

CLAY COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS

Minutes of May 16, 2024 Meeting

Clay County Appraisal District Board of Directors held a regular meeting on May 16, 2024 in the Clay County Appraisal District office building located at 101 E. Omega, Henrietta, Texas. Members present were: Bobby Elledge, Dee Ann Littlefield, Chase Broussard, Richard Harding, and Billy Carlton. Oat Deweber and Matthew Shoemaker were absent. Also present were Chief Appraiser, Lisa Murphy and Office Manager, Lisa McLachlan.

2024-048. Chase Broussard called the meeting to order at 6:00 PM.

2024-049. A quorum was established (4 of 7 then 5 of 7).

2024-050. Public Access: No one from the public was present to address the board.

2024-051. Chief Appraiser, Lisa Murphy gave her report and answered questions about updates to the maps on our website and planned tract developments throughout the county.

2024-052. Bobby Elledge made a motion, seconded by Billy Carlton, to approve the minutes from the April 25, 2024 meeting. Motion passed 5-0-0.

2024-053. Billy Carlton made a motion, seconded by Bobby Elledge, to approve the financial report for April 2024. Motion passed 5-0-0.

2024-054. With regard to \$44,614 unused 2023 budget monies; Billy Carlton made a motion, seconded by Bobby Elledge, to retain \$15,000 in a Contingency Reserve which can be spent only with specific board approval and an amendment to the budget of the year the unforeseen expense arises. Examples of such expenses that have occurred in the past and could occur in the future are: unfunded mandates by the legislature, extraordinarily large increases in insurance premiums, replacement of an air conditioning unit, etc. The remaining \$29,614 will be refunded to the taxing authorities, and **\$10,000 Board Restricted Surplus for Contingencies** on the 2025 Preliminary Budget which was approved by the board at the April 25, 2024 meeting and distributed to the taxing authorities will be removed, decreasing the total 2025 budget to \$837,951. Motion passed 5-0-0.

2024-055. Richard Harding made a motion, seconded by Dee Ann Littlefield, to approve a 32% elected employer total contribution rate with no other changes to the TCDRS plan for 2025. Motion passed 5-0-0.

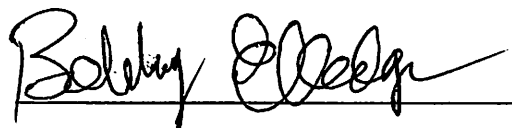
2024-056. Because Clay County has a population of less than 120,000 a Taxpayer Liaison Officer is not required by statute, but the board had voluntarily appointed one in January 2022. Bobby Elledge made a motion, seconded by Dee Ann Littlefield to discontinue that unnecessary appointment. Motion passed 5-0-0.

2024-057. As a result of her recent retirement, Richard Harding moved "that Lee Ann Corley be removed from all CCAD accounts at Legend Bank, to include Clay County Appraisal District Collection Checking Account, Clay County Appraisal Escrow Checking Account, Clay County Appraisal Operating Checking Account, Clay County Appraisal District Certificate of Deposit #xxxxxx, online banking, and any other accounts to which she may have had authorized access during her employment with CCAD; and that Jessica Partin be authorized as a signatory on all current and future CCAD bank accounts and online banking so that she can sign paper checks and act as either of the two parties required to process ACH payments." Motion was seconded by Billy Carlton and passed 5-0-0.

At 7:11 PM, Dee Ann Littlefield asked that the board enter a closed meeting in accordance with the Texas Open Meetings Act, Tex. Government Code, Chapter 551, Subchapter E .074 (personnel). The closed meeting ended at 7:45 PM and no further action was taken.

2024-058. Next meeting was set for June 20, 2024 at 6:00 PM.

2024-059. Meeting was adjourned at 7:48 PM.



(signature and office) Clay County Appraisal District