

# CROSBY CENTRAL APPRAISAL DISTRICT

## BOARD OF DIRECTORS MEETING MINUTES

The Board of Directors for the Crosby Central Appraisal District met in regular session on Thursday, December 15, 2022, at 7:00 a.m. at the Crosby Central Appraisal District office located at 109 West Aspen Street Crosbyton, Texas.

- 2022-066 Chairman Wampler called the meeting to order at 7:00 a.m.
- 2022-067 Chairmans Wampler established a quorum with himself, Brad Aycock, Suzanne Foust, Gary Hardin, Steve Henn, Gail Johnson, Abel Reyna, and Virginia Torres. Others present were Chief Appraiser Crystal Hill.
- 2022-068 Public Access - None
- 2022-069 Brad Aycock made the motion, seconded by Steve Henn to approve the minutes for October 20, 2022. The motion passed unanimously (8-0-0).
- 2022-070 Abel Reyna made the motion, seconded by Gail Johnson to approve the October and November financials. The motion passed unanimously (8-0-0).
- 2022-071 Virginia Torres made the motion, seconded by Suzanne Foust the amend the Appraisal District's Disaster Recovery Plan. The motion passed unanimously (8-0-0).
- 2022-072 Brad Aycock made the motion, seconded by Virginia Torres to approve Crystal Hill as the contact person for TML. The motion passed unanimously (8-0-0).
- 2022-073 Gail Johnson made the motion, seconded by Brad Aycock to amend the Crosby Central Appraisal District personnel policy to include longevity pay per the following schedule. The motion passed unanimously (8-0-0).

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### LONGEVITY

In order to encourage trained, experienced employees to stay with the Appraisal District, all regular full-time employees of the District may receive longevity pay. The longevity allowance granted under this policy is not wages subject to retirement benefits and instead the only deduction associated with such allowance is for Medicare and Federal withholding purposes. All employees on November 1 of each year who is a full-time employee and has accrued at least one (1) year of service (12 consecutive months), may receive an annual longevity allowance based on the District's performance and budgetary constraints at the discretion of the Board of Director's. Longevity will be placed on the November Board of Directors Agenda. If approved the longevity payment will be a single payment made during the next pay period.

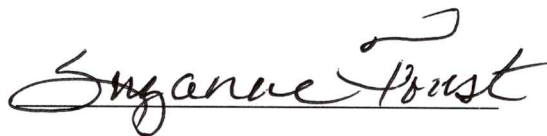
Net Pay Scale Below Adopted 12-15-2022 Effective 12-15-2022

1 year	\$500
5+ years	\$1000
10+ years	\$1500
15+ years	\$2000
20+ years	\$2500
25+ years	\$3000
30+ years	\$3500
35+ years	\$4000

- 2022-074 Brad Aycock made the motion, seconded by Steve Henn to grant longevity pay for 2022 per the adopted scale. The motion passed unanimously (8-0-0).

- 2022-075 Virginia Torres made the motion, seconded by Gail Johnson to approve the Depository Contract with Vista Bank. The motion passed unanimously (8-0-0).
- 2022-076 Steve Henn made the motion, seconded by Suzanne Foust to approve the Employee Health Insurance renewal for 2023. The motion passed unanimously (8-0-0).
- 2022-077 The board discussed the Chief Appraiser's Evaluation.
- 2022-078 CONSIDERATION AND ACTION ON CHIEF APPRAISER'S REPORT
- A. STAFF UPDATE  
Crystal Hill reported to the board that Lynzzie Langdon was relieved of her duties with Crosby CAD and that she had interviewed two potential candidates and would be hiring for the open position before the end of the year.
- B. TAAD CONFERNECE  
Crystal Hill reported to the board the TAAD Conference was being held at the Renaissance Dallas Hotel February 19-23, 2023. We were on the waiting list for hotel rooms.
- C. COLLECTIONS & APPRAISAL UPDATE  
Crystal Hill reported to the board that the collection rate was at 70% and that the office has started preparing for the reappraisal of Ralls ISD.
- D. ANNUAL REPORT & MASS REPORT ON WEBSITE  
Crystal Hill reported to the board that the 2022 Annual and Mass reports have been put on our website.
- E. MAP REVIEW  
Crystal Hill reported to the board that the Map Review by the Comptrollers office for 2023 was underway and that the 2021 MAP Review is still ongoing and they are giving me until January 13<sup>th</sup> to have all the corrections made.
- F. 2023 HOLIDAY SCHEDULE  
Brad Aycock made the motion, seconded by Abel Reyna to amend the approved holidays in the Crosby Appraisal District Personnel Policy and approve the 2023 Holiday schedule. The motion passed unanimously (8-0-0).
- 2022-079 The next meeting date has been set for January 19, 2023, at 7:00 a.m.
- 2022-080 Suzanne Foust made the motion, seconded by Brad Aycock to adjourn the meeting at 7:50 a.m.

