

Minutes of the meeting of the Board of Directors for Chambers County Appraisal District, held on January 19, 2023

A meeting of the Board of Directors for the Chambers County Appraisal District was held with the following members present:

Joe Crumpler, Chairman  
Joey Presnall, Member

Denise Hutter, Member Ex-Officio  
John Iles, Member

Also present were Mitch McCullough, Chief Appraiser and Stephanie Muniz, Assistant Chief Administrator.

The meeting was called to order by Chairman Crumpler at 10:15 am.

Chairman Crumpler opened up the floor for nominations for Board of Director Chairman. With a motion from Member Iles to nominate Joe Crumpler as Board Chairman and Second by Member Presnall. Motion passed unanimously.

Chairman Crumpler opened up the floor for nominations for Board of Director Secretary. With a motion from Member Iles to nominate Alecia Turner as Board Secretary and Second by Member Presnall. Motion passed unanimously.

The Minutes of the November 10, 2022 Board Meeting were presented to the Board for review with a motion from Member Iles to approve the minutes as amended and second by Member Ex-Officio Hutter, to approve the minutes as presented. Motion passed unanimously.

Chief Appraiser McCullough presented the November, 2022 expenditures to the board for review and after discussion motion was made by Member Iles to approve as amended and seconded by Member Ex-Officio Hutter to approve same. Motion passed unanimously.

Chief Appraiser McCullough presented the December, 2022 expenditures to the board for review and after discussion motion was made by Member Iles to approve as presented and seconded by Member Ex-Officio Hutter to approve same. Motion passed unanimously.

Chief Appraiser McCullough presented the November, 2022 Financial Report to the board and after discussion, motion was made by Member Ex-Officio Hutter and seconded by Member Iles to approve same. Motion passed unanimously.

Chief Appraiser McCullough presented the December, 2022 Financial Report to the board and after discussion, motion was made by Member Ex-Officio Hutter and seconded by Member Iles to approve same. Motion passed unanimously.

Chief Appraiser McCullough presented the 4<sup>th</sup> Quarter Proforma Investment report per section 2256.023 of the Government Code. Member Iles requested that for the next quarter reporting that we include the Pledged Securities Value and calculate the excess collateral as part of the quarterly reporting. With motion from Member Iles and Second from member Presnall, the motion passed unanimously.

Chief Appraiser McCullough informed the board that agenda item 5-1 is a clerical matter where he is required to notify them of the corrections that were made to the tax roll during the 4<sup>th</sup> Quarter of 2022 – these corrections were made under section 25.25(b) of the property tax code and no action is required by them.

Chief Appraiser McCullough asked the board to appoint (2) members to our Ag Advisory Board. Member Presnall submitted a motion to appoint Tommy Gilbert to the Ag Advisory Board. Motion was seconded by Member Iles and passed unanimously. Member Presnall submitted a motion to appoint Dave Willcox to the Ag Advisory Board. Motion was seconded by Member Iles and passed unanimously.

Chief Appraiser McCullough presented our CCAD Personnel Policy to the Board for review. Member Iles request the addition of the word “each” in section 1.04 so the section may read “furnished to each employee”. Member Iles inquired as to the necessity of the final sentence in paragraph one (1) of Section 1.07. After discussion it was determined we would inquire of our attorney to review and advise on section 1.07. as a whole. Member Iles requested the word “receives” be replaced with “considers” in line one of section 3.04 Disposition of Property. He also asked regarding the disposal of capital assets and suggested an addition to the personnel manual and or BOD Policy authorizing such changes. Member Iles requested information relating to the District’s liability insurance and whether the district is adequately protected in relation to an accident that may occur involving staff in their personal vehicles on district business. Member Iles requested that section 6.01 be amended for the actual schedule worked by CAD staff. Chief Appraiser addressed the board regarding Section 6.05 Holidays. He expressed that we had a survey of Appraisal District’s across Texas and the average was 15.5 Holidays. We also reviewed taxing jurisdictions that we serve and they too receive 15-17 paid Holidays as well. Chief McCullough requested that we add Martin Luther King Jr Day, Veteran’s Day and an additional Floating Holiday. Assistant Chief Administrator Muniz advised the board that she corrected the chart with section 7.01 for vacation time awarded for service to remove the redundancy. Member Iles requested we add “or holiday pay” to section 8.02 Other Employees. Chief Appraiser McCullough requested we amend Section 14.01; rather than reimburse employees for expenses and actual costs for reasonable meals while traveling for official district business, that we instead go to a per diem for these expenses to simplify the reimbursement process for our accounting process and the employee traveling as well. The district adopted a reimbursement of \$60.00 per day where overnight travel is required and \$30.00 per day where traveling on official District business not requiring an overnight stay. With no other recommended or requested changes, Member Iles made a motion to approve the personnel policy as amended. Motion was seconded by member Presnall. Motion passed unanimously.

