

**Fort Bend Central Appraisal District  
Minutes of Board of Directors Meeting  
February 11, 2025**

**Board members present:** Jim Kij, Chairman; Paul Stamatis, Vice Chairman; Mike Rozell, Secretary; David James, Director; Sam Chatriwala, Director; Larry Indermuehle, Director; Andrew Johnson, Director; Carmen Turner, Assessor/Collector

**Board members absent:** Pam Gaskin, Financial Officer

**District personnel present:** Jordan Wise, Chief Appraiser; Tara Strine, Deputy Chief Appraiser; Rex Wogan, 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 Special Projects; Michael Higgins, Chief Financial Officer.

**District's Legal Counsel:** Vernique Hutchinson, McCreary Veselka Bragg & Allen PC (MVBA)

**District's Liaison Officer:** Myron Green

**Others present:** None

**Call to order:** Chairman Jim Kij, opened the regular meeting at 4:31 p.m.

**Oath of Office for Board Members:** Shane Toadvine administered the Oath of Office for the new term for Director Mike Rozell.

**Public Comments:** None

**Consent Agenda:** Secretary Mike Rozell made a motion to approve all items on the consent agenda with corrections to the regular meeting minutes of January 23, 2025. Director David James seconded the motion, and the motion passed unanimously.

- a. Review and consider approval of minutes for the regular meeting of January 23, 2025.
- b. Review and consider approval of payment for outstanding vouchers and review of financial reports.
- c. Review and consider approval of the fifth-year renewal of the contract with Mail Services, LLC for the period of February 2025 through January 2026 for mailing and printing services.

**Recognition of Service Awards:** The following individuals were recognized for their years of service with FBCAD: Victor Grandmaiter (20 years) and Carrie Klein (20 years).

**Recognition of Accomplishments:** None

**Chief Appraiser Reports:** Chief Appraiser Jordan Wise presented his report on the following topics: 2025 Board of Directors Orientation, Tax Year 2025 Planning, 2025-2026 Budget Planning, 2025 Legislative Session, School District Property Value Study (SDPVS), Tyler Technologies Update, and other miscellaneous activities.

**Liaison Officer Reports:** Myron Green was present. He did not have anything to report at this time.

**Department Status Reports:** The department status reports were presented.

**The Board convened into closed executive session at approximately 4:55 p.m. for the following items:**

## **Minutes of Board of Directors Meeting Minutes**

**February 11, 2025**

**Page 2**

- **Private consultation with board's attorney regarding property litigation, other litigation, personnel matters, security matters, and appointment of Directors under Tax Code, sections 6.03 and 6.0301.** No action taken.
- **Discussion and possible action over the contemplated purchase of real property located in central Fort Bend County.** No action taken.

**The Board reconvened from the closed executive session at approximately 5:11 p.m.**

### **New Business:**

**Report from Appraisal Review Board (ARB) Chairperson on 2025 Activities.** Chairperson Cheryl Harper reported that the ARB will be changing its legal representation from Armstrong & Armstrong to Low Swinney Evans & James, PLLC.

Mrs. Harper also mentioned that they currently have 60 members on the Appraisal Review Board, which is very low in her opinion. She requested that more interviews be scheduled. Her preference is to hire at least 10 more members. She also requested when members are hired that it be communicated to the Appraisal Review Board.

**Consideration, discussion, and possible action to appoint members to the Appraisal Review Board (ARB) for Fort Bend County and to set the terms of the appointed members.** Vice Chairman Paul Stamatis made a motion to appoint members to the Appraisal Review Board with the term beginning February 17, 2025. Secretary Mike Rozell seconded the motion, and the motion passed unanimously.

Members appointed to the Appraisal Review Board were Cynthia Johnson, Sallie Wheeler, Karen Brown, Kishwar Sadiya, and Mark Kramer.

**Report from the Appraisal Review Board (ARB) sub-committee.** This item was tabled until the next scheduled meeting.

**Consideration, discussion, and possible action to discharge the Appraisal Review Board (ARB) sub-committee.** This item was tabled until the next scheduled meeting.

**Discussion regarding possible update to the Board of Directors Policy Manual to create a policy and associated procedure for the appraisal district to make electronic payments to vendors in excess of \$50,000.** Chief Financial Officer Michael Higgins discussed the possibility of amending the Board of Directors Policy Manual to create a process allowing for the electronic payments of vendors in excess of \$50,000. The current policy requires for two members of the Board to sign the check when the amount is this large. The proposed policy amendment will be brought back to the Board for consideration.

**Discussion regarding Fiscal Year 2026 Budget.** Chief Appraiser Jordan Wise updated the Board on changes that have been made to the Fiscal Year 2026 Budget since the workshop held last week.

**Report on the 2024 School District Property Value Study preliminary results.** Rex Wogan, Deputy Chief Appraiser of Appraisal Services, and Brandon Thompson, Director of Appraisal Operations provided an update to the Board on the preliminary results of the 2024 School District Property Value Study.

### **Other Business:**

**Minutes of Board of Directors Meeting Minutes**  
**February 11, 2025**  
**Page 3**

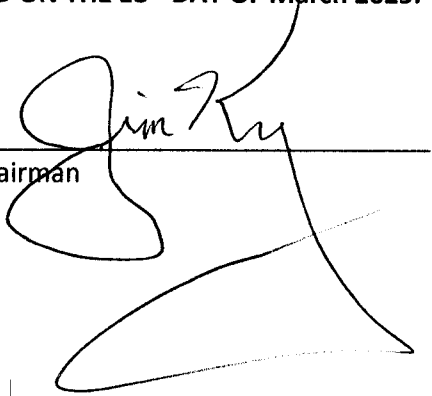
**Items from the Board Members:** Director Sam Chatriwala requested the Board of Directors Policy be reviewed pertaining to how elections are conducted. He felt there were a few gaps that occurred during the last election.

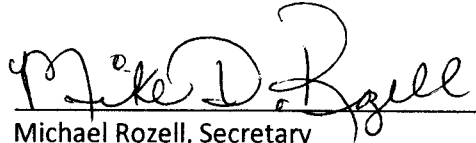
**Discussion between members of the Board of Directors and the Chief Appraiser regarding appraisal as permitted by Sec. 6.15, Tax Code.** None

**Announcements:** The next Board of Directors meeting will be on Tuesday, March 18, 2025, at 4:30 p.m. at the Appraisal District.

**Adjournment:** The meeting was adjourned at 5:45 p.m.

**APPROVED ON THE 18<sup>th</sup> DAY OF March 2025.**

  
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Jim Kij, Chairman

  
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Michael Rozell, Secretary