

# CASS COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS MINUTES

Jan. 10, 2023

The Cass County Appraisal District Board of Directors met in regular session on Tuesday, Jan. 10, 2023 at 5:35 p.m. at the Cass County Appraisal District office, located at 502 N. Main Street, Linden, Texas 75563.

Present were: David Cothren, Chairman  
Rebecca Wells, Vice Chairman  
Angela Young, Secretary  
Doug Jacobs, Director  
Jackie Yates, Director  
Joe Smith, Director  
James D. "Bubba" Frost, Director  
Lacy Hicks, Chief Appraiser

Also present was: Lesli Lee, Deputy Chief Appraiser

**2023-001 & 2023-002:** David Cothren, chairman, called the meeting to order at 5:35 p.m. and established a quorum.

**2023-003:** Doug Jacobs led the invocation.

**2023-004:** Doug Jacobs led the Pledge of Allegiance.

**2023-005:** Public Forum was the next item on the agenda. 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. No one chose to address the board.

## **ACTION ITEMS:**

### **2023-006: Consent agenda – Discussion and approval of the minutes from the Tuesday, Oct. 25, 2022 BOD meeting.**

Motion: Rebecca Wells made the motion to accept the minutes.  
Second: Doug Jacobs  
Vote: Unanimous

### **2023-007: Consent agenda – Discussion and approval of the Check Detail (monthly bills) for October 2022, November 2022 and December 2022 and monthly Financial Reports from September 2022, October 2022 and November 2022.**

Motion: Rebecca Wells made the motion to approve the Check Detail and Financial Reports.  
Second: Bubba Frost  
Vote: Unanimous

### **2023-008: Discussion, consideration and possible action concerning Cass County Appraisal District 2023 Holiday Schedule.**

Motion: Jackie Yates made the motion to accept the schedule as presented.  
Second: Doug Jacobs  
Vote: Unanimous

### **2023-009: Discussion, consideration and possible action concerning nominations for the Appraisal Review Board.**

Motion: Rebecca Wells made the motion to table the agenda item.  
Second: Doug Jacobs  
Vote: Unanimous

### **2023-010: Discussion, consideration and possible action concerning full day and partial day payment of ARB members.**

Motion: Joe Smith made the motion to amend the rates to \$100 for a full day and \$50 for a half day.  
Second: Bubba Frost  
Vote: Unanimous

### **2023-011: Discussion, consideration and possible action concerning nominations to the Ag Advisory Board.**

Motion: Rebecca Wells made the motion to table the agenda item.  
Second: Joe Smith  
Vote: Unanimous

### **2023-012: Discussion, consideration and possible action concerning giving chief appraiser authorization to publish and notify entities of hearings on budget and reappraisal plan.**

Motion: Jackie Yates

Second: Rebecca Wells  
Vote: Unanimous

**2023-013: Discussion, consideration and possible action concerning naming chief appraiser Lacy Hicks to continue to serve as the district's records retention officer.**

Motion: Jackie Yates  
Second: Bubba Frost  
Vote: Unanimous

**2023-014: Discussion and completion of HB 490 certification for chief appraiser and board of directors.**

Motion: Rebecca Wells made the motion for all to sign.  
Second: Doug Jacobs  
Vote: Unanimous

**2023-015: Discussion, consideration and possible action concerning whether to perform chief appraiser evaluations annually or semi-annually.**

Motion: Doug Jacobs made the motion to perform the evaluations annually beginning January of 2024.  
Second: Joe Smith  
Vote: Unanimous

**2023-016: Executive session:** The board will convene executive session pursuant to Texas Government Code, Chapter 551 Open Meetings Act for the following purpose:

\*Chief Appraiser evaluation

No executive session was held.

**2023-017: Recess executive session and return to open session.**

No executive session was held.

**2023-018: Discussion, consideration and possible action regarding discussion during executive session.**

No executive session was held.

**2023- 019: Discussion, consideration and possible action to set date for next BOD meeting.**

Motion: Jackie Yates made the motion to set the next meeting for Tuesday, March 14, 2023 at the Cass County Appraisal District office, 502 N. Main, Linden, TX 75563.  
Second: Rebecca Wells  
Vote: Unanimous

**CHIEF APPRAISER REPORTS:**

**2023-020:**

- \*4th Quarter 2022 25.25 properties
- \*New employees
- \*Employee training
- \*Multiple mailings
- \*Windows
- \*Lawsuit
- \*Field work

**2023-021: Adjourn**

There being no further business to come before the board, Rebecca Wells made a motion to adjourn the meeting at 7:03 p.m. Jacki Yates seconded the motion that carried unanimously.

Approved this date: \_\_\_\_\_

Chairman

Secretary

  
