

San Saba Central Appraisal District

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Trish Turner, RPA, RTA, CCA, CTA
Chief Appraiser



Board of Directors

Marcus Amthor
Ann Brownlee
Ray Clark
James Lebow
Jake Lackey

**NOTICE OF A REGULAR BOARD MEETING OF THE
SAN SABA CENTRAL APPRAISAL DISTRICT**

PURSUANT TO TEXAS OPEN MEETINGS ACT, Chapter 551, Government Code, notice is hereby given that the San Saba Central Appraisal District will hold a regular board meeting on Wednesday, October 16, 2024, at 8:00 am, at the Appraisal District office. The notice of this meeting was posted in compliance with this Act in the San Saba County Courthouse and San Saba Central Appraisal District.

PURSUANT TO TEXAS OPEN MEETING ACT, Government Code, Chapter 551, Subchapters D and E and TEXAS GOVERNMENT CODE, Section 418.183(f), the Board may enter a closed or executive session for discussion of any item on the agenda. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in an open meeting.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice.

AGENDA

- 1. CALL TO ORDER**
- 2. CALL OF ROLL/DECLARATION OF QUORUM**
- 3. INVOCATION**
- 4. PLEDGES OF ALLEGIANCE**
- 5. HEAR FROM THOSE DESIRING TO APPEAR BEFORE THE BOARD**
- 6. 2023 FINANCIAL AUDIT**
- 7. LINEBARGER GROUP-HOMESTEAD AUDITS**
- 8. MINUTES OF AUGUST 7, 2024 BOARD MEETING**
- 9. 2024 JULY, AUGUST, & SEPTEMBER FINANCIAL REPORTS**
- 10. APPROVE LINE-ITEM ADJUSTMENTS**
- 11. EXCESS FUNDS**
- 12. APPROVE EMERGENCY & DISASTER RECOVERY POLICY**
- 13. APPROVE AG BOARD MEMBERS**
- 14. PERSONNEL REPORT**
- 15. CHIEF APPRAISER REPORT**
 - TAXES COLLECTED**
 - HOMESTEAD EXEMPTIONS**

**2024 TAX STATEMENTS
RE-APPRAISAL OF SAN SABA FOR 2025
MISCELLANEOUS DISCUSSION**

16. ADJOURN

SAN SABA CENTRAL APPRAISAL DISTRICT

Minutes of a regular board meeting for the San Saba Central Appraisal District that was held on Wednesday, October 16, 2024, at 8:00 a.m. at the Appraisal District office.

The directors of the San Saba Central Appraisal District met for a regular meeting, Wednesday, October 16, 2024, at 8:00 a.m. at the Appraisal District office.

Public notice of this meeting has been given as required by law to Kim Wells, County Clerk, San Saba, Texas, and a copy of such notice is appended to the minutes of this meeting.

James Lebow, Chairman, called the meeting to order at 8:10 a.m. Board members Marcus Amthor, Jake Lackey and Ann Brownlee were present. Absent was Ray Clark. Also present were Chief Appraiser-Trish Turner, and Appraisal District staff, Colleen Womack, as well as Linebarger Law Firm representatives Catherine Pagel and Billy Rodgers. Kevin Shahan with Kevin Shahan, CPA, PLLC arrived at 9:00 to the meeting.

Jake Lackey gave the invocation and led the board in the pledges of allegiance.

James Lebow, chairman, opened the floor to those desiring to appear before the board. There were none.

Linebarger Law Firm presented a presentation on Homestead Exemption Analysis & Monitoring Services. The law firm can run software that finds discrepancies in homestead exemptions such as deceased landowners, multiple homesteads and non-residence homesteads. The firm will manually research all flagged homesteads and send certified letters to those with concerns. The cost is \$7.50 per homestead for two years, and \$4.00 per homestead per year for years 3-5. The return on investment is generally \$7.00 for every \$1.00 spent. The Board of Directors decided to wait until December to look at the budget to make a decision.

Marcus Amthor moved to approve the minutes of the August 7, 2024, board meeting as read, seconded by Jake Lackey. Motion passed unanimously.

Jake Lackey moved to approve the July, August, September financial reports as presented, seconded by Anne Brownlee. Motion passed unanimously.

Marcus Amthor moved to approve the line-item adjustments, seconded by Anne Brownlee. Motion passed unanimously.

The Emergency & Disaster Recovery Plan was emailed to the board members in advance. Jake Lackey moved to approve the Emergency & Disaster Recovery Plan, seconded by Marcus Amthor. Motion passed unanimously.

Trish discussed the terms for the Ag Advisory Board. Jackie Brister and Winson Millican's terms were up, both have agreed to serve another term. James Stewardson's term will expire at the end of 2025. Marcus Amthor moved to approve the Ag Advisory Board, seconded by Jake Lackey. Motion passed unanimously.

Kevin Shahan presented the 2023 Financial Audit. The district collected total tax revenues of \$12,428,785 on behalf of the entities for which it collects taxes. In December the District prepaid \$11,500 to P&A for their services. The excess funds due to entities for 2023 was \$123.11. Marcus Amthor moved to keep the excess funds and transfer to the reserve expenditure account, seconded by Jake Lackey. Motion passed unanimously.

Trish Turner presented the personnel report. She stated that Maria Franco, CAD employee, is currently attending a Business Personal Property class in Austin. Maria is currently a level 2 appraiser and will continue taking classes next year. In 2025 Maria will take the level 3 & 4 exam which has a 33% passing rate. Trish is officially RTA certified (Registered Tax Assessor-Collector) as well as CTA certified (Certified Tax Administrator).

Chief Appraiser report:

- 1) The taxes collected at this time for 2024 taxes is \$355,000 since October 2, 2024.
- 2) Elsa has been working hard on updating homestead applications, which is required by the Comptroller. She has sent out around 900 homestead exemption applications for residence to complete and return to the office.
- 3) Tax statements were sent out October 2, 2024.
- 4) San Saba will be getting reappraised for 2025. Larry Sawyer has already started reappraising this area and has already completed about 4,011 parcels.
- 5) Trish discussed the need for another phone line to be installed. The cost will be \$150 for installation and \$55 a month.
- 6) The district will be having a MAPP audit for 2025. There are now 88 questions that are on the audit. The comptroller sent out the questions that are due by December 1, 2024. The onsite audit will be some time in 2025.

The next meeting was set for December 11 at 8:00 a.m.

Jake Lackey made a motion to adjourn the meeting, seconded by Anne Brownlee. Motion passed unanimously.

There being no further business, the meeting adjourned at 9:48 a.m.

Approved this _____ day of _____ 2024.

James Lebow, Chairman
San Saba Central Appraisal District

ATTEST:

Ray Clark, Secretary
San Saba Central Appraisal District