

# AMENDED MINUTES

## GALVESTON CENTRAL APPRAISAL DISTRICT Regular Meeting of the Board of Directors January 8<sup>th</sup>, 2025

The regular meeting of the Galveston Central Appraisal District Board of Directors was held Wednesday, January 8<sup>th</sup>, 2025, at 9850 Emmett F. Lowry Expressway, Suite A, Texas City, Texas.

Members present: Donald Gartman  
Tom Farmer  
William Pate  
Kathy Preston  
Chad Tressler  
Scott Brast  
Matt Doyle  
Cheryl Johnson, Tax Assessor Collector

Members Absent: Warren Clark

Others present: Chief Appraiser Krystal L. McKinney, Executive Administrative Assistant Lauren Frame-Finney, Assistant Chief of Operations Katharine McGee, Chief Financial Officer Bertha Curry, Director of Business Support Michelle Gilliland, General Counsel Marc Young, Staff Paralegal Michelle Follis, Taxpayer Liaison Officer Norman Franzke, Appraisal Review Board Chair Cathy Rice and Director of Real Appraisal Stephanie Easterling.

### 1. OPEN SESSION

With a quorum present, Acting Chairman, Donald Gartman called the meeting to order at 4:00 PM. He stated that the meeting had been duly called, and the public meeting notice was properly posted in accordance with the Open Meetings Act, Texas Government Code; Chapter 551. He asked the attendees to join in the Pledge to the Flag of the United States, followed by the Pledge to the Texas Flag.

### 2. Welcome Guests and Comments from the Public.

There were no comments at this time.

### 3. Administer the Oath of Office to the Newly Appointed Board of Directors

The newly appointed members were sworn in by Lauren Frame-Finney. Chairman Gartman mentioned there is a form in the packet to sign and give to Ms. Frame-Finney.

### 4. CLOSED EXECUTIVE SESSION

At **4:03PM**, Chairman Gartman announced the Boards adjournment into a closed executive session called in accordance with Chapter 551.074 of the Texas Government Code.

- ♦ **551.071 – Consultation with General Counsel**
- ♦ **551.074 – Personnel Matters**

### 5. RECONVENE IN OPEN SESSION

At **4:23PM**, Chairman Gartman announced the Board reconvened and there was nothing to discuss.

### 6. Determine Terms of the Newly Appointed Board of Directors

General Counsel Marc Young gave some updated information on SB2, with the new changes in place for this term, two (2) directors will serve a one (1) year term, and three (3) directors will serve three (3) year terms, thereafter all appointed directors will serve a four (4) year term. We have two directors who have volunteered

to serve one (1) year terms, Mr. Doyle and Mr. Farmer, and then the three (3) directors to serve the three (3) year term will be Mr. Gartman, Mr. Brast and Mr. Tressler. Going forward, and other districts have done this also, I recommend we appoint the terms internally and whomever has the most votes will be position 1 and the next highest would be position 2 and so on. This doesn't have to be determined today as you all will be in place until the end of this year.

Mr. Doyle **MOVED** to set the terms discussed by the General Counsel. Tom Farmer **SECONDED** the motion. The Motion **PASSED UNANIMOUSLY**.

#### **7. Election of Officers.**

The Acting Chairman stated we have two board positions that need to be appointed, the Chairman and Secretary.

Cheryl Johnson **MOVED** to appoint Tom Farmer as the Board chairman and Chad Tressler as the Board secretary. Kathy Preston **SECONDED** the motion.

Tom Farmer respectfully declined and **MOVED TO AMEND** the motion with Don Gartman as the Board Chairman and Chad Tressler as the Board secretary. Chad Tressler **SECONDED** the Motion to Amend. Cheryl Johnson **OPPOSED** the Amended Motion. The Motion Amendment **PASSED**.

Tom Farmer **MOVED** to accept the motion as amended. Chad Tressler **SECONDED** the motion. Cheryl Johnson **OPPOSED** the motion. The Motion **PASSED**.

#### **8. AWARDS**

##### **♦ Director of the Fourth Quarter – Stephanie Easterling**

Michelle Gilliland stated the Director of the fourth quarter is Stephanie Easterling, she has shown dedication to the team and the organization. Stephanie wears many hats and has been very flexible juggling the many changes in the office. She will always greet you with a smile and is willing to offer a helping hand if needed.

##### **♦ Employee of the month - December 2024; Jennifer Kelly**

Michelle Gilliland stated the employee is out in the field and not available to be at the meeting. She joined the district in 2023 and has been a great addition to the team. This employee is eager to learn, takes risks and is very attentive to the small details. During the protest season she has done very well educating the property owners and we are looking forward to seeing her continued growth, the employee of the month is Jennifer Kelly.

#### **9. Review and Consider Approval of the Chief Appraiser's Appointments to the Agricultural Advisory Board for the 2025-2026 term.**

Cheryl Johnson **MOVED** to approve the Chief Appraisers re-appointment of Jerry Robinson to the Agricultural Board. Chad Tressler **SECONDED** the motion. The Motion **PASSED UNANIMOUSLY**.

#### **10. Consider and Approve the Re-Appointment of Norman Franzke as the Tax-payer Liaison Officer for the year 2025.**

Chad Tressler **MOVED** to approve the Re-Appoint Norman Franzke as the Liaison Officer for the year 2025, as he has responded in a timely manner to all inquiries received. Matt Doyle **SECONDED** the Motion. The Motion **PASSED UNANIMOUSLY**.