Signed this 19<sup>th</sup> day of January 2023.



Crosby CAD Board of Directors Secretary

CROSBY CENTRAL APPRAISAL DISTRICT

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BOARD OF DIRECTORS MEETING MINUTES

The Board of Directors for the Crosby Central Appraisal District met in regular session on Thursday, October 20, 2022, at 7:00 a.m. at the Crosby Central Appraisal District office located at 109 West Aspen Street Crosbyton, Texas.

- 2022-053 Chairman Larry Wampler called the meeting to order at 7:02 a.m.
- 2022-054 Chairman Wampler established a quorum with himself, Brady Aycock, Suzanne Foust, Steve Henn, Abel Reyna, and Virginia Torres. Gail Johnson was absent. Others present were Chief Appraiser Crystal Hill.
- 2022-055 Public Access: None
- 2022-056 Brad Aycock made the motion, seconded by Virginia Torres to approve the August and September 2022 financials. The motion passed unanimously (6-0-0).
- 2022-057 Brad Aycock made the motion, seconded by Steve Henn to approve the minutes for the budget hearing, reappraisal plan hearing and regular agenda on August 25, 2022. The motion passed unanimously (6-0-0).
- 2022-058 Steve Henn made the motion, seconded by Abel Reyna to approve a 2 year and 3-month contract (October 2022 – December 2024) with Pritchard & Abbott Inc. for our Mapping Software Maintenance Agreement. The motion passed unanimously (6-0-0).
- 2022-059 Steve Henn made the motion, seconded by Abel Reyna to approve a 4 year contract (2023-2026) with Pritchard & Abbott, Inc. for our CAMA and Collections Software. The motion passed unanimously (6-0-0).
- 2022-060 Abel Reyna made the motion, seconded by Virginia Torres to appoint Gary Hardin to fill the vacant "at large" member of the Crosby Central Appraisal District Board of Directors. The motion passed unanimously (6-0-0).
- 2022-061 Brad Aycock made the motion, seconded by Virginia Torres to accept the depository bid proposal from Vista Bank. The motion passed unanimously (6-0-0).
- 2022-062 Suzanne Foust made the motion, seconded by Brad Aycock to table the employee health insurance agenda item until the next scheduled meeting. The motion passed unanimously (6-0-0).
- 2022-063 Chief Appraiser Report: Ms. Hill reported to the board that collections were underway with the statements being mailed on September 30<sup>th</sup>. There was an error on mineral statements made by the software provided, but the error was caught and corrected fast and corrected statements were mailed October 7<sup>th</sup>. TAAD Conference was scheduled for February 19-22. Ms. Hill reported to the board that herself and Kelly would be attending the TRCA Conference in San Marcos October 31- November 1.

2022-064 Virginia Torres made the motion, seconded by Steve Henn to approve December 15, 2022, as the next meeting date. The motion passed unanimously (6-0-0).

2022-065 Brad Aycock made the motion, seconded by Abel Reyna to adjourn the meeting at 7:40 a.m.

Signed this 15<sup>th</sup> day of December 2022.

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Secretary, Brad Aycock

# CROSBY CENTRAL APPRAISAL DISTRICT

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## BOARD OF DIRECTORS MEETING MINUTES

THE BOARD OF DIRECTORS FOR THE CROSBY CENTRAL APPRAISAL DISTRICT MET IN REGULAR SESSION ON THURSDAY, AUGUST 25, 2022, AT 7:20 AM AT THE CROSBY CENTRAL APPRAISAL DISTRICT OFFICE LOCATED AT 109 WEST ASPEN STREET CROSBYTON, TEXAS.

