

# MINUTES

## **GALVESTON CENTRAL APPRAISAL DISTRICT Regular Meeting of the Board of Directors January 10<sup>th</sup>, 2024**

The regular meeting of the Galveston Central Appraisal District Board of Directors was held Wednesday, January 10<sup>th</sup>, 2024, at 9850 Emmett F. Lowry Expressway, Suite A, Texas City, Texas.

Members present: Donald Gartman  
Chad Tressler  
Scott Brast  
Cheryl Johnson, Tax Assessor Collector

Members Absent: Matt Doyle  
Tom Famer

Others present: Chief Appraiser Krystal L. McKinney, Executive Administrative Assistant Lauren Frame-Finney, Chief Financial Officer Bertha Curry, Director of Business Support Michelle Gilliand, Staff Attorney Nick Perez, Staff Paralegal Michelle Follis, Taxpayer Liaison Officer Norman Franzke, and Business Support Analyst Leticia Torres.

### **1. OPEN SESSION**

With a quorum present, Chairman, Donald Gartman called the meeting to order at 4:36 PM, due to not having a quorum at 4PM to begin. 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 Oath of Office to Newly Elected Board of Directors**

The present new members were sworn in by Lauren Frame-Finney.

### **4. Election of Officers**

Scott Brast **MOVED** to keep Donald Gartman as the Board Chairman. Chad Tressler **SECONDED** the motion. The Motion **PASSED UNANIMOUSLY**.

Scott Brast **MOVED** to elect Chad Tressler as the Board Secretary. Chad Tressler **SECONDED** the motion. The Motion **PASSED UNANIMOUSLY**.

### **5. Review and Consider Approval of the Chief Appraiser's Appointments to the Agricultural Advisory Board for the 2024-2025 term.**

The Chairman stated the appointments were listed in the packet and asked if there were any questions or comments and Ms. Frame-Finney stated that the district has not been able to reach Mr. Miller to be sure he would like to be reappointed. Mrs. McKinney stated that she would like to appoint the members listed and continue to try and get ahold of Mr. Miller.

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

### **6. Consider and Approve the Re-Appointment of Norman Franzke as the Tax-payer Liaison Officer for the year 2024.**

Cheryl E. Johnson **MOVED** to Re-Appoint Norman Franzke as the Liaison Officer for the year 2024. Chad Tressler **SECONDED** the Motion. The Motion **PASSED UNANIMOUSLY**.

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

The Chairman asked Bertha Curry if there was anything she would like to add to the policy and Ms. Curry stated there were no changes made so it will remain the same.

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

**8. Review and Consider Approval of the Minutes from the December 13<sup>th</sup>, 2023, Regular meeting.**

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

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

Mrs. Johnson asked about the legal expenses being over budget and Ms. Curry stated the balance Mrs. Johnson was looking at is the balance that is left in the budget and has not been spent.

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

**10. Review and Consider Report of the Taxpayer Liaison Officer for the month of November and December 2023.**

Norman Franzke stated he received 4 contacts total for the months and if the board has questions, he'd be happy to answer. Mrs. Johnson stated that she has a comment on the Forster protest complaint; they had an agent and then terminated that agent's agreement to file a protest on their own behalf. The agent still filed a protest with the ARB and the system allowed the owners to file a protest as well, but because the property tax agent is also an attorney, the administrative code prohibited an interference by the CAD, so the Forster's are stuck in a la-la land and are perturbed by this clerical error. Mrs. Johnson spoke to Senator Middleton's office today because they wanted a resolution to this, and she said that if the CAD looked the other way in the administrative code, then the CAD could allow the Forster's to have their ARB hearing and the Senators office did not agree with this. Mrs. McKinney stated this will have to be a legislative change and not something the CAD looks away from.

**11. Review and Consider Report of the Appraisal Review Board for the months of November and December 2023.**

The Chairman stated the board will move on as the ARB chairman is not present to make the report.

**12. Review and Consider the Staff Attorney Pending Litigation Report for the months of November and December 2023.**

Nick Perez stated all together we are just about done receiving lawsuits for the 2023 tax year, the number is at 358 and is up by about 100 from the 2022 tax year. There are 417 arbitrations that have been filed, 57 are still awaiting Comptroller acceptance but everything else has been approved and is set for a hearing or been settled. Mr. Perez commended Mrs. McGee for getting everything prepared and put together for the arbitrations.

**13. Review and Consider the Appraisal Staff Report for the months of November and December 2023.**

Mr. Scarbrough stated the new hire appraisers are out in the field under the operation of our Director of Real Appraisal, Stephanie Easterling and that is going well, we are currently revising the criteria on our condition codes and updating our disaster awareness plans to ensure the safest work environment the district can possibly have. Mrs. McGee stated the preliminary property value study results will be released January 31<sup>st</sup>



by the Comptroller's office, April 8<sup>th</sup> will be our onsite MAPS review, as well as the same time we are getting the first batch of notices sent out. IT has made some upgrades to our servers, phones, and computers to make them more functional as we were very outdated. I took the overall single family residential sales for 2022 and looked at what the overall median square footage price was compared to 2023, I was thinking with the interest rates and grumbling we have heard that there would be a difference there, but it stayed at about the same rate of \$172 a square foot for both.

**14. Chief Appraisers Report.**

Mrs. McKinney stated she emailed out some goals to the board for the 2024 tax year and she received some feedback and took the advice from Mrs. Johnson to add some different training goals and accomplishment dates to keep on track with our goals. We are bringing back the employee of the month for the district to appreciate and show our appreciation to our staff, Letty was chosen to be the employee of the month by her peers. She is getting a free day off and a gift card to show the district's appreciation for her hard work, the board clapped and thanked her for what she does.

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

There were no comments at this time.

**16. Correspondence.**

Nothing at this time.

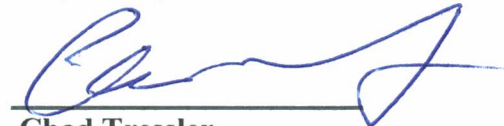
**17. Set Date of Next Regular Meeting.**

*Wednesday, February 14<sup>th</sup>, 2024, at 4:00PM.*

**18. Adjournment**

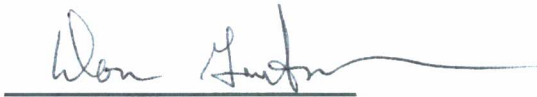
The regular business meeting of the Galveston Central Appraisal District Board of Directors was adjourned Wednesday, January 10<sup>th</sup>, 2024, at 4:56 PM.

Respectfully Submitted,



**Chad Tressler**  
Secretary

Approved:



**Donald Gartman**  
Chairman