

**MINUTES OF THE
BOARD OF DIRECTORS
KINNEY COUNTY APPRAISAL DISTRICT
PUBLIC MEETING**

A regular meeting of the Board of Directors of the Kinney County Appraisal District was held on December 13, 2022 at 5:00 PM at the Appraisal District Office, Brackettville, Texas.

1. QUORUM. A quorum was declared present based on the presence of the following directors:

Tim Ward
David Turner
Donna Schuster
Herb Senne
Marla Madrid

Appropriate motion duly made, seconded and adopted by the unanimous vote of the directors took the following action.

2. Approval of the Minutes for the September 13, 2022 Public Meeting.
3. Receipt of public comment: None
4. CAD Activity Report. The Chief Appraiser reviewed for the Board the highlights of CAD operations since the last meeting:
- a. Budget recap YTD starting 10/01/2022
 - b. Collections YTD starting 10/01/2022, collections at 76.71%
 - c. Appraisal field work on schedule.
 - d. Fernando Garcia has been hired to help rebuild our system value schedules.
 - e. All correction have been made to our MAP Review

Appropriate motion duly made, seconded and adopted by the unanimous vote of the directors took the following action.

5. DISCUSSION/APPROVAL 2023 Christmas holidays and February Harris Govern Conference 2/27-3/1/23.

Approved.

5. DISCUSSION/APPROVAL Schedule of the Board Meetings for 2023.

Approved.

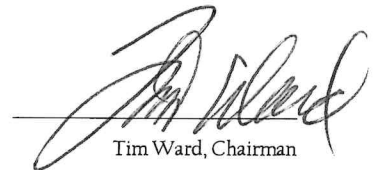
6. DISCUSSION/APPROVAL 2023 Holiday Calendar.

Approved.

7. DISCUSSION/APPROVAL of the Modified Bill Report for 10/01/2022 through 12/13/2022.

Approved.

There being no further business, the meeting was duly adjourned at 5:30 PM.


Tim Ward, Chairman

**MINUTES OF THE
BOARD OF DIRECTORS
KINNEY COUNTY APPRAISAL DISTRICT**

A regular meeting of the Board of Directors of the Kinney County Appraisal District was held on January 17, 2023 at 5:00 P.M. at the Appraisal District Office, Brackettville, Texas.

1. **QUORUM.** A quorum was declared present based on the presence of the following directors:

- Tim Ward
- David Turner
- Herb Senne
- Donna Schuster
- Marla Madrid

2. **OATH OF OFFICE.** The oath of office was administered for the 2022-2023 term to Herb Senne, David Turner and Marla Madrid.

3. **BOARD OFFICERS 2022.** The board chose Tim Ward chairman, Herb Senne Vice-chair and David Turner Secretary.

Appropriate motion duly made, seconded, and adopted by the unanimous vote of the directors & took the following action.

4. **MINUTES.** The minutes of the public meeting of December 13, 2021 were approved.

5. **NO PUBLIC COMMENT**

6. **CAD Activity Report.** The Chief Appraiser reviewed for the Board the highlights of CAD operations since the last meeting:

- a. Collections and budget recap YTD, period ending January 17, 2023. Collections ahead of same period as last year.
- b. Appraisal period in progress according to reappraisal plan.
- c. Preparations for audit have been made but no date set as of yet.

7. **DISCUSSION/APPROVAL** Colman & Horton CPSs contract for audit, year ending September 30th 2022.

Appropriate motion duly made, seconded and adopted by the unanimous vote of the directors

8. **Appointment of ARB members** Linda O'Brien, Cordelia Mendeke, Brad Whitaker and new member Wanda Selby.

Appropriate motion duly made, seconded and adopted by the unanimous vote of the directors

9. **Appointment of ARB Chairperson,** Linda O'Brien

Appropriate motion duly made, seconded and adopted by the unanimous vote of the directors.

10. **DISCUSSION:** Additional Storage

11. **DISCUSSION:** Gracie Mata resignation due to health concerns/ replacement employee.

