



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

February 20, 2019  
9:00 A.M.  
207 S. 3<sup>rd</sup> Street, Suite 200, Copperas Cove, TX 76522

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 and Bob Weiss. Mitch Fast, Robin Sweazea & Julie Zobel were present for the appraisal district.

4. Public comments

No public comments

5. Consider approval of previous minutes.

A motion to postpone approval of the minutes with corrections to item 16 concerning the corrected spelling of Mrs. Diaz's first name and discussion related to the ownership of a property the Mrs. Johnson represented in a real estate transaction was made by Jay Manning. The motion was seconded by Bob Weiss. Motion carried unanimously.

GATESVILLE OFFICE  
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COPPERAS COVE OFFICE  
207 S 3<sup>RD</sup> ST #200  
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6. Consider approval of monthly financial reports.

A motion to approve the December Financial Reports was made by Bradi Diaz. The motion was seconded by Teresa Johnson. Motion carried unanimously. There was discussion concerning the “tentative and preliminary” water mark and the reporting of the Computer Replacement Reserve operating budget line item and Reserve Fund Account.

7. Consider course of action concerning payment of postage deposit to Variverge printing company for the upcoming appraisal notice season.

A motion was made by Jay Manning to authorize the Chief Appraiser to process the Variverge invoice for the \$10,000 pre-payment of postage for the upcoming appraisal notice print process. Motion was seconded by Bob Weiss. Motion carried unanimously.

8. Consider course of action concerning membership in the Texas SmartBuy Program.

A motion was made by Bob Weiss to execute a resolution which authorizes the Coryell Central Appraisal District to participate in the Texas SmartBuy Membership Program of the Texas Comptroller of Public Accounts pursuant to Sec. 271.081 of the Local Government Code. The motion was seconded by Bradi Diaz. The resolution names Mitch Fast, Chief Appraiser and Robin Sweazea, Deputy Chief Appraiser – GV as primary and secondary agents, respectfully. The motion passed unanimously.

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

A motion was made by Bradi Diaz to engage Ron Bradshaw to perform a Voluntary Correction Program (VCP) filing concerning the re-characterization of any post tax contributions as recorded by Security Benefit for the employees of the Coryell Central Appraisal District to the 401(a) money purchase retirement plan of the Coryell Central Appraisal District. The motion was seconded by Teresa Johnson. Discussion on this item related to the process of filing the VCP and the performance of Security Benefit in the administration of the district’s 401(a) money purchase retirement plan. The fee for Mr. Bradshaw’s role in the VCP filing was also discussed and it was estimated at minimum of 10 hours at \$485/hour and maximum of 20 hours at \$485/hour. Motion carried unanimously.

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10. 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

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

No discussion was held.

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

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

13. Adjourn

The meeting was adjourned at 10:30 a.m.

A handwritten signature in black ink, appearing to read "Mitch Fast", written over a horizontal line.

Mitch Fast, Chief Appraiser  
Coryell Central Appraisal District

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