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

DECEMBER 13, 2022

On Monday, May 22, 2023, at 5:30 PM a business meeting of the Coke Central Appraisal District's Board of Directors was held.

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

Paul Williams	Chairman
Cole Bosworth	Board Member
Tom Dean	Board Member
Josie Dean	Secretary
Ryan Webb	Member

The following members were absent:

Erin Oleksiuk	Member

The following appraisal district staff members were present:

Luke Robbins	Chief Appraiser

Also present:

Shane Marsh	Pritchard & Abbott INC.
Reed Stewart	Sterling CAD

Board Chairman, Paul Williams, called the meeting to order at 5:30 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.

Paul Williams opened the meeting with the Invocation.

There were no public comments.

Williams moved to Items for Action

Chief Appraiser Luke Robbins suggested that the board move down to item D on the agenda to allow Mr. Marsh and Mr. Reed to speak to the agenda item. Robbins stated to the board that he had been approached by Sterling CAD, via Mr. Marsh, to act as Chief Appraiser in an interim capacity while their current employee completes training and certification around January 2024. Robbins continued to explain that Sterling CAD is in need of someone to mentor their trainee and assist with training one day per week. He suggested that Fridays would be a logical choice as Coke CAD only works until 1 PM which would minimize absence from CCAD. Reed Stewart and Shand Marsh confirmed the needs that Sterling CAD currently has. Ryan Webb stated that Coke CAD was in a very similar situation not long ago and if we are able to help our neighboring CAD we should do so if possible. Cole Bosworth expressed some concern about justifying the time loss to Coke CAD. Robbins stated that he was hired on a salary basis and was hired for his ability and credentials to get the job done more than his time on the clock. Robbins agreed to keep a log his time on the clock at CCAD to ensure Coke CAD is maximizing the investment in him as Chief Appraiser. Chairman Williams made a motion to allow Robbins to enter into negotiations with Sterling CAD, second by Tom Deal, Vote: 4-0 Mr. Stewart and Mr. Marsh left the meeting.

Chairman Williams moved to item A of the agenda. Robbins stated that the accounting firm Eckert & Company had presented the CAD with a contract for purpose of preforming the annual audit of the CAD's finances. Robbins stated he had not worked with the company before and would rely on the board's direction in the matter. Cole Bosworth stated that the same firm has worked for Robert Lee ISD and they have been pleased with their work. Robbins stated that there wasn't a set fee in the contract but in past years the service had cost around $4,000. A motion was made by Cole Bosworth to approve the contract and move forward with the audit, second by Ryann Webb. Vote: 4-0

Robbins presented a contract for a telephone system upgrade stating that it would save CCAD approximately $70 per month. He went on to say that the current system is functioning adequately and would be fine with continuing with it but said it would be a logical choice if and when the CAD relocates to a new location. No action was taken on the item.

Robbins presented an office lease contract received from Coke County. He stated the contract term was for 5 years at $3,000 per year and this is consistent with the current rental agreement. Robbins noted that there is a separation clause to allow either party to end the contract with notice 60 days prior to termination. A motion was made by Paul Williams to approve the contract as presented, second by Tom Deal. Vote 4-0

Chairman Williams moved to Items for consideration. Robbins stated that Ryan Webb had asked to include this on the agenda to clarify some questions he had about appraisals procedures. Mr. Webb asked Robbins why rental properties were not appraised based on the income approach. Robbins explained that the income approach would be a prudent approach to arriving at a market value however, the data needed to arrive at a typical income versus expense model simply does not currently exist. Without sufficient income data, the CAD has t5o rely on the market approach to arrive at a market value.

Chairman Williams moved to Executive Session at 6:03 PM and the board returned to open session at 6:08

With no other business to come before the board, the meeting was adjourned at 6:11 PM

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Board Member Board Member