

SHACKELFORD COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS MEETING
March 29, 2024

MEMBER(S) PRESENT: Clint Bumguardner, John Tate (left at 8:30am), Lanham Martin
James Shelton, Bruce Bailey.
MEMBER(S) ABSENT: Russell Chapman, Cody Jordan.
OTHERS PRESENT: Clayton Snyder - Chief Appraiser
GUEST(s) PRESENT:

1. Call to order and establishment of a quorum:
Clint called the meeting to order at approximately 7:31 AM.
2. Open the meeting to citizens communication:
None.
3. Elect board officers:
James moved to nominate Clint for president, John for vice president, and Russell for secretary. Seconded by Bruce. Motion passed by acclamation.
4. Review and act on board meeting minutes from December 29, 2023:
John moved to accept the minutes, seconded by Bruce. Motion passed by acclamation.
5. Chief appraiser report:
Clayton presented the financial statements for the year ended 2023. Line items that differed unexpectedly from the previous FYE were noted by Clayton.

Clayton informed the board about appraisals and their progress currently. He noted that they were behind due to the office staff changes and related issues being worked through.

Clayton presented collections data as of 2/29/24. As of the current period overall collections were comparable to this time in 2022 as were expected, since 2023 at this time had several delinquent issues due to weather conditions and lawsuits. The area of interest was Moran ISD. Clayton will look further into the shortfall in collections there but has an idea that the issue has to do with Clear Fork Wireline being delinquent as it is a large account for MISD.

Clayton briefly discussed administration and operations. It was noted that Candy Riley resigned immediately on January 29, 2024. Clayton informed the board that he was taking on most of her duties at the moment, aside from payroll, which Vanh had been taking on. He informed the board that organization of the staff going forward would depend on action by the board in item 6. He noted that at some point the district needs to begin advertising in TAAD or TAAO for a deputy appraiser for a successor to him as chief. It would be in the district's best interest to be ready to budget and plan so that the best options could be acted upon.

Clayton suggested to the chair that executive session should be entered into to discuss further items if the board so chooses. See item 8.

The Chief appraiser report was ended after returning from item 8. at approximately 8:30am.

6. Discussion regarding office operational structure and action thereon, in the following order:

a. Return to 4 employee office vs. using contracted svcs.

After returning from executive session at 8:30am, discussion about estimated costs to hire an employee vs. contract with BIS for services was discussed. The budget constraints amounted to around 45,000 left to work with. The discussion leaned toward the direction of trying contract work out.

Lanham moved continue with 3 full-time employees and authorize Clayton to contract deed transfer services with BIS for approximately 30 hours monthly so far as the cost is within 30,000 or less. Bruce seconded the motion. Motion carried by acclamation.

Discussion about a part-time position to assist with administration and other areas was had. Lanham moved to authorize Clayton to search for and hire, if possible, a part-time employee within the unadjusted 2024 budgetary constraints after the previous action on the contracted service. Bruce seconded the motion. Motion carried by acclamation.

Clayton will report subsequent action on the subjects as it becomes available.

b. Approve variations from the 2024 budget as necessary.

Also, after returning from executive session at 8:30am, no action was taken to alter the budget in amount. Alterations that took place required no further action.

7. Action regarding bank signatory:

Clayton informed the board that Candy and Ross needed to be removed as bank signatories and Vanh should be added, and Clayton confirmed. Clayton also recommended that the board authorize him officially to open demand deposit and time deposit accounts without having to convene a board session. Bruce inquired about notification of the board or chair in some form or fashion for transparency, and Clayton agreed that it was a good idea to include a provision to do such.

Lanham moved to remove Candy and Ross, add Vanh, and confirm Clayton as signatories on existing accounts; as well as authorize Clayton to open demand and time deposit accounts as needed, with the requirement that he inform the chair or board within 10 days after of the action. Bruce made the second. The motion passed unanimously.

8. Discuss and act to enter executive session pursuant to Texas Government Code Sections 551.071(1) and 551.074 of the Texas Open Meetings Act.

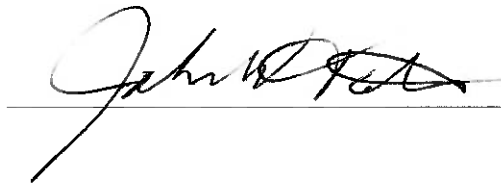
Lanham moved to enter the executive session at 8:09 AM, seconded by John. Being no objection noted, clint moved to executive session.

Clint exited the session at 8:30 AM through a motion from Lanham and a second from Bruce. No objections were noted.

Point of order; Clint directed the meeting back to the chief appraiser's report.

9. Adjourn:

Lanham moved to adjourn, seconded by James. Without opposition Clint adjourned the meeting at approximately 8:45 AM.

_____, Secretary