12. **DICUSSION** Proposed 2023-2024 Preliminary Budget

13. **Discussion/Approval** Quarterly Modified Bill Report

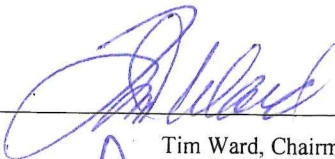
Appropriate motion duly made, seconded and adopted by the unanimous vote of the directors.

14. Distribute Chief Appraiser Evaluation for return March meeting.

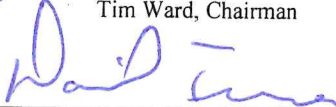
15. Adjourn

Appropriate motion duly made, seconded and adopted by the unanimous vote of the directors.

THERE BEING NO FUTHER BUINESS, THE MEETING WAS DULY ADJOURNED AT 5:45pm.



Tim Ward, Chairman



David Turner, Secretary

**MINUTES OF THE
BOARD OF DIRECTORS
KINNEY COUNTY APPRAISAL DISTRICT**

regular meeting of the Board of Directors of the Kinney County Appraisal District was held on March 7, 2023 at 5:00 P.M. at the Appraisal District Office, Brackettville, Texas.

1. **QUORUM.** A quorum was declared present based on the presence of the following directors:

- Tim Ward
- Donna Shuster
- Herb Senne
- David Turner
- Marla Madrid

2. **APPROVAL OF JANUARY 17, 2023 PUBLIC MEETING MINUTES**

Appropriate motion duly made, seconded and adopted by the unanimous vote of the directors to approve January 17, 2023 minutes.

3. **PRESENTATION OF ANNUAL AUDIT REPORT BY DEREK WALKER OF COLEMAN & HORTON Co.**

Presentation made by phone.

Appropriate motion duly made, seconded and adopted by the unanimous vote of the directors to accept audit report as presented.

4. **NO PUBLIC COMMENT**

5. **Discussion/Approval Resolution/Retention of excess Budget Funds for 2021/2022.**

Appropriate motion duly made, seconded and adopted by the unanimous vote to retain funds.

6. **Discussion/Approval Resolution distribution excess funds to entities to be determined. Retained**

Appropriate motion duly made, seconded and adopted by the unanimous vote of the directors to retain funds.

Corrected resolution to be completed at May 9TH public meeting.

7. **CAD ACTIVITY REPORT**

Budget and Collection recaps for Oct 1, 2022 – March 7, 2023

Property Value Study being protested at the state by BISD.

Reappraisal almost completed – First Appraisal Notices to be mail April 1, 2022

8. **DELIBERATION-MODIFICATIONS OF 2022-2023 PROPOSED BUDGET to be forwarded to entities.**

Appropriate motion duly made, seconded and adopted by the unanimous vote of the directors to forward modified budget to taxing entities.

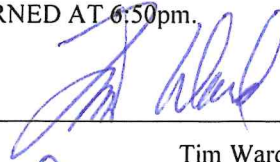
9. **DELIBERATION/APPROVAL OF THE QUARTERLY MODIFIED BILL REPORT.**

Appropriate motion duly made, seconded and adopted by the unanimous vote of the directors

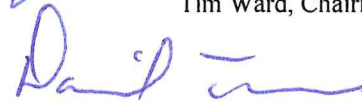
10. **DISCUSSION/APPROVAL OF CHIEF APPRAISER EVALUATION.**

Appropriate motion duly made, seconded and adopted by the unanimous vote of the directors

10. THERE BEING NO FURTHER BUSINESS, THE MEETING WAS DULY ADJOURNED AT 6:50pm.



Tim Ward, Chairman



David Turner, Secretary

**MINUTES OF THE
BOARD OF DIRECTORS
KINNEY COUNTY APPRAISAL DISTRICT
PUBLIC HEARING**

A public hearing on a proposed budget for the 2023-2024 fiscal year of the Kinney County Appraisal District was held on May 16, 2023, at 5:00 P.M. at the Appraisal District Office, Brackettville, Texas.

QUORUM. A quorum was declared present based on the presence of the following directors:

Tim Ward
David Turner
Herb Senne
Donna Schuster
Marla Madrid

2. Appropriate motion duly made, seconded, and adopted by the unanimous vote of the directors & took the following action:

MINUTES. The minutes of the public meeting of March 7, 2023 were approved.

