

**MINUTES BOARD OF DIRECTORS
BASTROP CENTRAL APPRAISAL DISTRICT
December 21, 2022**

Pursuant to law, the Board of Directors of the Bastrop Central Appraisal District convened a regular meeting on Wednesday, December 21 2022, beginning at 3:00 p.m. in the offices of the Bastrop Central Appraisal District, 212 Jackson Street, Bastrop, Texas, with the following members and guests present, constituting a quorum:

David Redd, Chairperson	Ellen Owens, Tax Assessor-Collector
Bill Hector, Vice Chairperson	Faun Cullens, Chief Appraiser
David Glass, Secretary	Members, Appraisal District Staff
Bill Archer, Member	

- I. The meeting was called to order at 3:02 p.m. by Chairman David Redd with a quorum present. Sharon Baxter with MVBA was present.
- II. The first item was the pledge of allegiance to the American Flag and Texas Flag.
- III. The next item was consideration and possible action on Minutes of the October 27, 2022 Board Meeting. Mr. Hector moved to approve the minutes as presented. Ms. Owens seconded the motion, and the vote was four (4) ayes, and none opposed. The motion carried.
- IV. The next item was receipt of public comment. There was nobody signed up or present for public comment.
- V. The next item was consideration and possible action on the Adoption of Amended 2022 budget. Ms. Cullens went over the changes approved at the October 24, 2022 meeting. \$24,400 was added to the Furniture/Fixtures/Software Enhancements budget. \$11,800 was added to the 2022 Chevy Colorado budget, there was also \$38,704 added to a comp time payout. She explained that the entities were notified of the budget changes and no comment or opposition was received. Mr. Glass moved to approve the adoption of the amended 2022 budget. Mr. Hector seconded the motion, and the vote was four (4) ayes, and none opposed. The motion carried.
- VI. The next item was consideration and possible action on the Financial Reports. Ms. VanSkiver presented the financial reports. Ms. VanSkiver explained the overages and the reasons why. Mr. Archer moved to approve the financial reports as presented. Mr. Hector seconded the motion, and the vote was four (4) ayes, and none opposed. The motion carried.
- VII. The next item was consideration and possible action on the 2022 budget transfers. Ms. Cullens explained that the auditors want anything in red to be brought to black. Last year

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the budget transfers were over \$51,000 and this year the are at a total of \$42,750. Mr. Archer moved to approve the financial reports as presented. Mr. Glass seconded the motion, and the vote was four (4) ayes, and none opposed. The motion carried.

- VIII. The next item was consideration and possible action on the Taxpayers Liaison Officer’s report. Ms. Cullens told the Board that Ms. Smith was out on Christmas vacation. The oldest item that had any action was after the October 27, 2022 board meeting. It was the complaint filed by Mr. Johnson. On November 4, 2022 Mr. Johnson was notified that the complaint was considered resolved with no further action. The next item was a receipt of notice by Certified Mail. This is received when a property owner wishes to file a complaint against the ARB. On November 30, 2022 a complaint concerning treatment by the ARB was received. Ms. Smith requested the complaint in writing and has yet to receive anything. Charles Braiding has submitted a complaint against the ARB and his complaint was submitted to the local administrative district judge Reva Towslee-Corbett. The judge requested the recordings of the hearing and has 90 days to decide what will happen. Should the judge find that there was misconduct by the board, she can remove the member(s). The last item received was a complaint against the ARB submitted on December 12, 2022 by Mr. Paul Johnson. Ms. Owens moved to approve the Taxpayers Liaison Officer’s report as presented. Mr. Glass seconded the motion, and the vote was four (4) ayes, and none opposed. The motion carried.
- IX. The next item was consideration and possible action on Depository Bids. Ms. Cullens stated that 3 bids were received and reviewed. After reviewing the bids, it was felt that it was best to stay with Roscoe State Bank due to not only the interest rate on the NOW account but also that there will be no charges on printed checks, stop payments, wire transfers, a check scanner to deposit checks, etc. Mr. Archer inquired as to why we aren’t staying with a locally owned bank. Ms. Cullens explained that we only received the 3 bids. Ms. Cullens suggested that in the future we go to bid in March or April to give the banks more time to submit their bids. Mr. Glass moved to approve the continued use of Roscoe State Bank. Mr. Hector seconded the motion, and the vote was four (3) ayes, and Mr. Archer, (1) opposed. The motion carried.
- X. The next item was consideration and possible action of the Comp Time Payout. Ms. Cullens stated that the \$38,784 amended in the budget would be able to pay out the comp time with a 20 hour carryover. Ms. Owens inquired if the new policy for time off would be that the employees used their comp time first. Ms. Cullens said that all employees have been instructed to use their comp time first and that the employee handbook would be updated to reflect this and brought to the board for approval. She asked that the board approve the appraisal district pay all comp time with a 20 hour carry over. Mr. Hector moved to approve the comp time payout. Ms. Owens seconded the motion, and the vote was four (4) ayes, and none opposed. The motion carried.
- XI. The next item was Consideration and Possible Action on the 25-25(b) report. Ms. Cullens explained that she is required to report to the Board of Directors and Appraisal Review

