

**MINUTES OF BOARD OF DIRECTORS MEETING
COLEMAN COUNTY TAX APPRAISAL DISTRICT**

The Board of Directors of the Coleman County Tax Appraisal District met on Thursday, June 13, 2024, in the Appraisal District Office located at 105 S. Commercial Ave., Coleman, Texas.

Call to Order: Stacey Mendoza, Vice-Chairman, called the meeting to order at 8:13 a.m.

Present: Josh Hale, Scotty Lawrence, Stacey Mendoza, Sarah Worsham, and Eva Bush.

Absent: Jay Dalton

Public Comments: No one was present.

Minutes of the Previous Meetings: The minutes of the February 28, 2024 meeting were read and approved on a motion by Josh Hale and seconded by Scotty Lawrence. The motion passed unanimously.

2023 Audit Report: The 2023 Audit Report was presented to the Board by Cara Hilbrich of the firm, Roberts & McGee, CPA. The Board approved the audit on a motion by Josh Hale and a second by Sarah Worsham. The motion passed unanimously.

Monthly Reports and Bills: The Board reviewed the monthly expense reports for February, March, April, and May. Scotty Lawrence made the motion to approve the bills for February, March, April, and May. Josh Hale seconded the motion and the motion passed unanimously.

The Collection Report for February was reviewed by the Board.

The Second Quarter Budget Comparison Report was reviewed by the Board.


Eva Bush presented three unbudgeted expenditures to the Board. The first was an estimate for repairing the back wall of the Appraisal District Building. The estimate for repairing the exterior wall was from Cameron Lewis Masonry for \$4,200. At the time of the estimate, he was not aware of the interior back wall damage. He estimated the interior wall for an additional \$4,200. The electrical conduit pipe inadvertently attached to the back corner wall of the Appraisal District's building and belonging to Annette Carrell at 107 Commercial was also discussed and it was decided that a certified letter should be sent on behalf of the Board of Directors to Mrs. Carrell giving her so many days to remove the electrical conduit pipe from the Appraisal District building to her own building. The Board advised Mrs. Bush to verify that that the wiring was only supplying the neighboring building with the City of Coleman. The board also advised Mrs. Bush to consult the district's attorney for the number of days to give for the removal of the wiring. The board would prefer Mrs. Carrell to be notified before the work on the back wall begins. The second item presented was the \$20,000 estimate from BIS Consultants to help the district catch up on the ownership changes to the property records using the recorded deed records for Coleman County. The contract will be temporary and will be cancelled as soon as the staff is caught up on all the ownership changes that have occurred during heavy collections and the computer software conversion. The third unbudgeted item was a bill from Western Valuation and Consulting for \$9,183. That was a one-time expenditure for the appraisal firm to help with entering 3,061 appraisals into the CAMA system for 2024. Josh Hale made the motion to approve paying the bills from the fund reserves for the repairs to the back wall of the building, the deed processing contract from BIS Consultants, and the bill from Western Valuation and Consulting for the appraisal data entry work. Sarah Worsham seconded the motion and the motion passed unanimously.


Review and Approve the 2025 Preliminary Appraisal and Collection Budgets: Eva Bush presented the 2025 proposed appraisal and collection budgets. After reviewing and discussing the new items and the items from the 2024 budgets with budget shortfalls, Josh Hale made the motion to approve the 2025 preliminary appraisal and collection budgets. Sarah Worsham seconded the motion and the motion passed unanimously.

Chief Appraiser Update: Eva Bush reported that the May 21 hailstorm had caused severe damage to the district's roof and canopy. The skylights are broken and there are numerous leaks causing staining to the ceiling and walls upstairs. She hired Peak Roofing out of Abilene for the repairs. They will be providing an estimate to supplement the adjuster's estimate to the District's insurance provider, State Auto Insurance Company/Liberty Mutual. The insurance adjuster had left out several costs in the original estimate. The 2024 Appraisal Notices were mailed on June 10. The software conversion took about 3 months to complete due to complications within the data files from the previous software vendor. The district's website that was contracted with BIS Consulting had collection calculation issues and was still in programming at the end of May. The search and payment functionality of the website had been offline since February 4. A decision was made to cancel the current website contract and go with the district's new software provider, Pritchard &

Abbott, for website services. They were able to get the district's website back online and operational with the new state mandated changes and other requested changes to the website within 3 days and before the notices were mailed. The taxpayers are now able to make online payments again. The district has contracted with a new credit card vendor, EZ-Netpay. The new service seems to be easier to use online than the previous vendor's credit card service and offers the same 2.5 percent service fee. Eva Bush told the Board that due to the large appraisal increases, it is possible the Appraisal Review Board hearings may go past July 25 and into August. The new employee hired in March resigned in April to move and take a job in Abilene. The district has had severe staff shortages this year due to illnesses and vacancies. The district continues to seek to fill the vacancy.

Adjournment: The meeting adjourned at 9:25 a.m. on a motion by Josh Hale and seconded by Scotty Lawrence. The motion passed unanimously.


Secretary


Chairman