

# Hemphill County Appraisal District

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## Minutes

The Hemphill County Appraisal District Board of Directors met on Wednesday, December 6, 2023 at 8:30 a.m. at the Appraisal District Office in Canadian, Texas. Members of the Board of Directors present were Alton Lohberger, Tim Alexander, Chris Jackson, Andy Orrell, Wendie Cook and Heath Mitchell. Appraisal District staff members present were Pam Scates, Chief Appraiser and Alice Bentley, Appraiser. Christa Penry, General Manager Hemphill County Underground Water District, Doug Sahli, District Manager Pritchard & Abbott, Inc and Josh Roeder, Assistant District Manager Pritchard & Abbott, Inc.

1. Heath Mitchell opened the meeting at 8:33 a.m. confirming a quorum was present.
2. Heath Mitchell gave the invocation.
3. There was no public comment.
4. Discussion was held on the Eagle View Pictometry Service Agreement. Motion was made by Tim Alexander and seconded by Wendie Cook to enter into and approve the Eagle View purchase service agreement as presented, then amend future year budget using \$27,248.50 out of the 2022 prior year reserve balance of \$188,010 to fund year one and amend future year budgets and also designate surplus to fund years two and three. Motion passed unanimously.
5. The Board went into Executive Session at 8:45 a.m. The Board reconvened at 10:15.
6. No action taken on Executive Session.
7. The October 18, 2023 minutes were reviewed and approved with a motion from Wendie Cook, seconded by Tim Alexander. Passed unanimously.
8. A review of the October 2023 financials was made. Tim Alexander made a motion to approve the receipts & disbursements, Alton Lohberger made a second. Motion passed unanimously. Pam presented the Board with an estimated cost for a line-item adjustments for Continuing Education, Insurance, Postage, Maintenance, Travel Flights, & Travel Lodging. Tim Alexander made a motion to make a line-item adjustment, moving \$13,000 out of budget line item "legal" into Continuing Education, Insurance, Postage, Maintenance, Travel Flights & Travel Lodging. Alton Lohberger seconded. Motion passed unanimously.
9. Review of Building lease, was tabled until the next meeting.
10. Chief Appraiser Report on District Operations
  - A. Pam updated the board on the MAP Review.
  - B. Pam informed the Board that she has been building a succession plan for the District and has sent Alice Bentley and Rachael Bartlett to the Chief Appraiser Institute.
  - C. Pam presented the Board with EOY Report and New Year forecast.
  - D. The Board discussed Pam's qualifications and eligibility to serve as Chief Appraiser. Alton Lohberger made motion to verify Pam is eligible to serve as Chief Appraiser for Hemphill County and to submit the eligibility form to the State. Seconded by Tim Alexander. Passed unanimously.
11. No future Agenda Items.
12. 2024 Board Meetings were set for January 17<sup>th</sup>, April 17<sup>th</sup>, June 12<sup>th</sup>, September 18<sup>th</sup>, & December 11<sup>th</sup>, at 5:30 p.m.
13. The meeting adjourned at 10:52 a.m.

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Chairman