Chairman Crumpler requested to table the review of the Board of Directors policy pending review of the policy by our attorneys addressing the addition for a policy regarding the disposal of capital assets.

Chief Appraiser McCullough presented the Investment Policy for review. Motion was made by Member Ex-Officio Hutter to approve the Investment policy as presented and seconded by Member Iles. The motion passed unanimously.

Chief Appraiser McCullough requested Assistant Chief Administrator Muniz go over 5-6 with the Board. Assistant Chief Administrator Muniz advised the board that we had received 3 letters of request to waive penalty and interest for late payment of first quarter budget obligations. Ms. Muniz advised the board that Chambers County and Chambers County SEF submitted the request stating the payment was delayed due to unforeseen personnel absences. Chambers County Hospital District #1 submitted a letter requesting the District waive the penalty and interest stating their payment was delayed due to change in administration and IT issues with their email system. Motion was made by Member Presnall to waive the penalties and interest for Chambers County, Chambers County School Equalization Fund and Chambers County Public Hospital District #1 for good cause. Motion was seconded by Member Iles. The motion passed unanimously

Chief Appraiser McCullough requested Assistant Chief Administrator Muniz go over 5-7 with the Board. Assistant Chief Administrator Muniz advised the board that we had received 2 letters of request to pay 2023 budget obligation in full; the requestors were San Jacinto College & Jefferson County Drainage District #6. Ms. Muniz advised the board that the full payment for San Jacinto College totals \$8.00 for the 2023 budget obligations and full payment for the Jefferson County Drainage District # 6 totals \$4.00 for the 2023 budget obligations. Member Iles made a motion to accept a one-time lump sum payment of their 2023 budget obligations. Motion was seconded by Member Ex-Officio Hutter. The motion passed unanimously

Chief Appraiser McCullough advised that Lily Vargas had resigned from her position with the District to return to work with the County. He advised that we hired Mayra Soler from ECISD where she was employed as their bookkeeper. Chief Appraiser McCullough advised the board that Ali Kontominas had taken and passed her level IV appraisal exam and she is now an RPA. He advised that all but two of our appraisers have achieved their RPA and one clerk, Tiffany Christensen is also in process of obtaining her RPA as this opportunity is available to our entire staff.

No Public Comment

No Chief Appraiser Comments

Member Ex-Officio Hutter announced her retirement as Chambers County Tax Assessor Collector to the Board and expressed to the them that she has truly enjoyed this

group of people and that she will miss them as this is her last meeting with January 31, 2023 being her retirement date.

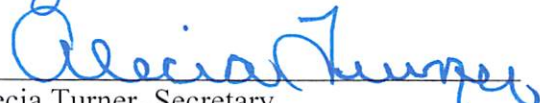
Chairman Crumpler set the next regular meeting for February 16, 2023 at 10:00 am.

With a motion from Chairman Crumpler and second by Member Ex-Officio Hutter, Board adjourned at 11:40 am.

Approved the 16 day of February, 2023.



Joe Crumpler, Chairman  
Board of Directors  
Chambers County Appraisal District



Alecia Turner, Secretary  
Board of Directors  
Chambers County Appraisal District