

MEETING OF THE BREWSTER COUNTY CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS  
MONDAY AUGUST 26, 2024, 11:00 AM  
BCAD BOARDROOM  
MINUTES

Present:

Esther Howard  
Mo Morrow  
Kay Houston  
**Mary McCallister**

Darin Nance  
Valynda Henington  
Sharon Clark  
Jake Garrett  
Rocio Aguado  
Richard Petree

- Call to order 11:00 AM
- Public comment
  - None
- Discussion and action on minutes of August 20 meeting
  - Kay Houston moves to accept minutes, Mo Morrow seconds - Accepted
- Deputy Chief Appraiser's report
  - Current outstanding protest count 272, representing around 2% of market value grand total
  - Purchased new PCs for office using 2024 office expense funds
  - EPTS submission to PTAD completed
- Discussion on proposed 2025 budget
  - District's internal accounting has clarity/consistency issues due to expenses being miscategorized and income not properly recorded; line items in the 2024 budget aren't clear
    - Rocio has been working to ameliorate this
  - Advertising/public notices component of budget to be reduced from 8000 to 4000
  - Audit Fees component of budget to be increased from 20000 to 21000
    - Audit fees tend to increase every year
  - True Automation / HarrisGovern software budget component to be increased to 80000
    - Contract rate tends to increase every year
    - This software is used for all essential district functions
  - Contract Services budget component - 90000
    - District in considering purchase of additional services from EagleView to further automate the mass appraisal process
  - Staff Training budget component
    - State RPA classes required for Jake, Nathan and Rocio
    - True Automation / HarrisGovern software training will be required
      - Online and in-person available; online option preferred for lower cost
  - Field Equipment budget component
    - Investigate cost of satellite phone for emergency use by appraisers in the field
  - Retained Income
    - BoD must earmark any unused funds it chooses to retain for a particular purpose
  - Salaries budget component

- Level-setting salary increases for staff to be accompanied by revised personnel policies; discussion
  - Current policy is a 37.5 hour work week, will be moving to 40
  - Changes to comp time policy – all comp time must be pre-authorized
  - Changes to office policy – will adopt electronic system for daily timekeeping and to automate recordkeeping for PTO accrued etc.
- 2022 / 2023 financial audit
  - Already contracted with GRP LLC for 2023 audit
    - This firm did the audits for 2022, 2021, and likely prior years
    - Given the number of problems with the bookkeeping discovered by the new staff, GRP should not be retained for audit services going forward
    - Richard Petree recommends a different firm out of Abeline, for future consideration
- Adjourned 12:20 PM