

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

January 16, 2025

The Board of Directors of the Central Appraisal District of Johnson County met in regular session on Thursday January 16, 2025 at 6:06 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; Brannon Potts, Director; Tina White, Director; Larry Trammell, Director and Scott Porter, Johnson County Tax Assessor/Collector.

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, Michael Ancy, Joe Stuebing, Donna Stuebing, Peter Svendsen, Craig Hundley, Wes Schram, Corrine Arnold, Jesse Arnold, Jim Davis, Maudie Tarver, Lonnie Holliday and Fernando Rodriguez. 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. (Oath of Office) Jessica White, Notary administered the oaths of office to the 2025 Board of Directors. Director Lingo arrived at 6:11 p.m. and her oath of office was administered at that time.

Agenda Item 2. (BOD Term Years) Bruce Medley explained there will be two members with a one year term and three members with a three year term. His recommendation was to have the candidates choose what term year they wished to serve with the candidate who received the most votes choosing first. Chairman Goulding received the most votes and chose a three year term. Director Lingo chose a one year term. Director Potts chose a three year term. Vice Chairman Wood chose a three year term. Motion by Wood to accept the term years; seconded by Mizell. 8-Yes; 0-No

Agenda Item 3. (BOD Officers) Chairman Goulding asked for nominations for chairman. Secretary Mizell nominated Chairman Goulding. Director White requested changes regarding how the agenda is prepared. She recommended a calendar of agenda items for the year as well as the current months agenda be sent to directors 2 weeks in advance to give time to ask questions, add or remove items. Director Trammell asked for Chairman Goulding to be more communicative as Chairman. Motion by Mizell; seconded by Wood. 7-Yes; 1-No. Chairman Goulding asked for nominations for Secretary. Director White nominated Secretary Mizell. Motion by White; seconded by Trammell. 8-Yes; 0-No. Chairman Goulding asked for nominations for Vice Chairman. Vice Chairman Wood nominated himself. Motion by Vice Chairman Wood; seconded by Trammell. 8-Yes; 0-No.

Agenda Item 4. (Declaration of Vacancy) Chairman Goulding announced due to a vacancy on the Board of Directors, a letter will be sent to each entity with voting privileges, asking for nominations for the BOD vacancy. The nominations will need to sent in within 45 days. At the March board meeting the current members will cast votes to fill the vacancy. Motion by Wood; seconded by Trammell. 8-Yes; 0-No

Agenda Item 5. (Discussion of BOD Responsibilities) Attorney Bruce Medley gave an overview of the Appraisal District as well as the Board of Directors responsibilities. Eligibility requirements and conflict of interest were reviewed. Open meetings, public information and general requirements of public office apply to the Appraisal District. The board is prohibited by law from ex parte communications with ARB members about anything that is under protest or the Chief Appraiser regarding values outside of a public meeting. The board is a governing body with only one employee, the Chief Appraiser. The board approves the budget and provides resources for the district to operate. Other duties include appointing the Taxpayer Liaison Officer and ARB members; approving contracts and a reappraisal plan along with adopting general operating policies.

Agenda Item 6. (Consent Agenda) Secretary Mizell asked to pull the December 19th minutes. Motion by White to approve; seconded by Mizell. 8-Yes; 0-No

- A. Minutes of the December 16, 2024 special meeting
- B. Minutes of the December 19, 2024 regular meeting— Secretary Mizell asked if any progress had been made regarding the timeclock system. Director Trammell asked Vice Chairman Wood if he was able to do any research yet. Vice Chairman Wood explained he spoke with 4 companies. Jessica White stated she will place this item on the February meeting for board approval.
- C. Financial report for December 2024

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

Minutes of CAD Board of Directors Meeting 1/16/25 – Page 2

Agenda Item 6. (Consent Agenda)

D. Taxpayer Liaison Report – Mrs. Allen reported on the phone calls and emails she has received from taxpayers. Director Trammell asked Mrs. Allen to include on future reports the time spent on phone calls and emails as well as resolution time with any issues reported.

