

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

The Board of Directors of the Austin County Appraisal District met on Thursday, November 21, 2024, at the Austin County Appraisal District Office, 906 E Amelia St., Bellville, Texas. The meeting was called to order at 8:32 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

**BOARD MEMBERS ABSENT**

Mrs. Dee Anne Lerma

**OTHERS PRESENT**

Mr. Greg Cook, Mrs. Lois FitzSimon, Ms. Barbie Lunsford, Mrs. Amanda Wass, Mrs. Michelle Mitchell, Mrs. Susan Rosinski, Ms. Brandee Tiemann, Mrs. Kara Neumann, Mrs. Julie Burson, Mrs. Shelly Brian, Mr. Daniel Sanchez

**APPROVAL OF MINUTES**

Mr. Kendrick made a motion to approve the minutes of the September 19, 2024, regular board meeting. Mr. Reichardt seconded the motion, and it carried.

**PUBLIC COMMENT**

Mr. Cook recognized Mrs. Susan Rosinski, who is retiring at the end of the year. He then introduced new employees Ms. Brandee Tiemann, deed department, and Mrs. Julie Burson, collections department.

**APPROVAL OF CURRENT BUDGET DISBURSEMENTS**

Mr. Cook presented the September and October banking information, noting an expenditure for vehicle repairs. Mr. Kendrick made the motion to approve the report. Ms. Allice seconded the motion, and it carried.

**DISCUSSION AND POSSIBLE ACTION:**

**AWARD CONTRACT PER RFP FOR BUILDING REPAIRS**

Mr. Cook informed the board that one bid was received in response to the recent request for proposals for repairs to the appraisal district office building. The bid is from Shellback Construction. Mr. Daniel Sanchez from Shellback Construction was present to answer questions. After a short discussion, Mr. Kendrick made the motion to accept the bid from Shellback Construction in the amount of \$66,392. Ms. Allice seconded the motion, and it carried.

**PURCHASE OF VEHICLE**

Mr. Cook stated that the appraisal district needs another vehicle. He presented bids for several trucks. Discussion included taking the money from reserves. Mr. Cook recommended purchasing the Toyota Tacoma from Bryan College Station Toyota, for \$38,297. Mr. Kendrick made the motion to

purchase the Toyota Tacoma from Bryan College Station Toyota for \$38,297. Mr. Reichardt seconded the motion, and it carried.

#### SEIDEL SCHROEDER AUDIT CONTRACT

Mr. Cook presented the audit proposal from Seidel Schroeder. Mr. Reichardt made the motion to approve, with Mr. Richardson supplying the second. Motion carried.

#### BANKING

Mrs. FitzSimon presented two resolutions for the board's consideration.

- A. REVISE & UPDATE BANKING AUTHORITY OF ACCOUNT 39537 WITH FIRST NATIONAL BANK OF BELLVILLE. This resolution does the following: Adds Barbara Lunsford and Amy Herbrig as check signers; Authorizes Lois FitzSimon and Amanda Wass to have access to the night deposit container; Removes former employee Melanie Garrett from the night depository agreement; Authorizes Lois FitzSimon and Amanda Wass to access online banking. Mr. Kendrick made the motion to approve the resolution. Mr. Richardson seconded the motion, and it carried.
- B. REVISE & UPDATE BANKING AUTHORITY OF THE REMOTE DEPOSIT CAPTURE SERVICE AGREEMENT WITH INDUSTRY STATE BANK. This resolution does the following: Authorizes Greg Cook, Tina Swonke, Wendy Dietz, Kara Neumann and Julie Burson to make electronic deposits of electronic items captured from checks as outlined in the agreement; Removes former employees Melanie Garrett and Phyllis from the Remote Deposit Capture Service Agreement. Mr. Brenner made the motion to approve the resolution. Mr. Richardson seconded the motion, and it carried.

#### THIRD QUARTER COLLATERAL & SAFEKEEPING REPORTING

Mr. Reichardt stated he recently spoke with Mr. Chris Nanez. Mr. Nanez said investments are a little stronger than they were, and that everything looks good. A printout of the report was included in the board packet. Mr. Reichardt made a motion to approve the report. Mr. Cerny seconded the motion, and it carried.

#### APPROVAL OF 2025 HOLIDAY CALENDAR

Mr. Cook stated that the CAD typically follows the same holiday calendar as the County with the exception of a December 31 holiday. He presented two options; one with a flex holiday and one that includes the day after the Austin County Fair Parade holiday. After a short discussion Mr. Kendrick made the motion to approve the second option, with the two-day fair holiday. Ms. Allice seconded the motion, and it carried.

#### RESERVES REPLENISHMENT PROCESS

Mr. Cook presented a spreadsheet with the district's reserve funds. He stated that the reserves will need to be replenished and that there cannot be a negative dollar amount on any reserve line at the end of the year. He asked if the board wanted to wait until December to make a decision on a procedure to replenish the reserve funds, specifically the vehicle fund. Options were discussed. Mr. Reichardt made the motion to use 50% of the remaining fund balance at the end of the year to replenish the reserves as needed. Mr. Richardson seconded the motion, and it carried.

#### CHIEF APPRAISER EVALUATION

This item will be discussed during executive session.

## CHIEF APPRAISER'S REPORT

### ORGANIZATIONAL REPORT

Mr. Cook reported on the following: Tax statements are at the printers and will be mailed soon, ortho aerial flyover in December with files being imported beginning in January, appraisers working on rechecks and sales verifications, working on preliminary data request for MAP Review, consistently cross training for collections season, Lock Box update / ongoing.

### LAWSUITS / MEDIATION

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

### COLLECTION REPORT

Mrs. Neumann presented the current collections report, noting the following: September tax sale, December judgement trial, tax statements are at the printers, etc. She presented a spreadsheet with levy comparisons for 2023 and 2024 for each entity. It included the number of statements mailed each year. Mr. Cook commented on the growth in the county. He also stated that the deed department is almost caught up resulting in less than 10 courtesy statements this year.

### EXECUTIVE SESSION

The board adjourned into executive session at 9:12 a.m., pursuant to Section 551.074 of the Texas Open Meetings Act, Texas Government Code – Chief Appraiser Evaluation.

### RECONVENE REGULAR SESSION

Mr. Monk reconvened the regular session at 9:53 a.m.

### DISCUSSION AND POSSIBLE ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION:

Mr. Monk stated that the board had performed Mr. Cook's annual evaluation and that everything was satisfactory. Mr. Brenner made the motion to set the chief appraiser's 2025 salary at the budgeted amount, "with changes". Mr. Cerny seconded the motion and it carried.

### NEW BUSINESS

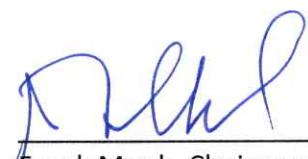
There was no new business.

### NEXT MEETING

The proposed date for the next Board of Director's meeting is December 19, 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. Brenner seconded the motion, it carried, and the meeting was adjourned at 9:55 a.m.



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Frank Monk, Chairman



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Curtis Brenner, Secretary