



CORYELL CENTRAL APPRAISAL DISTRICT
705 EAST MAIN STREET
GATESVILLE, TX 76528



NOTICE

This notice is posted in compliance with the open meeting act of the TEXAS GOVERNMENT CODE ANN. 551.041 (Vernon 2004).

CORYELL CENTRAL APPRAISAL DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS

December 13, 2018
9:00 A.M.
207 S. 3rd St., Suite 200, Copperas Cove, TX 76522

BOARD OF DIRECTORS

An open meeting was held concerning the following subjects:

1. Call to order

The meeting was called to order at 9:03 a.m. by Chairman Justin Carothers.

2. Determination of quorum

A quorum was determined by Chairman Carothers. In attendance were Jay Manning, Bob Weiss. Mitch Fast & Julie Zobel were present for the appraisal district. Board member Teresa Johnson was absent.

3. Public comments

No public comments

4. Consider approval of previous minutes.

A motion to approve the minutes with the following corrections to item 12 was made by Jay Manning. The motion was seconded by Bob Weiss. Motion carried unanimously.

12. A discussion was held concerning property id numbers 141696 and 141699. The property owner of 141696 had contacted Mrs. Johnson concerning an interaction with the Coryell CAD. Mrs. Johnson asked ~~the~~ Mr. Fast what had occurred. A brief synopsis of the events was described and the

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Coryell CAD Board of Directors Board Policy Manual was referenced ~~discussed~~. As of the meeting date no procedural complaint had been filed by the property owner and discussion ceased.

5. Consider approval of monthly financial reports.

A motion to approve the September financial reports was made by Bob Weiss. The motion was seconded by Jay Manning. Motion carried unanimously. The board also requested the chief appraiser to review the amount designated to office equipment under asset listing and verify the total amount of \$35,000 for the PACS Mobile project is correctly labeled as a capital expenditure.

6. Consider course of action concerning the election of a Coryell CAD Board of Director to fill vacancy.

A motion to elect Bradi Diaz to the Coryell CAD Board of Directors was made by Jay Manning. The motion was seconded by Bob Weiss. Motion carried unanimously.

7. Consider resolution for the combination of all fund accounts into a single fund account with the district depository.

A motion to approve Resolution #2018-111, which authorizes the chief appraiser to combine the Legal & Technology fund and the Building Replacement Reserve fund and transfer all existing balances into one fund at the district's depository, was made by Bob Weiss. The motion was seconded by Jay Manning. Motion carried unanimously.

8. Consider course of action concerning payment of fees to Bradshaw & Bickerton, PLLC.

A motion to authorize the chief appraiser to pay the October and November invoices for services rendered by the firm of Bradshaw & Bickerton, PLLC for legal counsel regarding the district's 401(a) Money Purchase Retirement Plan totaling \$7,755 from the Legal Fee line item of the 2018 operating budget was made by Jay Manning. The motion was seconded by Bob Weiss. Motion carried unanimously.

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9. Consider course of action concerning restatement of the adoption agreement for the 401(a) Money Purchase Retirement Plan of the Coryell Central Appraisal District.

A motion to execute the amended adoption agreement for the 401(a) Money Purchase Retirement Plan of the Coryell Central as prepared by the district's third party administrator, Security Benefit, was made by Bob Weiss. The motion was seconded by Jay Manning. Motion carried unanimously.

10. Consider course of action concerning 2019 Coryell CAD Appraisal Review Board

Membership.

A motion was made by Jay Manning to approve Resolution 2018-112 to appoint Myron Sappington, Al Castillo, Cheryl Kielman, Sandor Vegh & Samuel Thorpe to the 2019 Appraisal Review Board. The motion was seconded by Bob Weiss. Motion carried unanimously.

11. Consider course of action concerning 2019 Coryell CAD Appraisal Review Board Officers.

A motion was made by Jay Manning to approve Resolution 2018-113 to appoint Al Castillo as chairman and Cheryl Kielman as secretary of the 2019 Appraisal Review Board. The motion was seconded by Bob Weiss. Motion carried unanimously.

12. Consider course of action concerning the Coryell CAD Complaint Process

No action taken.

13. Chief Appraiser Report

- PACS Mobile Field Project
- Coryell CAD Holiday Party
- Coryell CAD Employee of the 3rd Quarter

14. Discussion of appraised values, property tax exemptions and property characteristics on properties within the Coryell Central Appraisal District.

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No discussion.

15. Consider course of action concerning next meeting dates, times, locations and agenda items.

The next meeting will be held on January 23, 2019 at 9:00 a.m. in the Gatesville office of the Coryell Central Appraisal District.

16. Adjourn

The meeting was adjourned at 10:32 a.m.

A handwritten signature in black ink, appearing to read "Mitch Fast", written over a horizontal line.

Mitch Fast
Chief Appraiser
Coryell Central Appraisal District

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