

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

The Board of Directors of the Coleman County Appraisal District met on Thursday, January 23, 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 8:06 a.m.

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

Public Comments: No one was present.

Minutes of the Previous Meeting: The minutes of the December 18, 2024 meeting were read and approved on a motion by Scotty Lawrence and seconded by Sarah Worsham. The motion passed unanimously.

Review Monthly Reports and Approve Bills: The Board reviewed the monthly expense report for December. Josh Hale made the motion to approve the bills for December. Scotty Lawrence seconded the motion, and the motion passed unanimously.

Review Collection Reports: The Collection Reports for December were reviewed by the Board.

Review and Approve Auditor Engagement Letter with Roberts & McGee, CPA: Josh Hale made the motion to approve the auditor engagement letter from Roberts & McGee, CPA for 2025. The motion was seconded by Sarah Worsham and the motion passed unanimously.

Discuss and Approve Purchasing Agreement with the Interlocal Purchasing System (TIPS) Program: Josh Hale made the motion to approve the agreement with the TIPS Program. Stacey Mendoza seconded the motion and the motion passed unanimously.

Approve Depository for 2025-2026: Stacey Mendoza made the motion to approve the bid from InterBank as the depository for the Appraisal District for 2025-2026. The motion was seconded by Scotty Lawrence and the motion passed unanimously.

Discuss and Appoint Agricultural Advisory Board Members for 2025-2026: Sarah Worsham made the motion to appoint Curtis Skelton to the Agricultural Advisory Board for the 2025-2026 term. The motion was seconded by Josh Hale and the motion passed unanimously.

Discuss and Possibly take Action on GIS Vendor: A discussion was held concerning the price increases from the current GIS vendor, BIS Consultants, in comparison to another vendor, Pritchard & Abbott Inc. The Board took no action but advised Eva Bush to continue negotiations with the current vendor.

Chief Appraiser Update on Current Building Repair Expenses and Future Repair Needs: Eva Bush explained the emergency of the back exterior wall almost collapsing and that Cameron Lewis was able to do the needed repairs for a little more than was estimated previously for a total cost of \$5,650. She will call him back next January to hire him to close in the other rear window and do some minor work around the exterior door frame and the north corner of the building. Toby Terry's crew is almost finished making repairs to the second floor. They have had to move a lot of storage items away from the walls in order to repair the cracks in the walls, repair the ceiling, and paint. The upstairs should be insurable again after the damage done from last year's storms.

Chief Appraiser Update on Staff: Eva Bush notified the board that she had hired a part-time employee, Kaitlin Brannon, and is visiting with her about going to full-time. Mrs. Brannon is trying to finish her associate's degree and wants to be sure her school schedule is not too heavy in order to go full-time. Eva Bush stated that she has had no recent applications for a full-time employee to fill the 5th position. Carol Weaver will be retiring this year and we will bring her back for training a couple of staff as needed. We will also be looking for another Collections Clerk. There may be some salary overlaps as this transition is being made.

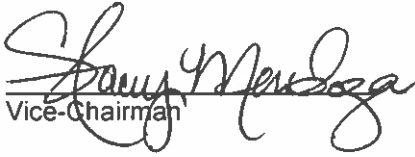
Review Fourth Quarter Budget Comparison Report: The Board reviewed and discussed the fourth quarter budget comparison report.

Approve the 2024 Budget Adjustments and Discuss Reserve Funds and Designate any Budget Overage to Reserves: Josh Hale made the motion to approve the budget adjustments and allow the budget surplus of \$481.90 to be placed in reserve for future needs. The motion was seconded by Stacey Mendoza and the motion passed unanimously.

Present the 2024 Final Results from the Methods and Assistance Program (MAP) Review: Eva Bush presented the 2024 MAP report from the Texas Comptroller of Public Accounts which shows that the Coleman County Appraisal District passed all 5 Mandatory Requirements, that the District had a "Meets ALL" rating in all 4 Appraisal District Activities, and that the District scored 100% on the 75 questions that were reviewed by the PTAD department of the Comptroller's Office. There were no recommendations made by the reviewer to the District. It was a lot of hard work by the staff in order to bring the office from the preliminary findings of failing the MAP Review to a perfect score in the final report.

Chief Appraiser Evaluation: The Board reviewed the Chief Appraiser evaluation form and each board member filled out an evaluation form and rated the Chief Appraiser in each category listed.

Adjournment: The meeting was adjourned at 9:07 a.m. on a motion by Josh Hale and seconded by Stacey Mendoza. The motion passed unanimously.


Vice-Chairman


Chairman