#### **11. Review and Consider Approval of the District's Investment Policy.**

Cheryl Johnson **MOVED** to approve the District's Investment Policy as is. Scott Brast **SECONDED** the Motion. The Motion **PASSED UNANIMOUSLY**.

#### **12. Review and Consider Approval of the Minutes from the November 13<sup>th</sup>, 2024, Regular meeting.**

William Pate **MOVED** to approve the Minutes as is. Chad Tressler **SECONDED** the Motion. The Motion **PASSED UNANIMOUSLY**.

**13. Review and Consider Approval of the Financial Report for the period ending December 31<sup>st</sup>, 2023.**

Mrs. Johnson asked about the moving of the \$400,000 election fees. Ms. Curry stated it was transferred to other accounts as discussed in a previous meeting.

Chad Tressler **MOVED** to approve the Financial Report. Tom Farmer **SECONDED** the motion. The Motion **PASSED UNANIMOUSLY**.

**14. Review and Consider Report of the Taxpayer Liaison Officer for the month of December 2024.**

Norman Franzke stated he received 4 contacts total for the month; 2 complaints, 1 inquiry and 1 feedback email. Mr. Pate stated two comments were on phone issues, was that resolved, Mr. Franzke stated some of the phones are not set up for a voicemail and the call drops. Ms. Preston stated does this complaint stay open until the root cause is identified and resolved or because you know what the problem is and where to respond you consider it closed? Mr. Franzke stated he considers it closed as this is more of an internalized problem that he cannot do anything about other than let the staff know. Mrs. Johnson brought up the Del Papa Case and stated that it is confusing at a minimum because the protest order was sent to the agent and the order determining protest appears as though he protested but he was insistent that the ARB protest was dismissed because the agent was not on record, and I think Mr. Del Papa still feels this is unresolved. Chief McKinney stated she did speak with Mr. Del Papa, and it has been resolved.

**15. Review and Consider Report of the Appraisal Review Board for the month of December 2024.**

The ARB Chair Cathy Rice stated the report is in the packet and she had nothing else to report.

**16. Review and Consider the General Counsel Pending Litigation Report for the month of December 2024.**

Mr. Young stated the board had the report and just highlighted a couple of things; The district is at 387 lawsuits for 2024, we have been running back and forth to the courthouse and getting things settled. We have been having informal settlement conferences almost every other day. Held off on resolution discussed last month to gather more statistical information. Mrs. Johnson stated she loved the legal department's Christmas card. The Chairman thanked Mr. Young for all he has done in a short period of time.

**17. Review and Consider the Assistant Chief of Operations Report for the month of December 2024.**

Mrs. McGee stated she just has a few highlights as well from her report; the district presented at the November CCISD school board meeting with Mr. Brast, The Chief will be speaking at the TAAD conference next month, the district will be holding PTEC Ethics on January 28, 2025, at the district, and we will be sending out our homestead and ag applications this month. Mr. Brast stated Mrs. McGee did a wonderful job at the CCISD Board meeting and was very informative and well received.

**18. Chief Appraisers Report.**

Mrs. McKinney stated she has added the 25.25b's report to the board binders to look at, there is nothing to do further on this it is just a report that must be given to the board. She also gave the 2024 loss of taxable value sheet. In your binders are two brochures that we will have out at our entity meet and greet, this is just a little information on the district's directors and what it is the appraisal district does for the County.

**19. Comments from the Board of Directors.**

The Chairman stated that this is the time to ask any questions or mention an agenda item that they would like to discuss at the next meeting. Mrs. Preston stated that she would like to reconcile the board's decision on the TLO responsibilities since there is variation in the various documents available to us. Mr. Tressler asked that the employee awards be moved ahead of any other business items so that the staff is not stuck while are discussing those.

**20. Correspondence.**

Nothing at this time.

**21. Set a Date for a Special Meeting to Interview the ARB Applicants for the 2025-2026 term.**

The Chairman asked that someone explain the procedures that go into this, Chief McKinney stated we have a few reappointments and new people that have applied, and we need to do this quickly as we have people that have current terms ending so if we could set up the interviews and then discuss the appointments after she would prefer it be done in January if possible. Mr. Tressler suggested that the board comes up with a list of questions and tries to agree to that list by email, so that we do not sit here winging it and can have things ready to go. Mrs. Johnson asked that we send the questions to the TLO, Norman, so that the board is not violating any open-meeting laws and then he can comprise a list of all the questions and send them to the board. Mrs. McKinney stated the Administrative Judge typically would interview the applicants one on one for about 10-15 minutes so about an hour or two would be the allotted time. The board has agreed to Monday, January 27, 2025, at 3PM.

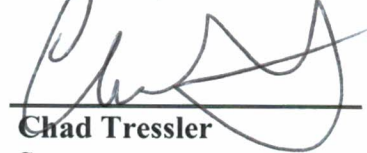
**22. Set Date of Next Regular Meeting.**

*Wednesday, February 12<sup>th</sup>, 2025, at 4:00PM.*

**23. Adjournment**

The regular business meeting of the Galveston Central Appraisal District Board of Directors was adjourned Wednesday, January 8<sup>th</sup>, 2025, at 5:13 PM.

Respectfully Submitted,



**Chad Tressler**  
Secretary

Approved:



**Donald Gartman**  
Chairman