



CORYELL CENTRAL APPRAISAL DISTRICT  
705 EAST MAIN STREET  
GATESVILLE, TX 76528



NOTICE

This notice is posted in compliance with the open meeting act of the TEXAS GOVERNMENT CODE ANN. 551.041 (Vernon 2004).

CORYELL CENTRAL APPRAISAL DISTRICT  
REGULAR MEETING OF THE BOARD OF DIRECTORS

January 23, 2019  
9:00 A.M.  
705 E. Main Street, Gatesville, TX 76528

BOARD OF DIRECTORS

An open meeting was held concerning the following subjects:

1. Call to order

The meeting was called to order at 9:00 a.m. by Chairman Justin Carothers.

2. Determination of quorum

3. A quorum was determined by Chairman Carothers. In attendance were Bradi Diaz, Teresa Johnson, Jay Manning, Bob Weiss and attorney for the District, Robert Meyers. Mitch Fast, Robin Sweazea & Julie Zobel were present for the appraisal district.

4. Statement of Elected/Appointed Officer for the newly elected 2019 Board of Director of the Coryell CAD.

The statement of elected/appointed officer was signed by Bradi Diaz

5. Oath of Office for the newly elected 2019 Board of Director of the Coryell CAD.

The oath of office was administered to board member Bradi Diaz by Notary Public Robin Sweazea.

GATESVILLE OFFICE  
705 E MAIN ST  
254-865-6593 PHONE  
254-865-1280 FAX

COPPERAS COVE OFFICE  
207 S 3<sup>RD</sup> ST #200  
254-542-6960 PHONE  
254-542-7586 FAX



CORYELL CENTRAL APPRAISAL DISTRICT  
705 EAST MAIN STREET  
GATESVILLE, TX 76528



6. Election of Officers for the 2019 Board of Directors of the Coryell CAD.

A motion was made by Bob Weiss to re-appoint Justin Carothers as Chairman, Jay Manning as Secretary and Teresa Johnson as Spokesperson for the 2019 Coryell Central Appraisal District Board of Directors Officers. The motion was seconded by Teresa Johnson. Motion carried unanimously.

7. Public comments

No public comments

8. Consider approval of previous minutes.

A motion to approve the minutes as amended was made by Jay Manning. The motion was seconded by Bob Weiss. Motion carried unanimously.

9. Consider approval of monthly financial reports.

No action was taken. The Board of Directors asked the Chief Appraiser to consult with Pattillo, Brown & Hill, LLP to clarify the computer replacement reserve fund transaction reflected in the December report and will postpone approving the report until the final document is issued which will occur after the 2018 audit is completed.

10. Consider course of action concerning 2018 Coryell CAD financial audit.

A motion was made by Teresa Johnson to engage Jaynes, Reitmeier, Boyd & Therrell P.C. for the 2018 financial audit. The motion was seconded by Bob Weiss. Motion carried unanimously.

11. Consider course of action concerning payment of fees to Bradshaw & Bickerton, PLLC.

A motion to pay \$1,333.75 out of the operating fund to Bradshaw & Bickerton, PLLC was made by Jay Manning. The motion was seconded by Teresa Johnson. Motion carried unanimously.

12. Consider course of action concerning corrections to 401(a) Money Purchase Retirement Plan of the  
Coryell Central Appraisal District.

No action taken.

13. Consider course of action concerning postage machine acquisition for the Copperas Cove office.

A motion was made by Teresa Johnson to execute a 3-year contract with Neopost for a postage machine for the Copperas Cove office. The motion was seconded by Bradi Diaz. Motion carried unanimously.

GATESVILLE OFFICE  
705 E MAIN ST  
254-865-6593 PHONE  
254-865-1280 FAX

COPPERAS COVE OFFICE  
207 S 3<sup>RD</sup> ST #200  
254-542-6960 PHONE  
254-542-7586 FAX



CORYELL CENTRAL APPRAISAL DISTRICT  
705 EAST MAIN STREET  
GATESVILLE, TX 76528



14. Consider course of action concerning the Coryell CAD Complaint Process

No action taken.

15. Chief Appraiser Report

- 2019 Coryell CAD Preliminary Totals by Taxing Units
- 2019 Coryell CAD Appraisal Notice Process
- Agricultural Applications, Business Personal Property Renditions, Exemption Reapplications and Wildlife Management Annual Reports

16. Discussion of appraised values, property tax exemptions and property characteristics on properties within the Coryell Central Appraisal District.

Ms. Johnson brought the following items to the district's attention:

The situs on property ID 148628 is incorrect and should be 248 Chitwood Rd.

Ownership on property ID 115209: questioned whether the district had the ownership changed. Ownership was corrected in September 2018.

Ms. Diaz requested the district correct the spelling of her name on property ID 117782.

17. Consider course of action concerning next meeting dates, times, locations and agenda items.

The next meeting will be held on February 20, 2019 at 9:00 a.m. in the Copperas Cove office of the Coryell Central Appraisal District.

18. Adjourn

The meeting was adjourned at 11:12 a.m.

A handwritten signature in black ink, appearing to read "Mitch Fast".

Mitch Fast, Chief Appraiser  
Coryell Central Appraisal District

GATESVILLE OFFICE  
705 E MAIN ST  
254-865-6593 PHONE  
254-865-1280 FAX

COPPERAS COVE OFFICE  
207 S 3<sup>RD</sup> ST #200  
254-542-6960 PHONE  
254-542-7586 FAX