

**Fort Bend Central Appraisal District
Minutes of Board of Directors Meeting
April 16, 2024**

Board members present: Jim Kij, Chairman; Paul Stamatis, Vice Chairman; Mike Rozell, Secretary; Pam Gaskin, Director; Jim Rice, Director

Board members absent: Carmen Turner, Assessor/Collector

District personnel present: Jordan Wise, Chief Appraiser; Tara Strine, Deputy Chief Appraiser; Krisha Langton, Chief Human Resources Officer; Michael Gary, Chief Legal & Compliance Officer; Christene Garza, Director of Litigation; Brandon Thompson, Director of Appraisal Operations; Tiffany BenJebbour, Director of Appeals; Michael Higgins, Chief Financial Officer; Victor Grandmaiter, Director of Information Technology

District's Legal Counsel: Joe Longoria

District's Liaison Officer: Absent

Others present: Bill Dybala, Appraisal Review Board (ARB) Chairman

Call to order: Chairman Jim Kij, opened the regular meeting at 4:30 p.m.

Public Comments: None

Consent Agenda: Secretary Mike Rozell made a motion to approve all items on the consent agenda as presented. Vice Chairman Paul Stamatis seconded the motion, and the motion passed unanimously.

- a. Review and consider approval of minutes for the regular meeting of March 19, 2024.
- b. Review and consider approval of payment for outstanding vouchers and review of financial reports.

Recognition of Employee of the Month: LaQuita Flemming was recognized as employee of the month for February 2024, and Garrett Post for March 2024.

Recognition of Service Awards: Mandi Rubalcaba was recognized for 15 years of service.

Accomplishments: None.

Chief Appraiser Reports: Chief Appraiser Jordan Wise presented his report on the following topics: tax year 2024 activities, 2024-2025 budget planning, fiscal year 2023 audit, Tyler Technologies update, facilities workshop, and other miscellaneous projects.

Liaison Officer Reports: Deputy Chief Appraiser Tara Strine presented the report.

Department Status Reports: The district directors presented their department status reports for the month.

The Board convened into closed executive session at approximately 4:58 p.m.

The Board reconvened from the closed executive session at approximately 5:28 p.m. No action was taken.

Minutes of Board of Directors Meeting

April 16, 2024

Page 2

New Business:

Consideration and possible action to approve a Resolution obligating funds from the fiscal year 2023 budget obligated to be spent during the fiscal year for the anticipated acquisition or the construction or renovation of a building or other improvement by the appraisal district for use as the appraisal office. Director Jim Rice made a motion to approve the Resolution as presented. Secretary Mike Rozell seconded the motion, and the motion passed unanimously.

Consideration and possible action to appoint a Taxpayer Liaison Officer. Secretary Mike Rozell made a motion to appoint Myron Green as the Taxpayer Liaison Officer with a start date no later than May 1, 2024. Director Pam Gaskin seconded the motion, and the motion passed unanimously.

Discussion on requests for qualifications received for legal services within the April 1, 2024, deadline. Chief Appraiser Jordan Wise advised the Board that requests for qualifications were sent to various firms, and we received several responses. He recommended the Board of Directors schedule interviews with each of the firms in the near future.

Report on production and delivery of certified estimates to the taxing units per Tax Code Sec. 26.01(e). Deputy Chief Appraiser Tara Strine provided an update.

Report on 2024 appeals and certification planning. Director of Appeals Tiffany BenJebbour provided an update. She indicated that they have a goal date of July 12, 2024, for certification.

Report on agent portal project (joint effort with BIS Consultants and Tyler Technologies). Director of Appeals Tiffany BenJebbour provided an update.

Report from Appraisal Review Board (ARB) Chairman on 2024 Hearings Procedures and associate activities. Chairman Bill Dybala provided an update.

Discussion on 2024 Board of Directors election. Chief Appraiser Jordan Wise reminded the Board of Directors that the election is scheduled for Saturday, May 4, 2024.

Monthly Financials

March 2024

FY24 Budget Summary:

Total FY24 Adjusted Budget:	\$24,416,923 Total
Spent Through March:	\$13,596,002
Percentage Spent:	44%
Percentage of Months:	58% (March is the 7 th month of FY24)
Fund Balance 8/31/23:	\$3,882,721 (audited) Fund
Balance 8/31/23:	\$5,433,552 (unaudited)
Fund Balance 3/31/24:	\$12,615,354 (note: there are 5 months remaining in FY24)

Other Business:

Items from the Board Members: None

Discussion between members of the Board of Directors and the Chief Appraiser regarding appraisal as permitted by Sec. 6.15, Tax Code. None

Minutes of Board of Directors Meeting

April 16, 2024

Page 3

Announcements: The next Board of Directors meeting will be on Tuesday, May 7, 2024, at 4:30 p.m. at the Appraisal District.

Adjournment: The meeting was adjourned at 6:23 p.m.

APPROVED ON THE 7th DAY OF MAY 2024.

Jim Kij, Chairman

Michael Rozell, Secretary