

**AUSTIN COUNTY APPRAISAL DISTRICT
BELLVILLE, TEXAS
REGULAR BOARD MEETING OF MARCH 21, 2024**

The Board of Directors of the Austin County Appraisal District met on Thursday, March 21, 2024, at the Austin County Court House Courtroom, 1 East Main St., Bellville, Texas. The meeting was called to order at 8:34 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. Justin Richardson, Mr. Arlie Kendrick, Mr. Leroy Cerny, Ms. Cecilia Allice

BOARD MEMBERS ABSENT

Mr. Ryan Reichardt

OTHERS PRESENT

Mr. Greg Cook, Mrs. Lois FitzSimon, Ms. Barbie Lunsford, Mrs. Tina Swonke, Mrs. Amanda Wass, Mr. Bruce White, Mr. Greg Stuessel, Mrs. Krystal Sodolak, Ms. Lisa Moeller, Mr. Gavin Garrow

APPROVAL OF MINUTES

Mr. Kendrick made a motion to approve the minutes from the February 15, 2024, regular board meeting. Mrs. Lerma seconded the motion and it carried.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF CURRENT DISBURSEMENTS AND BUDGET COMPARISONS

Mr. Cook went over the February bank balances, interest information, check register and current budget disbursements, noting several expenditures including the payment for Pritchard and Abbott's commercial services. Mr. Brenner made the motion to approve the report. Mrs. Lerma seconded the motion and it carried.

EXECUTIVE SESSION

Mr. Monk adjourned the regular session to go into executive session at 8:38 a.m. in accordance with the Texas Open Meetings Act, Government code, Chapter 551.071.

RECONVENE REGULAR SESSION

Mr. Monk reconvened the regular session at 9:19 a.m.

DISCUSSION AND POSSIBLE ACTION:

There was no action taken.

RFP FOR DEPOSITORY CONTRACT

Mr. Cook presented the Request for Proposals for the depository contract. The contract has been approved by the appraisal district attorneys. The current depository contract is with Industry State Bank. Mr. Cook presented a letter submitted by Industry State Bank. He stated that the CAD will go out for a request for proposal for the depository contract. Representatives from Industry State Bank,

Mr. Gavin Garrow and Ms. Lisa Moeller, were in the meeting. Mr. Monk stated that the board appreciates everything Industry State Bank has done for the appraisal district. Mr. Garrow referenced the letter to the board members and addressed some of the board's concerns. He stated a 115% collateral pledge can be added to the agreement with the CAD going forward. He said he hopes the board will consider staying with Industry State Bank and that they have enjoyed their relationship with the CAD. The board thanked Mr. Garrow and Ms. Moeller for coming to the meeting. Mr. Cook then stated that he feels the letter from the bank answered most of the board's questions. He suggested no action be taken at this time, and that the CAD move forward with the RFP. The board agreed and no action was taken.

BOARD OF DIRECTOR'S MANUAL

Mr. Cook presented the current Board of Director's Manual. No changes have been made at this time. When an updated version becomes available on the Texas Comptroller's website, this item will be revisited. Mr. Kendrick made the motion to approve the current Board of Director's Manual. Mrs. Lerma and Mr. Richardson seconded the motion and it carried.

BURTON ISD

Mr. Cook informed the board that due to Burton ISD's late allocation payment, an invoice for penalty and interest had been sent, in the amount of \$.91. Mr. Cook asked the board to consider waiving the penalty and interest. Mr. Cook and Mrs. Swonke explained that there is a \$5 and less threshold for over / under payments for taxes, but there is no policy in place for entities allocation payments. After a short discussion, Mrs. Lerma made the motion to waive the penalty for Burton ISD's late allocation payment. Mr. Richardson seconded the motion and it carried. Mrs. Lerma then made the motion to create a penalty threshold of \$10 for the entities. Mr. Richardson seconded the motion and it carried.

