

**MINUTES OF MEETING OF THE  
BOARD OF DIRECTORS  
HOWARD COUNTY APPRAISAL DISTRICT  
September 16, 2020**

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The Board of Directors of the Howard County Appraisal District (HCAD) convened their Regular Meeting on September 16, 2020 at 5:15 PM. Directors present were Craig Wyrick, Scott Emerson, Tony Kennedy, Mark Barr, and Tiffany Sayles. Richard Petree and Cara Nichols represented the HCAD.

**Opening of Meeting:**

Craig Wyrick, Chairman, called the meeting to order, announced that the meeting had been duly posted and that a quorum was present. The opportunity for public comments was offered by the Chairman. Stephen Campbell and Michael Parks of T. Y. Pickett appraisal company spoke briefly to express their appreciation for the business of appraising HCAD minerals and utilities.

**Routine Business:**

Tony Kennedy moved to approve the Minutes of August 12, 2020. The motion was seconded by Scott Emerson and approved 4 to 0.

Tony Kennedy moved to approve the bills for August 2020 as presented to the Board. Mark Barr seconded the motion, was approved 4 to 0.

Scott Emerson moved to approve the Financial Reports for August 2020. The motion was seconded by Tony Kennedy and approved 4 to 0.

**New Business – Action Items:**

The Chairman requested that if there was no objection, we will move to Item G of the Agenda – Presentation and public hearing on Comptroller’s letter on PVS failure before proceeding with the posted agenda. The Chairman opened the floor for public hearing on the Comptroller’s Letter of the Property Value Study Failure. No one appeared to speak in the hearing and the hearing was closed. Richard Petree told the Board that this was now a requirement of law so that the public and the Board could be made aware of the failure of the study and offer proposals for corrections for future years. Failure of the study causes the school districts of the area to lose state funding.

Richard Petree reported to the Board on the limited use of the 457 optional plan that has been in place as an employee benefit. Because of the limited use and the superior retirement plan approved by the Board with the Texas County and District Retirement System, Richard Petree recommended the dissolution of the 457 plan. Mark Barr moved that the plan be dissolved,



Tony Kennedy seconded, the motion was approved 4 to 0. Funds will be distributed to the participants and can be rolled into a personal IRA account without penalty.

Richard Petree asked the Board to approve for the two appraisers who remain to attend classes in Abilene. They will drive back and forth saving the cost of a hotel. Scott Emerson made motion to approve the education expenses. Craig Wyrick seconded, and the motion was approved 4 to 0.

The next item for consideration was a contract for appraisal assistance from Western Valuation and Consulting, LLC. The company will assist in the completion of Appraisal Review Board hearings, the training of staff appraisers, the complete reappraisal of commercial property in the District, and the development of schedules for all types of real estate. Tony Kennedy made the motion to approve the contract. It was seconded by Craig Wyrick, and was approved 4 to 0.

The approval of a contract with Eagle Appraisal for the agricultural value calculations for Howard County was discussed. A new contract was proposed to the Howard County Appraisal District with an increase from \$5000 to \$8000 annually. The Board discussed the issue, and it was considered that the potential new chief appraiser might be knowledgeable of the process and be able to do that as a part of his or her job. Mark Barr moved that the contract not be renewed at this time. Scott Emerson seconded, and the motion was approved 4 to 0.

The renewal of an appraisal contract with T. Y. Pickett. Richard Petree shared with the Board that all stakeholders appeared to be happy with the Pickett Company and that the increase in the contract was a small percentage. He recommended approval of the contract renewal at an annual cost of \$165,000. The motion to approve was moved by Mark Barr, seconded by Tony Kennedy, and was approved 4 to 0.

Richard Petree presented the Agricultural Advisory Committee Members and their term limits to the Board for Approval. Craig Wyrick made a motion to accept the committee and terms as presented to the Board, Tony Kennedy seconded, and the motion was approved 4 to 0. The Agricultural Advisory Committee is: Joe Paul Beall (2020-2021), Michael Brooks (2020-2021) Mike Moates (2021-2022), Sherry Newton 2021-2022) and Tara Renfro (2020-2021)

In the chief appraiser's report, Richard Petree reported on progress in correcting the Methods and Procedures Audit but notes that there are still many corrections necessary. He will continue to work on those corrections. Additionally, the new Appraisal Review Board was sworn into office and held the first of several hearings to finish this year's appeals. Richard Petree stated that he was pleased with their work. Richard Petree also reported that the two residential appraisers are working using the new schedules that will help to equalize the values throughout the District. He also provided a list of the pending lawsuits and arbitrations that the District is involved with.

**Executive Session:**

The Board retired into an executive session at 5:58 PM per Section 551.074. The Board came out of executive session at 6:25 PM. The Chairman announced there would be no action taken on matters discussed in executive session.

The Chairman adjourned the Meeting at 6:27 PM.



Craig Wyrick, Chairman



Tony Kennedy, Secretary