

**CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY
109 N. MAIN, CLEBURNE, TX 76033**

December 19, 2024

The Board of Directors of the Central Appraisal District of Johnson County met in regular session on Tuesday, December 19, 2024, at 6:00 p.m. at the Cleburne Conference Center, 1501 W. Henderson St., Rm. Cross Timbers, Cleburne, Texas after the agenda was duly posted in accordance with the Open Meetings Act.

Members present were: Duaine Goulding, Chairman; John Wood, Vice Chairman; Mike Mizell, Secretary; Amy Lingo, Director; Tina White, Director; and Larry Trammell, Director. Scott Porter, Johnson County Tax Assessor/Collector was absent.

Staff present was Brittany Vereen, Acting Chief Appraiser and Amy Gill, Support Services Director. Jessica White, Administration Director recorded the minutes of the meeting.

Visitors present were Bruce Medley, Attorney with Perdue, Brandon, Fielder, Collins & Mott, Ginger Allen, Taxpayer Liaison Officer, Justin Hale, Brannon Potts, Peter Svendsen, Craig Hundley and Nova Olsen. Chairman Goulding welcomed everyone, Secretary Mizell gave the invocation. The Pledge of Allegiance to the U.S.A flag and Texas pledge was led by Chairman Goulding.

Agenda Item 1. (Consent Agenda) Director White requested to pull the financials for further discussion. Motion by Mizell to approve the consent agenda as presented; seconded by White. 6-Yes; 0-No

A. Minutes of the November 21, 2024 regular meeting

B. Minutes of the December 4, 2024 special meeting

C. Financial report for November 2024– Director White asked about travel expenses from December 3rd for Jim Hudspeth. Jessica White explained the CAD was able to send and RPA, Romelia Robles in his place.

D. Taxpayer Liaison Report – Mrs. Allen reported on the phone calls and emails she has received from taxpayers.

Agenda Item 2. (Subcommittee Reports) Secretary Mizell reported the appraisal consultant committee will resume their search. Director Trammell recommended a schedule on the appraisal consultant process. Director Lingo reported the bank committee has the RFP almost complete and recommends sending the public notice out next week. Bruce Medley explained once the RFP was complete, the CAD staff would be able to send out to area banks without further board approval.

Agenda Item 3. (AG Board Member) Chairman Goulding asked Justin Hale to please introduce himself to the BOD. Mr. Hale explained he has been a resident of Johnson County for 11 years and served as the Johnson County Extension Agent for 10 years. He also manages 22,000 acres across Texas. Director Trammell asked Mr. Hale if he was aware of the current issue the county was facing and Mr. Hale said that he was very informed on the current issue. Motion by Wood to appoint Justin Hale to the AG Advisory Board; seconded by Trammell. 6-Yes; 0-No

Agenda Item 4. (Timeclock System) Jessica White explained the current timesheet and time off request process was outdated and tedious. The CAD is requesting a \$300 digital timeclock that has facial recognition capability to help with efficiency. Jessica White also explained this would allow the CAD to monitor vacation/sick time in the same system. It is currently done separately on an excel spreadsheet. Director Trammell asked if the system would be integrated with our payroll software. Vice Chairman Wood asked if it was a year contract. Jessica White explained it was month to month. Director White asked if the employees have been asked their opinion on a facial recognition procedure and Jessica White explained the employees have not been asked. Director White was concerned there might be some push back. Jessica White agreed to poll the employees. Director White also asked if the CAD has reviewed any references from other companies utilizing this system and Jessica White explained they have not but agreed to do so. Vice Chairman Wood offered do some research and look into it himself. Motion by White to table; seconded by Trammell. 5-Yes; 1-No

Agenda Item 5. (TLO Evaluation) Chairman Goulding recommends to table this for now. He would like the BOD to take the time to fill out the evaluation form and bring to the next meeting in January. Chairman Gould requested Mrs. Allen begin to record the date a complaint is received as well as the date the complaint is resolved. Motion by Trammell to table; seconded by Wood. 6-Yes; 0-No

Agenda Item 6. (2025 BOD Election) Brittany Vereen reported the five candidates who received the most votes were Jim Cockrell, Duaine Goulding, Amy Lingo, Brannon Potts and John Wood. Director Trammell wanted to recognize Chairman Goulding and Craig Hundley for their efforts regarding the BOD election. Chairman Goulding recognized Brannon Potts as a new member of the BOD beginning in January. Chairman Goulding announced the passing of Jim Cockrell. The BOD will announce the board vacancy at the January meeting. The CAD will send letters to the taxing entities requesting nominations for the vacancy and the current BOD will then cast votes. Motion by Lingo to accept the report; seconded by Mizell. 6-Yes; 0-No

CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY
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Minutes of CAD Board of Directors Meeting 12/19/24 – Page 2

Agenda Item 7. (Non-Agenda Public Communications) Nova Olsen recommends the CAD ensure good IT support with any digital timeclock system.

Agenda Item 8. (Staff Reports) Brittany Vereen reported 1,725 new homes have been measured for 2025. Mrs. Vereen also provided data to show a mock SDPVS which indicates the CAD has many categories that do not fall within the 95%-105% range the Texas State Comptroller suggests. Director White asked why category E was so much lower than category A. Mrs. Vereen explained category A was easier to value with it being a neighborhood, most homes are similar in most neighborhoods. Category E being rural residential property has a wider variety of homes that may not be similar at all like those in neighborhoods would be. Director Lingo asked what Mrs. Vereen's recommendation would be. Mrs. Vereen explained in previous years a reappraisal of those properties would be done. Bruce Medley recommended someone from the appeal section of their law firm to come to a meeting to discuss the appeals process with the BOD. Amy Gill presented data regarding ownership transfers and deeds over the last few years. She stated the county clerk takes approximately 4 business days to certify deeds/plats and the CAD turnaround is typically 24 hours. Director White commented on the efficiency of the CAD process. Email correspondence has doubled since 2019. Mrs. Gill reported all of this is managed with the same amount of staff members as 2019 as well. Chairman Goulding presented a 4th Thursday meeting schedule and recommends a discussion at the January meeting to possibly change.

Agenda Item 9-10. (Executive Session) No executive session was called for.

Agenda Item 11. (Next Meeting) The next scheduled board meeting will be held on Thursday, January 16th.

Agenda Item 12. (Adjournment) At 7:07 p.m. Chairman Goulding called for a motion to adjourn the meeting. Motion by Wood; seconded by Trammell. 6-Yes; 0-No.

Approved this 16th day of January, 2025.



Duaine Goulding, Chairman



Mike Mizell, Secretary