- 2022-041 Chairman Larry Wampler called the meeting to order at 7:20 a.m.
- 2022-042 Chairman Wampler established a quorum with himself, Brad Aycock, Steve Henn, Gail Johnson, Abel Reyna, and Virginia Torres. Suzanne Foust was absent. Others present Crystal Hill.
- 2022-043 Public Access: None
- 2022-044 Brad Aycock made the motion, seconded by Virginia Torres to approve the minutes for May 26, 2022. The motion passed unanimously (6-0-0).
- 2022-045 Brad Aycock made the motion, seconded by Gail Johnson to approve the May, June, and July 2022 financials. The motion passed unanimously (6-0-0).
- 2022-046 Abel Reyna made the motion, seconded by Virginia Torres to adopt the 2023 budget. The motion passed unanimously (6-0-0).
- 2022-047 Brad Aycock made the motion, seconded by Abel Reyna to adopt by resolution the 2023-2024 Reappraisal Plan. The motion passed unanimously (6-0-0).
- 2022-048 Steve Henn made the motion, seconded by Gail Johnson to approve changing software providers for collections and appraisal to Pritchard and Abbott. The motion passed unanimously (6-0-0).
- 2022-049 Brad Aycock made the motion, seconded by Steve Henn to approve the GIS mapping and maintenance contract with Pritchard and Abbott. The motion passed unanimously (6-0-0).
- 2022-050 Chief Appraiser reported that a new employee Lynzzie Langdon was hired in July to fill the vacancy of appraiser. Chief Appraiser reported that the client meeting with PBFCA attorney at law was scheduled for September 16 and that myself and Carey would be attending. Chief Appraiser reported that request for depository bids had been sent to the financial institutions within the county. Chief Appraiser reported that the office is preparing tax bills and they will be mailed by October 1<sup>st</sup>, and we have started to prepare for the reappraisal of Ralls ISD. Chief Appraiser reported that the TRCA conference is scheduled for October 30<sup>th</sup> through November 1<sup>st</sup> in San Marcos and me and Kelly would be attending this year to obtain core credits.
- 2022-051 The board of directors voted unanimously to set the next meeting date to October 20, 2022, at 7:00 a.m.

2022-052 Brad Aycock made the motion, seconded by Steve Henn to adjourn the meeting at 7:45 a.m. The motion passed unanimously (6-0-0).

Signed this twentieth of October 2022.



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Secretary, Brad Aycock

# CROSBY CENTRAL APPRAISAL DISTRICT

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## BOARD OF DIRECTORS PUBLIC HEARING MINUTES

The Board of Directors for the Crosby Central Appraisal District held a public hearing on August 25, 2022, at 7:10 a.m. at the Crosby Central Appraisal District office located at 109 West Aspen Street Crosbyton, Texas.

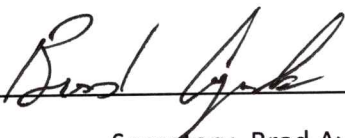
Chairman Larry Wampler called the public hearing to order for the 2023/2024 Reappraisal Plan at 7:10 a.m.

Chairman Wampler established a quorum with himself, Brad Aycock, Steve Henn, Gail Johnson, Abel Reyna, and Virginia Torres. Others present Crystal Hill.

No public comments were made.

Chairman Wampler adjourned the public hearing at 7:20 a.m.

Signed this twentieth day of October 2022

  
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Secretary, Brad Aycock

# CROSBY CENTRAL APPRAISAL DISTRICT

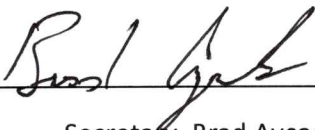
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## BOARD OF DIRECTORS PUBLIC HEARING MINUTES

The Board of Directors for the Crosby Central Appraisal District held a public hearing on August 25, 2022, at 7:00 a.m. at the Crosby Central Appraisal District office located at 109 West Aspen Street Crosbyton, Texas.

- 2022-041 Chairman Larry Wampler called the hearing to order for the 2023 Appraisal District budget at 7:00 a.m.
- 2022-042 Chairman Wampler established a quorum with himself, Brad Aycock, Steve Henn, Gail Johnson, Abel Reyna, and Virginia Torres. Others present were Crystal Hill.
- 2022-043 Public Access: None. No public comments were made.
- 2022-044 Board discussed 2023 Appraisal District Budget.
- 2022-045 Brad Aycock made the motion, seconded by Abel Reyna to adjourn the hearing at 7:10 a.m.

