COKE CENTRAL APPRAISAL DISTRICT BOARD
CONFERENCE ROOM
13 E. 7TH STREET
ROBERT LEE, TEXAS 76945

AUGUST 21, 2024

On Wednesday, August 21, 2024, at 5:15 PM an organizational meeting of the Coke Central Appraisal District's Board of Directors was held.

The following members, constituting a quorum, were present and voting:

Donny Roberts	Board Member
Cole Bosworth	Board Member
Mike Stephens	Board Member
Erin Oleksiuk	Board Member
Ryan Webb	Board Member
Gina Williams	Non-Voting Member Assessor/Collector

The following members were absent: None

The following appraisal district staff members were present:

Luke Robbins	Chief Appraiser

Also present:

Shane Marsh	Pritchard & Abbott INC.
Bryan Mathis	Pritchard & Abbott INC.

The meeting was called to order at 5:15 PM with an announcement that a quorum of board members is present, that the meeting has been duly called, and that notice of the meeting has been properly posted in accordance with the Texas Open Meetings Act. Texas Gov. Code 551.

Luke Robbins opened the meeting with the Invocation.

There were no public comments.

The Board moved to Items for Action

Chief Appraiser Luke Robbins stated that the incoming board must take their Oaths of Office and Sign their Statements of Officer. Notary Public, Stephanie Samaniego administered and notarized the Oaths of all members and each member signed their Statements of Office.

Moving to Item C. on the agenda the floor was opened for nominations for board Chairman. Ryan Webb nominated Cole Bosworth for Chairman with a second by Donny Roberts. There were no other nominations. Ryan Webb made a motion to appoint Cole Bosworth as chairman of the board with a second from Donny Roberts. The motion passed 5-0.

Chairman Bosworth opened the floor for nominations for secretary. Donny Roberts nominated Erin Oleksiuk to serve as the board secretary, a second made by Ryan Webb. Donny Roberts made a motion to appoint Erin Oleksiuk board secretary, a second made by Ryan Webb. The motion passed 5-0.

Bosworth moved to items D. E. &F. to review and take action on various contracts for services presented Pritchard & Abbott INC. Luke Robbins clarified that there was no need to discuss item E. as that contract was not up for approval this year. Robbins then presented the contract for Computer systems to the board noting that there is an increase of $1,465 over a two-year contract. He went on to say that he did not think the increase was unreasonable given the support the district receives from Pritchard & Abbott INC. Robbins then asked Mr. Marsh and Mr. Mathis to speak to the contract regarding appraisal services of mineral, industrial, utility and personal property. Marsh stated that the contract was for a three-year contract and they were asking for an increase of $2,000 per year from$31,000 in 2024 to $33,000 in 2025, $35,000 in 2026 and $37,000 in 2027. Ryan Webb asked Marsh the reason for the increase. Marsh explained that when new properties are added to the

appraisal roll, it creates additional workload for Pritchard & Abbott's staff and under the contract in place for those previous years there was not additional compensation for the new property added. Bryan Mathis added that the additional workload for Coke and other districts meant more staff and resources. There was discussion about the fee structure which Marsh stated the charges were based on a price per parcel. He added that the services offered by Pritchard & Abbott alleviates the CAD form employing engineers to perform the appraisals in-house. There was a motion made by Ryan Webb and a second by Erin Oleksiuk to approve the Computer Systems contract. The motion passed 5-0.
There was a motion made by Mike Stephens and a second by Erin Oleksiuk to approve the Appraisal Services Contract of MIUP properties. The motion passed 5-0.

Robbins presented the Disclosure Agreements to comply with TDLR Rule 94.72. He stated that each member must have one on file as notification of any potential conflicts of interest and asked the members to complete the disclosures and return them at the next meeting.

Bosworth moved to items for consideration. Robbins explained that the board must hold a public hearing to discuss the proposed budget and the biennial appraisal plan. He explained that he was to inform the taxing units of the meeting 10 days prior to the meeting of the time, place and location of the hearings. Robbins stated that he was continually working on the budget and world email the board a copy of the budget for their review prior to sending it out to the taxing units. Robbins explained the biennial reappraisal plan as being a scope of work to be completed in the CAD over the next two years and was a requirement of the State.

Bosworth moved to item I. to discuss an offer of a building for Coke CAD to purchase for the purpose of relocating the office outside of the courthouse. Robbins stated that there had been discussion of the CAD's relocation for several years in order to distance the CAD for County business. He continued to say that he had discussed the issue with Judge Hal Spain who said there was not currently an issue among the commissioner's court with the CAD office remaining in the courthouse. Robbins stated that purchase of an office would significantly increase the CAD's budget as we are currently paying $3,000 per years for the office rental. The board consensus was that there was not a need at this time to pursue the purchase of an office building. Mike Stephens pointed out that should the need arise in the future, the City of Robert Lee owns some buildings that could be rented to the CAD.

There was no need for Executive Session

Bosworth moved to item K. to set the dates and times for subsequent board meetings. After discussion, the board decided on Quarterly Meetings moving forward and to hold the pubic hearing at 5:15 PM September 11th and the 4th Quarter meeting at 5:30.
With no other business to come before the board, the meeting was adjourned at 6:34 PM

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Board Member Board Member