

# CLAY COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS

## Minutes of March 20, 2025 Meeting

Clay County Appraisal District Board of Directors held a regular meeting on March 20, 2025 in the Clay County Appraisal District office building located at 101 E. Omega, Henrietta, Texas. Members present were: Chase Broussard, Billy Carlton, Oat Deweber, Bobby Elledge, Richard Harding, and Matthew Shoemaker. Paul Fleming, CPA was in attendance to present the completed Annual Financial Audit Report to the board. Also present were Chief Appraiser, Lisa Murphy; Office Manager, Kimberly Allen.

2025-022: Chase Broussard called the meeting to order at 6 PM.

2025-023: A quorum was established (6 of 7).

2025-024: Public Access: No one from the public was present to address the board.

2025-025: Oat Deweber made a motion, seconded by Billy Carlton, to approve the minutes from the February 20, 2025 meeting. Motion passed 6-0-0.

2025-026: Richard Harding made a motion, seconded by Bobby Elledge, to approve the financial reports for February 2025. Motion passed 6-0-0.

2025-027: Paul Fleming, CPA, reported that the actual results compared to the budget show a revenue alignment with projections and expenses slightly below budget. This performance is consistent with the previous year's results, indicating stable financial management. The board communicated that their approval of the annual financial report is not necessary.

2025-028: Motion to approve Norco's bid for the replacement. The motion was approved unanimously, as Norco's bid was deemed the most cost-effective option. Motion made by Matt Shoemaker, seconded by Bobby Elledge. Motion passed 6-0-0.

2025-029: Motion to accept the bid from Loa Masonry in the amount of \$11,800 for the complete replacement of the mortar on the north and west sides of the building. Motion made by Oat Deweber, seconded by Bobby Elledge. Motion passed 6-0-0.

2025-030: Motion to accept the bid from Graham Construction for the awning over the west side door. Motion made by Oat Deweber, seconded by Billy Carlton. Motion passed 6-0-0.

2025-031: Motion to accept the bid from Graham Construction for the handrail on the north side of the building. Motion made by Oat Deweber, seconded by Matt Shoemaker. Motion passed 6-0-0.

2025-032: A motion was made to retain the year's surplus funds of approximately \$29,000 for maintenance and operational needs, with the understanding that specifics on spending will be contingent upon approval from the entities. Motion made by Bobby Elledge, seconded by Matt Shoemaker. Motion passed 5-1-0, with the opposing vote from Billy Carlton.

2025-033: The creation of a dedicated line item for a building fund within the budget was discussed, with the goal of enhancing transparency and accountability regarding maintenance and upgrades. It was agreed that a revised budget proposal should be prepared, incorporating this new building fund line item and making any necessary adjustments for related maintenance issues. Additionally, further information should be gathered regarding the possibility of subscribing to a data analytics database company. No motion was made.

2025-034: Chief Appraiser gave her report.

2025-035: Next meeting was set for Thursday, April 24, 2025, at 6 PM.

2025-036: Meeting was adjourned at 8:10 PM.

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Secretary, Clay County Appraisal District