Signed this twentieth day of October 2022.

  
Secretary, Brad Aycock



## CROSBY CENTRAL APPRAISAL DISTRICT

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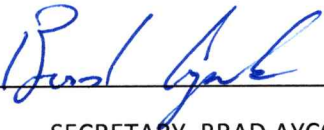
### BOARD OF DIRECTORS MEETING MINUTES

THE BOARD OF DIRECTORS FOR THE CROSBY CENTRAL APPRAISAL DISTRICT MET IN REGULAR SESSION ON THURSDAY, MAY 26, 2022, AT 7:00 AM AT THE CROSBY CENTRAL APPRAISAL DISTRICT OFFICE LOCATED AT 109 WEST ASPEN STREET CROSBYTON, TEXAS.

- 2022-028 CHAIRMAN LARRY WAMPLER CALLED THE MEETING TO ORDER AT 7:00 A.M.
- 2022-029 CHAIRMAN WAMPLER ESTABLISHED A QUORUM WITH HIMSELF, BRAD AYCOCK, STEVE HENN, GAIL JOHNSON, ABEL REYNA, AND VIRGINIA TORRES. OTHERS PRESENT WERE CRYSTAL HILL AND RYAN KING.
- 2022-030 PUBLIC ACCESS: NONE
- 2022-031 BRAD AYCOCK MADE THE MOTION, SECONDED BY STEVE HENN TO ENGAGE THE FIRM OF TERRY & KING CPA'S, P.C. TO PERFORM THE 2021 AUDIT FOR CROSBY CAD. THE MOTION PASSED UNANIMOUSLY (6-0-0).
- 2022-032 ABEL REYNA MADE THE MOTION, SECONDED BY GAIL JOHNSON TO APPROVE THE MARCH AND APRIL 2022 FINANCIALS. THE MOTION PASSED UNANIMOUSLY (6-0-0).
- 2022-033 BRAD AYCOCK MADE THE MOTION, SECONDED BY VIRGINIA TORRES TO APPROVE THE 2021 AUDIT. THE MOTION PASSED UNANIMOUSLY (6-0-0).
- 2022-034 BRAD AYCOCK MADE THE MOTION, SECONDED BY ABEL REYNA TO APPROVE THE MINUTES FOR MARCH 17, 2022. THE MOTION PASSED UNANIMOUSLY (6-0-0).
- 2022-035 BRAD AYCOCK MADE THE MOTION, SECONDED BY VIRGINIA TORRES TO APPROVE CRYSTAL HILL AS THE ADMINISTRATOR FOR FIRST NATIONAL BANK CREDIT CARD. THE MOTION PASSED UNANIMOUSLY (6-0-0).
- 2022-036 GAIL JOHNSON MADE THE MOTION, SECONDED BY ABEL REYNA TO APPROVE A CREDIT CARD FOR EDUCATIONAL PURPOSES ONLY WITH A \$1000.00 LIMIT FOR CAREY GARCIA. THE MOTION PASSED UNANIMOUSLY (6-0-0).
- 2022-037 BRAD AYCOCK MADE THE MOTION, SECONDED BY GAIL JOHNSON TO APPROVE THE CROSBY CENTRAL APPRAISAL DISTRICT 2023 PRELIMINARY BUDGET. THE MOTION PASSED UNANIMOUSLY (6-0-0).
- 2022-038 CHIEF APPRAISER REPORTED THAT JOHNNNA WARE WOULD BE LEAVING HER EMPLOYMENT AT CROSBY CAD AS OF MAY 30, 2022. CHIEF APPRAISER REPORTED THAT THE MENTOR CONTRACT WITH GARY ZEITLER UPON MUTUAL AGREEMENT HAS CONCLUDED AS OF APRIL 30, 2022. CHIEF APPRAISER REPORTED THAT THE BACK OF THE BUILDING HAD BEEN VANDALIZED BY SPRAY PAINT AND ASK TO PURCHASE SOME PAINT TO COVER THE VANDALISM. CHIEF APPRAISER REPORTED THAT APPRAISAL NOTICES WERE MAILED APRIL 29<sup>TH</sup> AND THAT BUSINESS IN THE OFFICE WAS GOING WELL.