3. RECEIPT OF PUBLIC COMMENT ON THE BUDGET

No public comment.

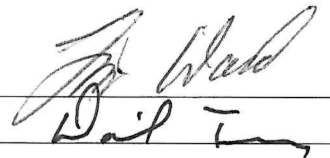
4. Appropriate motion duly made, seconded, and adopted by the unanimous vote of the directors took the following action.

FY-2023-2024 BUDGET. Adopted budget of \$496,398.95 for fiscal year Oct 1, 2023 to Sept 30, 2024.

There being no further business, the meeting was duly adjourned at 5:30 PM

Tim Ward, Chairman _____

David Turner, Secretary _____

Handwritten signatures of Tim Ward and David Turner. The signature of Tim Ward is written over the line for the Chairman, and the signature of David Turner is written over the line for the Secretary.

**EVALUATION OF CHIEF APPRAISER
EFFECTIVE DATE: 2023**



It is the policy of the Board of Directors to review the performance of the Chief Appraiser. Annually, at the start of the District's calendar year, the Board of Directors of the Kinney County Appraisal District will review the performance of the Chief Appraiser. The current evaluation instrument should be completed by each Board Member prior to the Board meeting at which the evaluation is to occur. During a public meeting the Board will review each item on the evaluation and discuss how the Chief Appraiser performed in each area. This process will be at the March Board of Director meeting. The Board of Directors shall place on their posted agenda the annual review of the Chief Appraiser.

The Board should review with the Chief Appraiser their findings on his/her performance.

The Board may amend or replace the performance evaluation instrument at any time by a majority vote of the members in Open Session. The evaluation instrument may be attached to this policy for reference purposes, but is of itself not a part of this Board Policy.

Chief Appraiser Performance Review

Overview

The Chief Appraiser's Performance Review is divided into four key areas, or *dimensions*, that contain related performance criteria, or *categories*. The evaluator should select the response that most closely resembles the performance observed for the period being rated.

Dimension I. *Achievement of Tasks and Objectives*

1. Delivery of the certified Appraisal Roll in a timely manner.

Achieved

Not achieved

2. Delivery of Appraisal Notices and Tax Statement in a timely manner.

Achieved

Not achieved

Dimension II. Budget and Personnel Management

3) Budget Development and Presentation.

Budget is prepared in an easily readable format and presented to the Board of Directors in a timely manner. Appropriate justifications are provided for funds requested. Public hearings are timely, informative, and properly advertised.

- Exceeds expectations
- Meets expectations
- Improvement required

4) Employees

All appraisal personnel are properly registered with the Board of Tax Professional Examiners and are meeting all education requirements in pursuit of their required certifications. Appropriate funds are budgeted and training planned for the continued professional development of key District personnel within their professional field.

- Exceeds expectations
- Meets expectations
- Improvement required

Dimension III. Community Relations.

5. Relations with Member Entities.

On a frequent basis the Chief Appraiser and Staff communicate and visit with the members of the entities of Kinney County Appraisal District. Concerns and problems are directly addressed and resolved. Staff is accessible and responsive.

- Exceeds expectations
- Meets expectations
- Improvement required

6) Relations with the General Public.

On a frequent basis the Chief Appraiser and Staff communicate with individual taxpayers. Concerns and problems are directly addressed and resolved. Staff is accessible and responsive.

- Exceeds expectations
- Meets expectations
- Improvement Required

Management of the Appraisal Review Board Process.

7) Provides appropriate administrative support, training, and technical expertise to allow the Appraisal Review Board to function as an independent body. Scheduling and accessibility meet the expectations of the public. Independence of the ARB from the District is maintained.

- Exceeds expectations
 Meets expectations
 Improvement required

Dimension IV. *Strategic Planning and Board Relations.*

8. Strategic Planning and Vision.

The Chief Appraiser maintains a workable and realistic vision of the future and encourages the development of new technologies that will improve the operations of the District in a cost effective manner. Continues to adjust a strategic plan that reflects not only the vision of the District, but of the entities it serves.

