



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

MAY 15, 2019
9:00 A.M.
705 Main St. Gatesville, TX 76528

BOARD OF DIRECTORS

An open meeting was held concerning the following subjects:

1. Call to order

The meeting was called to order at 9:00 a.m. by Chairman Justin Carothers.

2. Determination of quorum

A quorum was determined by Chairman Carothers. In attendance were Bradi Diaz, Jay Manning, Teresa Johnson, Bob Weiss and attorney for the District, Robert Meyers. Mitch Fast and Julie Zobel were present for the appraisal district.

3. Public comments

No public comments.

Judge Roger Miller signed in for public comments.

4. Consider approval of previous minutes.

A motion was made to approve the minutes from the April 17th meeting with the following correction to item 14: "The meeting was adjourned at 9:57 a.m." by Teresa Johnson. The motion was seconded by Bradi Diaz. Motion carried unanimously.

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5. Consider approval of monthly financial reports.

A motion to approve the March financial report was made by Jay Manning. The motion was seconded by Bob Weiss. Motion carried unanimously.

A motion to approve the April financial report was made by Teresa Johnson. The motion was seconded by Bob Weiss. Motion carried unanimously.

6. Consider course of action concerning Coryell CAD Board of Directors Policy Manual changes.

No action taken. Discussion occurred on separating the portion of BOD-003.03 paragraph three (3) reading “Fund transfers that do not increase the total amount of the budget are not considered budget amendments. The board approves all transfers of balances between accounts” to a new paragraph and rewording the last paragraph of BOD-003.03 to say “It shall be the policy of the Board of Directors of the Coryell Central Appraisal District that if the total amount of payments made and/or due to be paid each year by the taxing units participating in a given fiscal year exceeds the amount actually spent or obligated to be spent during such fiscal year for which the payments were made, such excess amount shall, prior to or concurrent with the end of such fiscal year, be appropriated to the Legal and Technology Fund account or as otherwise directed by the Board of Directors and thereby obligated to be spent as approved by the Board of Directors.”

There was also discussion on sending the taxing entities notification concerning the transfer of any unspent funds after the annual financial audit is completed for the previous calendar year.

7. Consider course of action concerning Coryell CAD 2019 budget amendment.

A motion to approve the amended 2019 budget was made by Bob Weiss. The motion was seconded by Jay Manning. Motion carried unanimously.

8. Consider course of action concerning Coryell CAD 2020 preliminary budget amendment.

A motion to submit the 2020 Preliminary budget in the amount of \$978,893 which includes \$11,550 for document scanning and \$30,000 for acquiring an office facility in Copperas Cove to the entities was made by Jay Manning. The motion was seconded by Teresa Johnson. Motion carried unanimously.

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Discussion on proposed capital expenditures including document scanning, parking lot repairs in Gatesville and Copperas Cove office acquisition took place with the following outcomes.

Document scanning was needed to retain digital copies of appraisal rolls back to 1983 and included in the preliminary budget at \$11,550.

Parking lot repairs were not included in the preliminary budget.

The Copperas Cove office acquisition discussion centered on the remaining lease term at current office location which expires on January 31, 2021 and whether ownership of an office in facility in the City of Copperas Cove would be a better value for taxing units of Coryell County. The 2020 budget would be the time to plan for any change of location for the Coryell Central Appraisal District office. The initial preliminary budget presented to the Board of Directors included \$50,000; however, this amount was changed to \$30,000 in the motion to submit the budget to the taxing units.

9. Discussion concerning corrections to 401(a) Money Purchase Retirement Plan of the Coryell Central Appraisal District.

No action taken. The Chief Appraiser reported that the VCP document to correct the 401(a) Money Purchase Plan had been submitted by Ron Bradshaw of the firm Bradshaw & Bickerton PLLC and that legal fees incurred as of the date of the meeting were \$22,504.

10. Chief Appraiser Report

- 2019 Coryell CAD Preliminary Totals by Taxing Units
- 2019 Coryell CAD Appraisal Notice and Application Update Process
- 2019 Coryell CAD Protest & Inquiry Process
- Coryell CAD Customer Service Survey

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

None at this time

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

The next meeting will be held on June 26, 2019 at 9:00 a.m. in the Copperas Cove office of the Coryell Central Appraisal District.

13. Adjourn

The meeting was adjourned at 11:04 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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