

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

The Board of Directors of the Coleman County Appraisal District met on Thursday, June 5, 2025 in the Appraisal District Office located at 105 S. Commercial Ave., Coleman, Texas.

Call to Order: Jay Dalton, Chairman, called the meeting to order at 8:04 a.m.

Present: Jay Dalton, Josh Hale, Scotty Lawrence, Stacey Mendoza, and Eva Bush.

Public Comments: No one was present.

Minutes of the Previous Meetings: The minutes of the April 24, 2025 meeting were read and approved on a motion by Stacey Mendoza and seconded by Josh Hale. The motion passed unanimously.

Monthly Reports and Approve Bills: The Board reviewed the monthly expense reports for April and May. Josh Hale made the motion to approve the bills for April and May. Stacey Mendoza seconded the motion and the motion passed unanimously.

Review Collection Reports: The Collection Reports for April and May were reviewed by the Board.

Discuss and Take Action on Real Property Appraisal Contract: The Board reviewed contracts from Western Valuation & Consulting, LLC and Pritchard & Abbott, Inc. The Board asked about the price differences and the services provided by each company. Eva Bush explained that even though the Western Valuation contract is a little lower, additional services provided were billed for additional costs. For instance, Pritchard & Abbott will represent the District for arbitration hearings at no extra cost. Western Valuation bills separately for this service. Pritchard and Abbott will also provide field devices to their appraiser to enter the majority of the appraisals saving many hours of data entry from the district. This service is included in the contract. Western Valuation does not do data entry and if field devices are to be used, the District has to purchase and provide this to their appraiser. This would require purchasing I-pads and the additional appraisal software from a separate vendor, which would be more than the price difference between the two contracts. Stacey Mendoza made the motion to approve the contract from Pritchard & Abbott, Inc. Scotty Lawrence seconded the motion and the motion passed unanimously.

Review and Approve the 2026 Preliminary Appraisal and Collection Budgets: Eva Bush presented the 2026 preliminary appraisal and collection budgets. The Board reviewed the budgets and discussion was held on the line items with the significant changes. Eva Bush explained these changes and answered their questions regarding the increases and decreases of certain line items throughout the budget. Josh Hale made the motion to approve the 2026 preliminary appraisal and collection budgets. Scotty Lawrence seconded the motion and the motion passed unanimously.

Discuss Date of Special Called Meeting to Vote for Nominee to fill Board of Director Vacancy and possibly Receive 2024 Audit Report: The Board agreed to June 30, 2025 at 8:00 a.m. by acclamation.

Discuss and Approve Allowing Texas Parks & Wildlife Department Local Biologist to serve as a Professional Expert Advisor on the Agricultural Advisory Board: Eva Bush told the Board that she had a very positive meeting with the new Coleman County Biologist with the Texas Parks and Wildlife Department, Rachel Douglass. The meeting was also attended by John McEachern, the Senior Wildlife Biologist, and Ryan Schmidt, the District Leader. Rachel Douglass is now a resident of Coleman County and has replaced Stoney Newberry as Coleman County's Biologist. Near the end of the meeting, Ryan Schmidt indicated that he would like to see Mrs. Douglass be a member of the Agricultural Advisory Board to serve in Coleman County as one of the expert advisors and asked if this could be brought up to the Board at the next meeting. The Board indicated that they had no problem with someone from the Texas Parks and Wildlife Department volunteering to be on the ag advisory board. Josh Hale made the motion to allow the Coleman County Biologist with the Texas Parks and Wildlife Department to serve on the Agricultural Advisory Board as a professional expert advisor. Stacey Mendoza seconded the motion and the motion passed unanimously.

Discuss Possibility of Changing Venue for Budget Hearing: Eva Bush asked the Board's advice on looking for another place to hold the Budget Hearing in case more than a few property owners decide to attend the meeting. The Board asked that before she decides to schedule the date of the budget hearing, meet with the District Clerk to see when the Court Room would be available and schedule a date from that information. It was suggested that if the schedule was full, to maybe schedule a time right after the Commissioners Court meeting.

Chief Appraiser Update on Staff and Appraisal Review Board: Eva Bush reported to the Board that the District's Office Manager, Carol Weaver, will be retiring by October 1. Two of the staff should be ready to test and receive their state designations sometime during the first quarter of 2026. Mylyssya Sarrels will be promoted to office manager. Carol will occasionally be hired to work part time to train staff members with those special duties that happen once or twice a year. Having that part-time position in the budget will help in compensating Carol for her time and still be able to bring someone in part-time to help in archiving records and customer service during busy collection days. The Appraisal Review Board recently held their first meeting to approve their hearing procedures. Eva Bush also briefed them on potential issues with the Appraisal Review Board hearings.

Adjournment: The meeting adjourned at 9:00 a.m. on a motion by Stacey Mendoza and seconded by Josh Hale. The motion passed unanimously.


Vice Chairman


Chairman