

# Hemphill County Appraisal District

102 North 5<sup>th</sup> Street

Canadian, Texas 79014

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## Minutes

The Hemphill County Appraisal District Board of Directors met on Wednesday, December 11, 2024 at 5:30 p.m. at the Appraisal District Office in Canadian, Texas. Members of the Board of Directors present were Alton Lohberger, Dawn Webb, Chris Jackson, Andy Orrell and Heath Mitchell. Appraisal District staff members present was Pam Scates, Chief Appraiser. Drew Whittington, with Gov Capital, Doug Sahli, District Manager Pritchard & Abbott, Inc and Kathie Sahli, Division Order Analyst for Pritchard & Abbott, Inc.

1. Heath Mitchell opened the meeting at 5:45 p.m. confirming a quorum was present.
2. Heath Mitchell gave the invocation.
3. Drew Whittington with Gov Capital was introduced and he presented the board with a wall hanging for the new office. Doug and Kathie Sahli with Pritchard & Abbott were also introduced. Doug gave a brief update on the forecast for mineral valuation for year 2025 and thanked the board for their continued business.
4. The Board went into Executive Session at 6:04 p.m. The Board reconvened at 6:17 p.m.
5. No action taken on Executive Session.
6. The September 11, 2024 minutes and the 2025-2026 Reappraisal Plan Hearing minutes were reviewed and approved with a motion from Dawn Webb, seconded by Andy Orrell. Passed unanimously.
7. A review of the September, October and November 2024 financials was made. Andy Orrell made a motion to approve the receipts & disbursements, retain any left- over 2024 funds and not refund to entities and move the prior year's designation of funds of \$127,248.50 into the 2024 budget to be expensed. Alton Lohberger made a second. Motion passed unanimously.
8. Review of Building lease was made. New Office Needs was tabled until the next meeting. Pam was asked to gather information on options for a storage solution for the permanent records of the district.
9. Chief Appraiser Report on District Operations
  - A. Pam updated the board on the MAP Review.
  - B. Pam informed the Board that all employees were now licensed and held their RPA designations.
  - C. Pam presented the Board with EOY Report and New Year forecast. Motion by Dawn Webb, second by Alton Lohberger to accept both as presented.
  - 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 Dawn Webb. Passed unanimously.
  - E. Pam reported to the board there were a number of surplus items left at the old office that were going to be first offered to the entities and then advertised for public bid.
  - F. Pam delivered the names of the Ag Advisory Board and appointed them for a two year term.
10. No future Agenda Items.
11. 2025 Board Meetings were set for January 29<sup>th</sup>, April 23<sup>rd</sup>, June 11<sup>th</sup>, September 10<sup>th</sup> & December 10<sup>th</sup> at 5:30 p.m.
12. The meeting adjourned at 7:37 p.m.

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Chairman

Previous motions for information only:

10. 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.
11. 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.