- 2022-039 GAIL JOHNSON MADE THE MOTION, SECONDED BY VIRGINIA TORRES TO APPROVE AUGUST 18, 2022, AS THE NEXT MEETING DATE. THE MOTION PASSED UNANIMOUSLY (6-0-0).
- 2022-040 BRAD AYCOCK MADE THE MOTION, SECONDED BY STEVE HENN TO ADJOURN THE MEETING AT 7:36 A.M. THE MOTION PASSED UNANIMOUSLY (6-0-0).

SIGNED THIS TWENTY-FIFTH DAY OF AUGUST 2022.

  
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SECRETARY, BRAD AYCOCK

## CROSBY CENTRAL APPRAISAL DISTRICT

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### BOARD OF DIRECTORS MEETING MINUTES

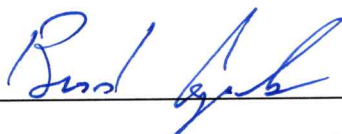
THE BOARD OF DIRECTORS FOR THE CROSBY CENTRAL APPRAISAL DISTRICT MET IN REGULAR SESSION ON THURSDAY, MARCH 17, 2022, AT 7:00 AM AT THE CROSBY CENTRAL APPRAISAL DISTRICT OFFICE LOCATED AT 109 WEST ASPEN STREET CROSBYTON, TEXAS.

- 2022-016 LARRY WAMPLER CALLED THE MEETING TO ORDER AT 7:01 AM.
- 2022-017 LARRY WAMPLER ESTABLISH A QUORUM WITH HIMSELF, BRAD AYCOCK, GAIL JOHNSON, STEVE HENN, AND SUZANNE FOUST. ABSENT WAS ABEL REYNA AND VIRGINIA TORRES. OTHERS PRESENT WERE CRYSTAL HILL.
- 2022-018 PUBLIC ACCESS: NONE
- 2022-019 CRYSTAL HILL ADMINISTERED THE OATH OF OFFICE AND STATEMENT OF OFFICER TO NEW BOARD MEMBER STEVE HENN.
- 2022-020 CHAIRMAN WAMPLER CALLED FOR NOMINATIONS FOR VICE CHAIRMAN. BRAD AYCOCK NOMINATED VIRGINIA TORRES SECONDED BY GAIL JOHNSON. SUZANNE FOUST MADE THE MOTION THAT NOMINATIONS CEASE AND TO ELECT VIRGINIA TORRES AS VICE CHAIRMAN BY ACCLAMATION. THE MOTION PASSED UNANIMOUSLY. (5-0-0)
- 2022-021 GAIL JOHNSON MADE THE MOTION, SECONDED BY SUZANNE FOUST TO APPROVE THE MINUTES FOR THE JANUARY 6, 2022, MEETING. THE MOTION PASSED UNANIMOUSLY. (5-0-0)
- 2022-022 BRAD AYCOCK MADE THE MOTION, SECONDED BY GAIL JOHNSON TO APPROVE THE JANUARY AND FEBRUARY 2022 FINANCIALS. THE MOTION PASSED UNANIMOUSLY. (5-0-0)
- 2022-023 BRAD AYCOCK MADE THE MOTION, SECONDED BY STEVE HENN TO ADOPT THE AMENDED PERSONNEL POLICY HANDBOOK. THE MOTION PASSED UNANIMOUSLY. (5-0-0)
- 2022-024 STEVE HENN MADE THE MOTION, SECONDED BY BRAD AYCOCK TO APPROVE THE 2022 AGRICULTURAL ADVISORY BOARD FOR CROSBY CENTRAL APPRAISAL DISTRICT. MEMBERS INCLUDE: GLEN JONES, JAMIE MCNEILL, LLOYD ARTHUR, MARTY DAVIS, AND REAGAN WARE. THE MOTION PASSED UNANIMOUSLY. (5-0-0)
- 2022-025 CHIEF APPRAISER REPORT: CRYSTAL HILL REPORTED TO THE BOARD THAT JOHNNA WARE WAS HIRED TO FILL THE APPRAISER POSITION AND STARTED HER EMPLOYMENT WITH THE DISTRICT ON MARCH 7, 2022. CRYSTAL HILL REPORTED TO THE BOARD THAT THE REAPPRAISAL FOR CROSBYTON CISD WAS NEAR COMPLETION AND THAT ALL WAS GOING WELL.

