

**CASS COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS
MINUTES**

May 23, 2023

The Cass County Appraisal District Board of Directors met in regular session on Tuesday, May 23, 2023 at 5:32 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
Doug Jacobs, Director
Jackie Yates, Director
Joe Smith, Director
Lacy Hicks, Chief Appraiser

Absent were: Angela Young, Secretary
James D. "Bubba" Frost, Director

Also present was: Lesli Lee, Deputy Chief Appraiser

2023-038 & 2023-039: David Cothren, chairman, called the meeting to order at 5:32 p.m. and established a quorum.

2023-040: Joe Smith led the invocation.

2023-041: David Cothren led the Pledge of Allegiance.

2023-042: 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:

2023-043: Consent agenda – Discussion and approval of the minutes from the Tuesday, March 14, 2023 BOD meeting.

Motion: Doug Jacobs made the motion to accept the minutes.

Second: Joe Smith

Vote: Unanimous

2023-044: Consent agenda – Discussion and approval of the Check Detail (monthly bills) for March 2023 and April 2023 and monthly Financial Report from March 2023.

Motion: Rebecca Wells made the motion to approve the Check Detail and Financial Report.

Second: Joe Smith

Vote: Unanimous

2023-045: Discussion, consideration and possible action to rescind the ARB nominations made at the March 2023 board meeting.

Motion: Rebecca Wells made the motion to rescind.

Second: Doug Jacobs

Vote: Unanimous

2023-046: Discussion, consideration and possible action regarding TCDRS plan changes.

Motion: Doug Jacobs made the motion to table the item.

Second: Joe Smith

Vote: Unanimous

2023-047: Discussion, consideration and possible action concerning bids for gutters for the appraisal district building.

Motion: Rebecca Wells made the motion to approve T & E Vinyl Siding and Seamless Gutters to replace the gutters on the appraisal district building.

Second: Doug Jacobs

Vote: Unanimous

2023-048: Discussion, consideration and possible action concerning vinyl bids for the appraisal district building.

Motion: Rebecca Wells made the motion to approve T & E Vinyl Siding and Seamless Gutters to replace the vinyl on the appraisal district building.

Second: Doug Jacobs

Vote: Unanimous

2023-049: Discussion, consideration and possible action concerning tree trimming and removal bids for appraisal district property.

Motion: Rebecca Wells made the motion to approve J-W Tree Service for the tree trimming and removal as well as allowing J-W to entirely remove the tree on the front northwest corner of the building if the removal would not cost more than \$500 extra.

Second: Jackie Yates

Vote: Unanimous

2023-050: Discussion, consideration and possible action concerning vacation, sick and/or personal leave.

Motion: Joe Smith made the motion to make the following changes to the policies: employees with 10 years or more of service to receive 3 weeks of vacation; employees with 15 years or more of service to receive 4 weeks of vacation; sick leave to include extended family members and salaried employees to receive 16 hours of comp time which is not to be carried over at the end of the year and not to be paid when they leave employment with the appraisal district.

Second: Rebecca Wells

Vote: Unanimous

2023-051: Discussion, consideration and possible action concerning copier/printer contract for appraisal district property.

Tabled – no action needed.

2023-052: Discussion, consideration and possible action concerning Cass County Appraisal District preliminary 2024 budget.

Tabled – no action needed.

2023-053: Discussion, consideration and possible action to set date for next BOD meeting.

Motion: Jackie Yates made the motion to set the next meeting for Monday, July 17, 2023 at the Cass County Appraisal District office, 502 N. Main, Linden, TX 75563.

Second: Rebecca Wells

Vote: Unanimous

NON-ACTION ITEMS:

2023-054: Submission of ARB Hearing Procedures

CHIEF APPRAISER REPORTS:


2023-055:

- *1st Quarter 2023 25.25 properties
- *Handbook policies
- *Update on notices
- *Sewer Update
- *Computer iPad update
- *Preliminary values mailed to entities
- *2022 Budget refunds to entities

2023-056: Adjourn

There being no further business to come before the board, Joe Smith made a motion to adjourn the meeting at 7:53 p.m. Jackie Yates seconded the motion that carried unanimously.

Approved this date: 7/17/2023

Chairman 
Secretary 