Agenda Item 7. (2025 Meeting Schedule) Chairman Goulding suggested the board consider changing the meetings to a different day and or week. A schedule of the entities meetings was presented for review in order to avoid possible conflicts. The board discussed several options which included third Tuesday or second Thursday. Jessica White will check on room availability at the Conference Center. She will email the BOD her findings.

Agenda Item 8. (2025 Subcommittees) Secretary Mizell explained the appraisal consultant committee has spoken with The Texas State Comptroller regarding their audit. He mentioned the CAD has done very well on their last few MAP reviews conducted by the state and believes this will help narrow the scope of the consultant to focus on appraisal inconsistencies. That committee will meet again next week. Director Trammell stated he would like the consultant to present their report before the hiring of an Interim/permanent Chief Appraiser. Director White asked Bruce Medley if the consultant could report to the BOD on specific properties regarding appraisal inconsistencies. Bruce Medley stated a report would be acceptable. Chairman Goulding suggested a finance and personnel policy subcommittee. Director White suggested a budget subcommittee. Vice Chairman Wood suggested a general communication subcommittee. The February meeting will include an action item for subcommittees.

Agenda Item 9. (ARB Application Process) Chairman Goulding stated there were currently 2 candidates and 5 vacancies. Director White asked if the position had been advertised. Bruce Medley explained the discussion for tonight was for the BOD to give the TLO direction on how to proceed with obtaining applicants. Director Trammell suggested the visitors in attendance should consider applying. Director Mizell suggested posting on Indeed. Chairman Goulding agreed to post the job on social media. Chairman Goulding stated he would like the applicants to attend the February meeting to introduce themselves. Director Trammell stated he would like to interview the applicants. Director White agreed and asked what the vetting process might be. Mrs. Allen mentioned a few requirements she would like to see is the ability to navigate a computer easily, as well as the skill of active listening.

Agenda Item 10. (2025-2026 Bank Depository) Jessica White presented the one bid that was received from First Financial Bank. Director Lingo asked if we could negotiate the 3% cap rate. Jessica White agreed to contact FFB regarding that rate. Motion by Lingo to accept the bid subject to negotiation; seconded by Trammell. 8-Yes; 0-No

Agenda Item 11. (First Financial Bank CD) This item was tabled.

Agenda Item 12. (Non-Agenda Public Communications) Peter Svendsen handed out documents to the BOD. He said he thought the ARB was rude and there was too much intermingling between the ARB and the CAD. He also stated he was in a lawsuit with the CAD regarding his value increase.

Agenda Item 13. (Staff Reports) Jessica White reminded the BOD to complete the TLO evaluation and give to Chairman Goulding once completed. Director Trammell suggested Mrs. Allen complete a self evaluation before next month's meeting. The 2024 MAP final report was received with the district passing all requirements. Director Trammell asked if the MAP was separate from the SDPVS. Brittany Veen explained the differences in the two studies/audits. Amy Gill presented the property tax timeline for the Appraisal year. She also presented the 2024 inquiries that come in through customer service phone calls, emails and counter. Most inquiries were regarding exemptions and very few regarding value. A review of the exemptions page on the CAD website was completed by Mrs. Gill. The quarterly Statement of Investment Assets was given to the board members.

Agenda Item 14-15. (Executive Session) No executive session was called for.

Agenda Item 16. (Next Meeting) The next scheduled board meeting will be held on Thursday, February 20th.

Agenda Item 17. (Adjournment) Director White announced that Helen Kerwin will be filing a bill regarding CAD transparency. At 8:09 p.m. Chairman Goulding called for a motion to adjourn the meeting. Motion by Trammell; seconded by Wood. 8-Yes; 0-No.

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

Minutes of CAD Board of Directors Meeting 1/16/25 – Page 3

Approved this 20th day of February, 2025.


Duaine Goulding, Chairman


Mike Mizell, Secretary