SALARY PRESENTATION FOR 2025 BUDGET

Mr. Cook presented a first look at the 2025 appraisal district salary budget. The budget allows for additional staff for the future satellite office plus one clerk and a deputy chief for the main office. Board discussion included the tremendous growth in the county, the need to take care of current employees, etc. Mr. Cook noted that all appraisers should have their RPA's in 2025. He then stated the budget needs a not-to-exceed amount for the chief appraiser's salary. Mr. Brenner made the motion for the chief appraiser salary not to exceed \$128,000, and to authorize Mr. Cook to use the presented salary numbers for the full budget presentation in future board meetings. Mrs. Lerma seconded the motion and it carried.

VEHICLE

Mr. Cook informed the board that one of the appraisal district trucks will need to be replaced, due to a recent accident. The accident was not the fault of the CAD employees. Mr. Cook spoke of the need to buy new vehicles and presented truck bids from several dealerships. He said there are rebates and incentives being offered on 2023 vehicles at this time. He would like to purchase the 2023 Chevy Silverado 1500 Crew LT. Mrs. Lerma asked how the vehicle would be paid for. His suggestion was to transfer some of the surplus funds from the software conversion into the vehicle line item. Mr. Kendrick made the motion to authorize the chief appraiser to purchase the 2023 Chevrolet Silverado 1500 Crew LT, paid for out of the reserves, for a price not to exceed \$39,000. Mr. Cerny seconded the motion and it carried. Mr. Cook then discussed the other CAD vehicles, which also sustained damage in the recent storm. The CAD is still waiting to hear from the insurance company but feels like 2 of the trucks will be totaled. If not, they will be sold at auction. He then presented a bid for a

purchase the 2023 Ford Maverick at a cost not to exceed \$30,000, out of reserves. Mr. Kendrick seconded the motion and it carried.

4/18/2024 BOD meeting - Mrs. Lerma made the motion to approve the 3/21/2024 minutes with corrections - add 2nd & "motion carried". Mr. Kendrick seconded Mrs. Lerma's motion & it carried.

OPEN DISCUSSION

None

CHIEF APPRAISER'S REPORT

ORGANIZATIONAL REPORT

Mr. Cook reported on the following: Update on the TDLR complaint; roll-back information / 36 parcels; GIS update; staff working BPP renditions, homestead and ag apps, etc; mobile home inspections and ownership; deed changes; appraisers finishing reappraisal; 2024 aerials have been added to Pictometry; goal is to mail notices of appraised value the week of April 15, though may be delayed due to recent storm damage; tentative date for ARB hearings to begin is 2nd week of May; ARB will meet April 9 for oaths of office and to approve the 1st quarter supplemental records; planning to certify records around July 15.

COLLECTION REPORT

Mrs. Swonke reported on the percentage of collected and uncollected taxes. Business personal property accounts are being turned over to the attorneys April 2nd. The office is mailing approximately 4000 delinquent tax statements, which is almost double from last year. She is holding disbursements to the entities until the end of the month because she is currently processing refunds.

LITIGATION

Mr. Cook said several lawsuits are nearing agreed judgements.

NEW BUSINESS

Mr. Cook updated the board on the recent storm damage to the appraisal district office building and vehicles. He thanked the appraisal district staff for executing the disaster recovery plan which lessened the damage to the building. The collections staff is moving to the courthouse basement until repairs are completed. Mr. Cook said he may need direction from the board if money needs to be pulled from reserves to help pay for repairs. Mr. Kendrick commended Mr. Cook and the staff for going the extra mile to keep the office running. The board thanked them, as well. Mr. Cerny mentioned the sun damage to the trucks, suggesting the CAD may need to invest in a cover for the appraisal district vehicles. Mr. Cook thanked the board members who visited the appraisal district office to view the damages.

NEXT MEETING

The proposed date for the next Board of Director's meeting is April 18, 2024, at 8:30 a.m. at the appraisal district office unless a special meeting is needed.

ADJOURN

There being no further business, Mr. Kendrick made the motion to adjourn the meeting. Mrs. Lerma seconded the motion, it carried, and the meeting was adjourned at 10:31 a.m.

Frank Monk, Chairman

Curtis Brenner, Secretary

2023 Ford Maverick truck at a cost of \$28,329. After some discussion, Mr. Cerny made the motion to purchase the 2023 Ford Maverick at a cost not to exceed \$30,000, out of reserves.

OPEN DISCUSSION

None

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