- Exceeds expectations
 Meets expectations
 Improvement required

9. Relations with Board of Directors.

Provides direct, open, and frequent communication with the Board of Directors regarding all district programs, litigation, and personnel matters. Provides complete and documented briefings on major initiatives, programs, and purchases. Communicates frequently with all Board members and responds to inquiries promptly and accurately.

- Exceeds expectations
 Meets expectations
 Improvement required

Summary of Evaluation Responses

DIMENSION I – ACHIEVEMENT OF TASKS & OBJECTIVES

DELIVERY OF CERTIFIED ROLL	ACHIEVED	NOT ACHIEVED
DELIVERY OF APPRAISAL NOTICES/TAX STATEMENTS	<input checked="" type="checkbox"/> <hr/> <input checked="" type="checkbox"/> <hr/>	<hr/> <hr/>

Comments on Dimension I.

DIMENSION II – BUDGET & PERSONNEL MANAGEMENT

	EXCEEDS	MEETS	IMPROVEMENT REQUIRED
3. Budget Development and Presentation	<hr/>	<input checked="" type="checkbox"/>	<hr/>
Budget Control and Monitoring	<input checked="" type="checkbox"/>	<hr/>	<hr/>
4. Selection and Employment	<input checked="" type="checkbox"/>	<hr/>	<hr/>
Employee Training and Development	<input checked="" type="checkbox"/>	<hr/>	<hr/>

Comments on Dimension II.

DIMENSION III - COMMUNITY RELATIONS

5. Relations with Member Entities	<input checked="" type="checkbox"/>	<hr/>	<hr/>
6. Relations with General Public	<input checked="" type="checkbox"/>	<hr/>	<hr/>
7. Management of the ARB Process	<input checked="" type="checkbox"/>	<hr/>	<hr/>

Comments on Dimension III.

DIMENSION IV – STRATEGIC PLANNING BOARD RELATIONS

8. Strategic Planning and Vision	<input checked="" type="checkbox"/>	<hr/>	<hr/>
9. Relations with Board of Directors	<input checked="" type="checkbox"/>	<hr/>	<hr/>

Comments on Dimension IV .

APPRAISAL DISTRICT CHIEF APPRAISER
OVER VIEW

EXCEEDS EXPECTATIONS ✓ MEETS EXPECTATIONS _____ NEEDS IMPROVEMENT _____

CHIEF APPRAISER NAME Todd L. Tate

JOB TITLE CHIEF APPRAISER

EVALUATION DATE 3/7/23

BOARD OF DIRECTOR NAMES

[Signature]
[Signature]
[Signature]
[Signature]
[Signature]

**MINUTES OF THE
BOARD OF DIRECTORS
KINNEY COUNTY APPRAISAL DISTRICT**

A regular meeting of the Board of Directors of the Kinney County Appraisal District was held on May 16, 2023 at 5:30 P.M. at the Appraisal District Office, Brackettville, Texas.

1. QUORUM. A quorum was declared based on the presence of the following directors:

Tim Ward
Herb Senne
David Turner
Donna Schuster
Marla Madrid

2. No Public Comment

3. CAD Report

Budget recap for year to date, 10/1/2022 to 5/16/2023. Collection data tax year 2022, percentage 94.45%, about the same as previous year at this time.

No results on PVS protest as of this date.

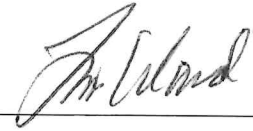
Appraisal Notices mailed April 1 and May 2, 2022. Protests filed – 67

4. Three new employees attended Classes 101 and 102 May 8-12, 2023.

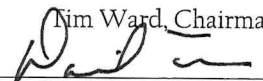
5. DISCUSSION/APPROVAL: **Appropriate motion duly made, seconded and adopted by the unanimous vote of the directors – Resolution to retain excess funds from the budget year ending September 30, 2020 budget.**

6. DISCUSSION/APPROVAL: Quarterly Modified Bill Report.

7. ADJOURNMENT: 6:15 PM



Tim Ward, Chairman



David Turner, Secretary