

Hood Central Appraisal District
Board of Directors Meeting
December 12, 2024

This meeting was conducted in compliance with the Open Meetings Act as written in statute. A quorum of the members of the Board attended in person at the HCAD Office.

These minutes are a summary of the only subjects the Board addressed and the actions it took.

Members Present:

Eddie Rodriquez, Chairman, Presiding Officer
Rick Frye
Scott Bradley
Mark McDonald (joined at 5:15PM)

Also Participating:

Rod Litke (via telephone)
Jeff Law, Chief Appraiser
Braden Metcalf, Attorney for the District (via telephone)

Mr. Rodriquez called the meeting to order at 5:00PM., verified a quorum was present, and that the notice was posted timely. The board took up the following agenda items:

3. Recognize Visitors; Hear Public Comments

1 member of the public spoke

4. Presentation from Texas County & District Retirement Systems regarding recent inquiries of the Hood Central Appraisal District Board Chairman

Erica Aguirre Vasquez of TCDRS gave a presentation regarding the District's TCDRS Retirement plan.

5. At 5:57PM The Board convened to executive session pursuant to the Texas Government Code

- a. Section 551.071(1)(a) and (2) Consultation with general counsel regarding contemplated litigation and;
- b. Section 551.074 to deliberate on and evaluate the job performance of the Chief Appraiser.

6. At 6:17PM the Board Returned to open session

7. Action Items

a. Consent Agenda Items

- i. Action regarding approval of Board of Director's meeting minutes from October 16, 2024 meeting
- ii. Action regarding approval of the Financial Statements from October and November 2024

Rick Frye made a motion to approve the consent agenda items as presented. Mark McDonald seconded the motion. Motion carried 5-0

b. General Action Items

- i. Discuss and consider taking action to amend the Hood Central Appraisal District Board of Director's Policy to add a section establishing guidelines and polices for establishing and maintaining an appropriate fund balance for the District. Scott Bradley made a motion to amend the Board of Directors' Policy to include a new section establishing fund balance guidelines to maintain a fund balance equivalent to 8% of annual operating revenue, based on the most recently adopted budget and periodically review and adjust the fund balance target to align with current fiscal conditions, auditor recommendations and strategic priorities. Mark McDonald seconded the motion. Motion carried 5-0
- ii. Discuss and consider taking action to approve the transfer of \$40,000 from the Technology Committed Fund to the 2024 Information Technology budget account 6381 and \$20,000 from the 2024 Building Maintenance Committed Fund to the Building Maintenance budget account 6120. Rick Frye made a motion to approve fund transfers to align with budget accounts with expenditures incurred in 2024: \$40,000 from the Technology Committed Fund to the Information Technology Budget Account (6381). \$20,000 from the Building Maintenance Committed Fund to the Building Maintenance Budget Account (6120). Mark McDonald seconded the motion. Motion Carried 5-0
- iii. Discuss and consider taking action to accept the Texas County & District Retirement System 2025 Plan Assessment with no changes. Scott Bradley made the motion to accept the 2025 plan assessment documents as presented from TCDRS with no changes. Rick Frye seconded the motion. Motion carried 5-0
- iv. Discuss and consider taking action to accept Texas Municipal League Cyber Liability and Data Breach Responses Coverage plan changes. Rick Frye made the motion to authorize the Chief Appraiser to complete the

interlocal agreement with TML and “opt in” for continued coverage for cyber liability and data break response coverages. Scott Bradley seconded the motion. Motion carried 5-0

- v. Discuss and Consider taking action after executive session regarding the topic of financial audits. No action was taken by the Board
- vi. Discuss and consider taking action after executive session regarding the evaluation and job performance of the Chief Appraiser. No action was taken by the Board. This agenda item will be taken back up by the Board in the January meeting.

8. Information Items

a. Report from the Chief Appraiser

- Collections update – Collections numbers are down compared to 2023 collections due to the delayed mailing of statements due to the Hood County Hospital District VATRE
- Appraisal update – Appraisers are in the field measuring and appraising
- Employment update on open positions – Three vacant positions have been filled
- Announcement of the need for ARB members – Due to the resignation of one ARB member, HCAD is searching for new applicants

9. Propose Future Agenda Items; Set Next Meeting Date; Adjourn

No items were proposed. The next regular meeting was proposed as Thursday, January 9, 2024. The meeting was adjourned at 6:58PM.



Rod Litke, Secretary