeping report. Mr. Brenner seconded the motion and it carried.

#### BUILDING

Mr. Cook and several board members walked around the CAD building this morning to look at some of the issues with the building, such as leaks, etc. The appraisal district has had to pay out of pocket expenses for repairs, approximately \$20,000 after insurance. He asked the board's direction on how to proceed. Mr. Cook said it has been recommended to replace the foam sealant around the building. Rain continues to come into the building during storms. Mrs. Swonke added that she had taped the front doors and put down towels before the recent hurricane. After some discussion, it was decided that Mr. Cook should consult an engineer about the building's issues. Mr. Cerny will contact the County's engineer.

#### TML IRP CYBER LIABILITY & DATA BREACH RESPONSE COMVERAGE

Mr. Cook and Mrs. FitzSimon presented changes to the TML Intergovernmental Risk Pool Cyber Liability and Data Breach Response Coverage agreement. The new agreement has a \$25,000,000 annual limit for all participants. Coverage options are "Core" and "Core+", with different coverage amounts and premiums. After discussion and questions from the board, Mr. Cerny made a motion to approve the Core+ coverage at a premium of \$1,875 annually. Mr. Kendrick seconded the motion and it carried.

## **CHIEF APPRAISER'S REPORT**

### **ORGANIZATIONAL REPORT**

Mr. Cook reported on the following: the ARB has approved the appraisal records; certification process; certified totals being email & mailed to entities; Mrs. Swonke will begin the TNT process soon; she is also assisting a neighboring appraisal district with TNT calculations; will be rolling the CAMA system to 2025; appraisal department will be focusing on reappraisal plan field work, remodeling neighborhood and land schedules, running ratios; MAP Review process to begin; PVS update; GIS update.

### **LITIGATION**

Mr. Cook presented the litigation spreadsheet.

### **EDUCATION AND TRAINING**

Three appraisers took the BPP course April 29 – May 2. One appraiser earned RPA designation July 1.

### **COLLECTION REPORT**

Mrs. Swonke reported on the following: June collections report, 97.52 % collected; July 1 turned 2024 delinquent taxes over to attorneys; 2024 rollback taxes have been billed and some money collected; short list of properties for September trial docket; tax sale September 3. She also reported on refunds and compression rate for Fort Bend Brazos ISD accounts. The Fort Bend CAD data received by Austin CAD did not have the compression rate built in, which caused the need for \$67,000 in refunds for Brazos ISD accounts. Mr. Cook commended Mrs. Swonke for catching the error. Mrs. Swonke continued her report with information on the tax rate phase, transparency, working with adjoining county, and working with Mrs. Tamara Parrish to revamp the CAD's website.

### **EXECUTIVE SESSION**

The board did not go into executive session.

### **NEW BUSINESS**

Mr. Cook informed the board that the appraisal district office will be closed July 30 for staff training and a meeting with the TML health insurance representative.

### **NEXT MEETING**

The proposed date for the next Board of Director's meeting is August 15, 2024, 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. Cerny seconded the motion, it carried, and the meeting was adjourned at 9:30 a.m.

  
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Frank Monk, Chairman  
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Curtis Brenner, Secretary