

Victoria Central Appraisal District
2805 N. Navarro, Ste#300
Victoria, Texas 77901

BOARD OF DIRECTORS

The Victoria Central Appraisal District Board of Directors met at 4:00 P.M. for a Regular Meeting on January 17, 2024, in the boardroom at 2805 N. Navarro, Ste. #300, Victoria, Texas.

REGULAR MEETING

Call to Order: The regular meeting was called to order by Jan Scott at 4:01 P.M.

Announcement by the President: Jan Scott announced that this was a regular meeting, posted in the time and manner required and with a quorum present. Let the record show that Ashley Hernandez is not present.

Open Forum: No audience was present

Let the record show that Ashley Hernandez joined the meeting at 4:02 P.M.

Swearing in Board members: The Board members, Ashley Hernandez, Rick Jones, Brian Morris, Jason Ohrt, Jodi Sandoval, and Jan Scott, were sworn in by Karen Sorrell

Chief Appraiser's report

Financials: Keri Wickliffe presented the financials to the board.

Operations: Keri Wickliffe informed the board that all Homestead applications, Ag applications for new owners, and BPP Renditions, including the industrial BPP renditions, have been mailed, putting the District ahead of schedule. 266 over 65 exemptions have been auto-applied since January 1, 2024. This exemption will show on their notices to let the taxpayer know that the exemption has been applied. The District plans to offer the office staff a few different options for insurance in 2025. A committee consisting of Jason Ohrt and Rick Jones, who graciously volunteered their time, will help choose the insurance plans that will be offered to the staff. The District will have three (3) newly elected Board members joining us in July of 2024. Board of Directors training will be offered to the new and returning board members at a date and time that is to be determined. Keri Wickliffe has scheduled a meeting with the Entities on two (2) separate dates, January 19, 2024, at 9:00 A.M and January 26, 2024, at 9:00 A.M. These meeting will be to update all contact information for the entities and inform them of the District proposed relocation. Keri informed the board members that $\frac{3}{4}$ of the entities need to approve the relocation plan in order for the District to be relocated. Keri presented her chief goals to the board, which states that the District will continue to grow relations with our customers, as well as continue growth and education for the staff, and improve the outreach programs both online and in person.

The staff will continue to cross-train to ensure the best possible customer service. The district's procedures will be developed and updated to ensure the best service to the entities and taxpayers. The district will provide more public outreach classes and programs, as well as grow the district's online presence.

Approval of the minutes from December 13, 2023 Motion by Jason Ohrt, second by Brian Morris, to approve the minutes from December 13, 2023, as presented. Motion carried 5-0.

Election of officers:

Chairperson: Motion by Jodi Sandoval, second by Brian Morris, to nominate Jan Scott as Chairperson. Jan Scott accepted the nomination. Motion carried 5-0.

Vice Chairperson: Motion by Brian Morris, second by Jodi Sandoval, to nominate Jason Ohrt as Vice Chairperson. Jason Ohrt accepted the nomination. Motion carried 5-0.

Secretary: Motion by Jason Ohrt, second by Brian Morris, to elect Jodi Sandoval as the Secretary. Jodi Sandoval accepted the nomination. Motion carried 5-0.

Ratify All Contracts: Motion by Brian Morris, second by Jason Ohrt, to ratify all contracts as submitted. Motion carried 5-0.

Consider the Board of Directors Manual: Motion by Jodi Sandavol, second by Rick Jones, to approve the Board of Directors Manual as presented. Motion carried 5-0.

Consider Personnel Policy: Motion by Jason Ohrt, second by Rick Jones, to approve the Personnel Policy as presented. Motion carried 5-0.

Consider Financial Authorization for the Chief Appraiser: Motion by Jodi Sandoval, second by Jason Ohrt, to approve the Financial Authorization for the Chief Appraiser. Motion carried 5-0.

Consider Investment Policy: Motion by Jason Ohrt, second by Rick Jones, to approve the Investment Policy as presented. Motion carried 5-0.

Consider the Strategic Plan: Motion by Brian Morris, second by Jodi Sandoval, to approve the Strategic Plan as presented. Motion carried 5-0.

Consider the Public Relations Plan: Motion by Jason Ohrt, second by Jodi Sandoval, to approve the Public Relations Plan as presented. Jodi Sandoval noted that one of our local radio stations was missing from the list of communication outlets. Jason Ohrt made an amended motion, seconded by Jodi Sandoval, to approve the Public Relations Plan with corrections. Motion carried 5-0.

Consider the Standard on Communication and Outreach Plan: Motion by Brian Morris, second by Rick Jones, to approve the Standard on Communication and Outreach Plan as presented. Motion carried 5-0.

Consider the Open Records Procedures: Motion by Jodi Sandoval, second by Rick Jones, to approve the Open Records Procedures as presented. Motion carried 5-0.

Consider Disaster/Mitigation and Recovery Plan: Motion by Jason Ohrt, second by Brian Morris, to approve the Disaster/Mitigation and Recovery Plan as present. Motion carried 5-0.

Consider the Delinquency Policy: Motion by Brian Morris, second by Jason Ohrt, to add Tax Code Sec. 6.06(e) stating A payment is delinquent if not paid on the date it is due. A delinquent payment incurs a penalty of 5 percent of the amount of the payment and accrues interest at an annual rate of 10 percent. Tax Code Sec.6.06(k) for good cause shown, the board of directors may waive the penalty and interest on a delinquent payment under subsection (e) on the District invoice to the Entities. Motion carried 5-0.

Consider the Procedure for Reviewing Work Performed by Contracted Appraisal Services. Motion by Jason Ohrt, second by Jodi Sandoval, to approve the Procedure for Reviewing Work Performed by Contracted Appraisal Services. Motion carried 5-0.

Request Permission to go out for bid on Wind Storm Insurance. Motion by Jason Ohrt, second by Rick Jones, to grant permission to go out for bid on Wind Storm Insurance.

Consider Pursuant to Tax Code Sec. 25.19(e) of the Property Tax Code, dispense with the appraisal notice if the amount of increase in appraisal is \$1,000.00 or less. Motion by Brian Morris, second by Rick Jones, to enact on Tax Code Sec 25.19(e) of the Property Tax Code, dispense with the appraisal notice if the amount of increase in appraisal is \$1,000.00 or less. Motion carried 5-0.

Set date for the next board of directors meeting. The next Board of Directors meeting is set for March 20, 2024

Executive Session: The Board went into Executive Session at 5:43 P.M.

Returned to Open Meeting: The Board returned to open meeting at 6:21 P.M.

Adjournment: Meeting was adjourned by Jan Scott at 6:21 P.M.

RESPECTFULLY SUBMITTED,

Karen Sorrell

Recording Secretary

Approved this _____ day of March 2024

Jan Scott

Chairperson

Jodi Yancey Sandoval

Secretary