

April 14, 2009

The Cass Central Appraisal District Board of Directors met in regular session Tuesday April 14, 2009 at 5:30 PM at the Cass Central Appraisal District Office located at 502 North Main Street, Linden, Texas 75563.

Present were:

- Max Bain, Chairman
- Susan Jackson, Vice-Chairman
- Gus Schuhmann, Director
- John Horton, Director
- Robert Steger, Director
- Steve Tong, Director
- Jack Wright, Director
- Licet Parks, Chief Appraiser

Also present were Troy Buzbee, Kay Stephens and Ann Chandler.

Max Bain called the meeting to order and established a quorum.

Robert Steger led the Invocation and Pledge of Allegiance.

Citizens who wish to speak to the Board of Directors must sign in before the meeting is in session. The purpose of this item is to allow citizens an opportunity to address the Board on issues not listed on the Agenda. No one signed to speak.

Consider Approval of Minutes from previous meetings was the first item of business on the Agenda. Minutes from the meeting of March 10, 2009, March 19, 2009 and March 26, 2009 were available for approval. Robert Steger made a motion to approve minutes from all three meetings. John Horton seconded the motion that carried unanimously.

Consider Request to dispense with 25.19 notices if increase in appraised value is \$1,000 or less. Mrs. Parks explained to Board members the Texas Property Tax Code section 25.19 subsection (a) (1) states there should be a notice if the appraised value of the property is greater than it was in the preceding year. However, section 25.19(e) states the chief appraiser, with the approval of the appraisal district board of directors, may dispense with the notice required by Subsection (a)(1) if the amount of increase in appraised value is \$1,000 or less. Mrs. Parks pointed out this would affect about 1400 accounts and requested Board approval. Steve Tong made a motion to approve dispensing with 25.19 notices if the amount of increase in appraised value is \$1,000 or less. Susan Jackson seconded the motion that carried unanimously.

The Executive Session scheduled next on the agenda was tabled.

Consider Approval of monthly financial reports was the next item on the agenda. In discussion, Susan Jackson pointed out Redbird Cleaning had been paid in the middle of one month and then again in the next month. She requested the bills be looked at to be sure the charge was correct. Robert Steger made a motion to approve the financial reports as presented. Jack Wright seconded the motion that carried unanimously.

Consider Approval and payment of the monthly bills was the next item on the agenda. Following a discussion, Robert Steger made a motion to approve the bills as presented. John Horton seconded the motion that carried unanimously.

Director comments or Reports was the next item on the agenda. John Horton presented a list of Goals to reach in 6 months. The goals are: Meet all deadlines for delivery of appraisal notifications and operating budget (___% reduction expected) for next year, complete a general assessment of the CCAD and forward your findings including recommendations to the board. This assessment would include management practices and procedures, staffing functions, personally visit three entities per month until all have been contacted, meet with at least one civic club or organization every two months, complete requirements from last comptrollers office review and update webpage. Robert Steger made a motion to approve the Goals as presented. Gus Schuhmann seconded the motion that carried unanimously.

In Chief Appraiser Reports Licet Parks reported on the Status of the Hughes Springs ISD Appeal on the 2008 value study. She told Board Members she spoke to Carla Pope with Perdue, Brandon and Fielder. Mrs. Pope told her the appeal had been sent in, but no response had been heard yet. Mrs. Parks said Perdue wanted her to go to the informal hearing as well as the protest hearing if necessary. They are expecting a positive outcome. Mrs. Parks told board members there were still ill feelings from Hughes Springs ISD because they had to hire an attorney to represent them at the appeal. The Chief Appraiser had represented Hughes Springs ISD in prior years if they filed an appeal. Mrs. Parks did not begin work in time to represent them.

Also in the Chief Appraiser's Reports Mrs. Parks had been asked to report on the Status of the 2008 Operations Audit. Susan Jackson commented Margaret Dowd would not begin until after April 15, 2009.

Further in the Chief Appraiser's Report Mrs. Parks said she would be writing a collections memo in a couple of weeks regarding the progress of closing out.

There being no further business to come before the Board, the meeting was adjourned.

Approved this date: _____

Chairman
