

CLAY COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS

Minutes of September 22, 2026 Meeting

Clay County Appraisal District Board of Directors held a regular meeting on September 22, 2026 in the Clay County Appraisal District office building located at 101 E. Omega, Henrietta, Texas. Members present were: Chase Broussard, Billy Carlton, Bobby Elledge, Richard Harding, and Dee Ann Littlefield; Matthew Shoemaker & Marissa Rater were absent. Also present were Chief Appraiser, Lisa Murphy, AG/BPP Appraiser, Jessica Partin & Office Manager, Kimberly Allen.

2026-097. Chase Broussard called the meeting to order at 6PM.

2026-098. A quorum was established (5 of 7)

2026-099. Public Access: No members of the public were present to address the Board

2026-100. Chief Appraiser, Lisa Murphy gave her report.

2026-101. Motion by Richard Harding, seconded by Bobby Elledge, to approve the minutes from the May 8, 2025 meeting. Motion passed 5/0

2026-102. Motion by Richard Harding, seconded by Dee Ann Littlefield, to approve the financial report for August 2026. Motion passed 5/0.

2026-103. Discuss, consider and/or approve Two Year Depository Contract tabled until the October meeting

2026-104. Mass Appraisal Report approved at July 21, 2026 meeting

2026-105. Motion by Richard Harding, seconded by Billy Carlton, to approve the audit policy. Motion passed 5/0.

2026-106. Motion by Richard Harding, seconded by Dee Ann Littlefield, to approve the Public Relations Plan. Motion passed 5/0.

2026-107. Motion by Billy Carlton, seconded by Bobby Elledge, to approve the Oversight and Quality Control Procedures. Motion passed 5/0.

2026-108. Motion by Richard Harding, seconded by Dee Ann Littlefield, to approve the New Employee Training policy. Motion passed 5/0.

2026-109. Next meeting was set for Tuesday, October 20, 2026 at 6 pm.

2026-110. Meeting was adjourned at 6:23 pm.

Secretary, Clay County Appraisal District