2022-026 THE NEXT MEETING DATE WAS SET FOR MAY 19, 2022, AT 7:00 AM.

2022-027 STEVE HENN MADE THE MOTION, SECONDED BY GAIL JOHNSON TO ADJOURN THE MEETING AT 7:33 AM. THE MOTION PASSED UNANIMOUSLY. (5-0-0)

SIGNED THIS TWENTY-SIXTH DAY OF MAY 2022



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SECRETARY, BRAD AYCOCK

# CROSBY CENTRAL APPRAISAL DISTRICT

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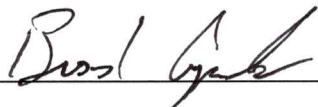
## Board of Directors Meeting Minutes

The Board of Directors for the Crosby Central Appraisal District met in regular session on Thursday, January 6, 2022, at 7:00 AM at the Crosby Central Appraisal District office located at 109 West Aspen ST. Crosbyton, Texas.

- 2022-001 Larry Wampler called the meeting to order at 7:03 AM
- 2022-002 Larry Wampler established a quorum with himself, Brad Aycock, Virginia Torres, Abel Reyna, Gail Johnson, and Suzanne Foust. Absent was Kay Alley. Others present were Crystal Hill.
- 2022-003 Public Access: None
- 2022-004 Crystal Hill administered the Oath of Office and Statement of Office to board members with new terms.
- 2022-005 Chairman Wampler turned the meeting over to Crystal Hill to conduct the election of officers for 2022.
- Crystal Hill called for nominations for Board Chairman
- Brad Aycock made the motion, seconded by Suzanne Foust to nominate Larry Wampler as Chairman. Abel Reyna made the motion that nominations cease and to elect Larry Wampler Board Chairman by acclamation. The motion passed unanimously (6-0-0).
- Crystal Hill turned the meeting over to Chairman Wampler.
- Suzanne Foust made the motion, seconded by Abel Reyna to nominate Kay Alley as Vice Chairman. Brad Aycock made the motion that nominations cease and to elect Kay Alley as Vice Chairman by acclamation. The motion passed unanimously (6-0-0).
- Chairman Wampler called for nominations for Board Secretary. Abel Reyna made the motion, seconded by Suzanne Foust to nominate Brad Aycock as Secretary. Virginia Torres made the motion that nominations cease and to elect Brad Aycock as Board Secretary by acclamation. The motion passed unanimously (6-0-0).
- 2022-006 Brad Aycock made the motion, seconded by Virginia Torres to adopt by resolution the authorization by the Chief Appraiser to perform certain duties of the Board of Directors. The motion passed unanimously (6-0-0).
- 2022-007 Virginia Torres made the motion, seconded by Brad Aycock to approve the minutes for December 16, 2021. The motion passed unanimously (6-0-0).
- 2022-008 Brad Aycock made the motion, seconded by Gail Johnson to approve the December 2021 financials. The motion passed unanimously (6-0-0).

- 2022-009 Abel Reyna made the motion, seconded by Virginia Torres to approve the installation of an ADT security system. The motion passed unanimously (6-0-0).
- 2022-010 Brad Aycock made the motion, seconded by Virginia Torres to adopt the personnel policy for cash drawer shortages and overages. The motion passed unanimously (6-0-0).
- 2022-011 Virginia Torres made the motion, seconded by Gail Johnson to approve all existing contracts with:
- Pritchard & Abbott for mapping
  - Capitol Appraisal Group for collection and appraisal software
  - TYP for mineral and industrial appraisal
  - Eagle Property Tax Consultants for Ag appraisal
  - BIS Consultants for computer lease
- The motion passed unanimously (6-0-0).
- 2022-012 Brad Aycock made to motion, seconded by Suzanne Foust to approve the collection and assessment interlocal contract with High Plains Underground Water District. The motion passed unanimously (6-0-0).
- 2022-013 Chief Appraiser Report: Crystal Hill discussed with the board the upcoming TAAD Conference. Ms. Hill reported to the board that the employment ad would run for the remainder of January. Ms. Hill discussed Ag advisory board members that would not be renewing their term.
- 2022-014 The next meeting date was set for March 17, 2022.
- 2022-015 Chairman Wampler adjourned the meeting at 7:40 AM.

Signed the seventeenth day of March 2022.

  
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Secretary, Brad Aycock