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Board that this change has been made. The change does not increase anyone's tax liability, it was a correction due to a clerical error. She is required to tell them the tax year, property id, description, owner, and type of correction. Mr. Archer made the motion to accept the 25-25(b) report as presented. Mrs. Owens seconded the motion, and the vote was four (4) ayes, and none opposed. The motion carried.

- XII. The next item was consideration and possible action on the Safe Deposit Box to add Faun Cullens and remove Gayle Junker. Mr. Archer moved to approve the addition of Faun Cullens and the removal of Gayle Junker to the safe deposit box. Mr. Glass seconded the motion, and the vote was four (4) ayes, and none opposed. The motion carried.
- XIII. The next item was consideration and possible action on Approved Appraisal District Holidays. Mr. Glass moved to approve the action of the approved appraisal district holidays. Mr. Archer seconded the motion, and the vote was four (4) ayes, and none opposed. The motion carried.
- XIV. The Board convened in Executive Session at 3:58 p.m. regarding Chief Appraiser's Performance Evaluation. The Board reconvened in open session at 5:35 p.m.
- XV. Mr. Hector moved to set Ms. Cullens' salary at \$141,209 and give her a \$1,500 bonus. Mr. Archer seconded the motion, and the vote was four (4) ayes, and none opposed. The motion carried.
- XVI. The next item was receipt of public comment. The Board gave Mr. August the chance to speak. Mr. August wanted the Board to know that he finally received something in writing in regards to his easement. He feels that the easement is harmful to his health and feels that it should be on the appraisal card. Mr. Redd apologized for making Mr. August wait to comment.
- XVII. The next item was consideration and possible action on Chief Appraiser's Report. Ms. Cullens told the Board that the new queuing system will be installed on December 28, 2022. Next phase of construction is the front of the building and will be starting. There will be an alternate entrance at the side of the building. Signs will be put up directing customers where to park and a handicap ramp will be installed. Ms. VanSkiver said she has started working with the auditors and phase one of MAPS was turned in. Ms. Muller said that they just finished a Supplement. The Ag and Exemption forms will be sent out in January. Ms. Janecka said that the Appraisers are back in the field, they have reviewed 20,700 parcels some of which are aerial and have 1,746 parcels left to review. There will be a job posting for an Ag Appraiser going up soon. Mr. Redd wanted to thank everyone on the staff for their hard work and dedication.
- XVIII. The next item is consideration and possible action on BOD Dates / Time for 2023 Meetings. Ms. Cullens put suggested dates on the calendar. There is a longer gap during protest season. Mr. Archer requested to continue to meet at 3:00 p.m. They planned to

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meet on December 21, 2023. Mr. Hector motioned to schedule the 2023 meetings on the following dates, February 23rd, April 27th, August 24th, October 26th, and December 21st. Ms. Owens seconded the motion, and the vote was four (4) ayes, and none opposed. The motion carried.

- XIX. There being no other business, Mr. Glass moved to adjourn at 5:54 p.m. Mr. Archer seconded the motion to adjourn, and the vote was four (4) ayes, and none opposed. The motion carried.

David Redd, Chairperson

David Glass, Secretary