

## Hays Central Appraisal District

512-268-2522 ■ Lex Word Building ■ 21001 IH 35 ■ Kyle, Texas 78640 ■ info@hayscad.com



MINUTES OF THE REGULAR CALLED MEETING OF THE HAYS CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS HELD ON THURSDAY, JANUARY 19, 2023 AT 4:00 P.M.

BOARD MEMBERS PRESENT: Joe Castillo, Jane Hughson, Jenifer O’Kane, Leonard Olson, Jayna Love, Meredith Schawe, Will Conley

*Item 1 & 2 – Call to Order & Establishment of a Quorum.* Joe Castillo called the Regular Meeting of the Hays Central Appraisal District Board of Directors to order Thursday, January 19, 2023 at 4:00 p.m. A quorum was present.

*Item 3 – Election of Officers for the 2023 Term of Office.* Jane Hughson moved to elect Joe Castillo as Chairman. Leonard Olson seconded. Passed with the following vote:

Yes: 7 - Joe Castillo, Jane Hughson, Jenifer O’Kane, Leonard Olson, Jayna Love, Meredith Schawe, Will Conley

No: 0

Jane Hughson moved to elect Leonard Olson as Vice-Chairman. Jayna Love seconded. Passed with the following vote:

Yes: 7 - Joe Castillo, Jane Hughson, Jenifer O’Kane, Leonard Olson, Jayna Love, Meredith Schawe, Will Conley

No: 0

Jayna Love moved to elect Jane Hughson as Secretary. Meredith Schawe seconded. Passed with the following vote:

Yes: 7 - Joe Castillo, Jane Hughson, Jenifer O’Kane, Leonard Olson, Jayna Love, Meredith Schawe, Will Conley

No: 0

*Item 4 – Public Comments.* No public comments.

*Item 5 – Receive and consider action on the minutes of the regular meeting held October 20, 2022 at 4:00 p.m.* Leonard Olson moved to approve the minutes. Jenifer O’Kane seconded. Passed with the following vote.

Yes: 6 - Joe Castillo, Jenifer O’Kane, Leonard Olson, Jayna Love, Meredith Schawe, Will Conley

No: 0

Abstained: Jane Hughson

*Item 6 – Receive and consider action on the minutes of the regular meeting held on November 17, 2022.* Jane Hughson moved to approve the minutes. Will Conley seconded. Passed with the following vote:

Yes: 7 - Joe Castillo, Jane Hughson, Jenifer O’Kane, Leonard Olson, Jayna Love, Meredith Schawe, Will Conley

No: 0

*Item 7 – Receive and Consider action on the October, November and December 2022 Financial Reports.* Leonard Olson moved to accept the reports. Jenifer O’Kane seconded. Passed with the following vote.

Yes: 7 - Joe Castillo, Jane Hughson, Jenifer O’Kane, Leonard Olson, Jayna Love, Meredith Schawe, Will Conley

No: 0

*Item 8 – Consider for approval an agreement of services with Eide Bailly for auditing governmental activities and the major fund of Hays Central Appraisal District.* Jane Hughson moved to approve the agreement. Jenifer O’Kane seconded. Passed with the following vote.

Yes: 7 - Joe Castillo, Jane Hughson, Jenifer O’Kane, Leonard Olson, Jayna Love, Meredith Schawe, Will Conley

No: 0

*Item 9 – Consider for approval the expenditure of funds and closing the office from 11 a.m. to 2 p.m. on Friday December 16, 2022 for an Employee Appreciation Luncheon for Hays CAD staff.* Jane Hughson moved to approve the funds and closure. Leonard Olson seconded. Passed with the following vote:

Yes: 7 - Joe Castillo, Jane Hughson, Jenifer O’Kane, Leonard Olson, Jayna Love, Meredith Schawe, Will Conley

No: 0

*Item 10 – Consider for Approval by resolution to appoint members to the Agricultural Advisory Board for the 2022-2023 Terms of Office.* Will Conley moved to approve the resolution. Jenifer O’Kane seconded. Passed with the following vote:

Yes: 7 - Joe Castillo, Jane Hughson, Jenifer O’Kane, Leonard Olson, Jayna Love, Meredith Schawe, Will Conley

No: 0

*Item 11 – Consider for approval year end line item budget adjustments for 2022 and necessary action.* Jane Hughson moved to postpone action until 2022 audit is completed. Jayna Love seconded. Passed with the following vote:

Yes: 7 - Joe Castillo, Jane Hughson, Jenifer O’Kane, Leonard Olson, Jayna Love, Meredith Schawe, Will Conley

No: 0

*Item 12 – Consider for approval by resolution to adopt the 2023 Investment Policy For Hays Central Appraisal District and necessary action.* Jane Hughson moved to approve the resolution. Jenifer O’Kane seconded. Passed with the following vote:

Yes: 7 - Joe Castillo, Jane Hughson, Jenifer O’Kane, Leonard Olson, Jayna Love, Meredith Schawe, Will Conley

No: 0

*Item 13 – Adjourn to Executive Session pursuant to Texas Government Code Section: 551.074 of the Texas Open Meeting Act for the following purpose:*  
551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee. (Chief Appraiser’s performance evaluation).

*Item 14 – Action on items discussed in Executive Session including Chief Appraiser’s Performance Evaluation and 2023 salary determination.* Leonard moved to approve the salary agreed upon in Executive Session. Jane Hughson seconded. Passed with the following vote:

Yes: 7 - Joe Castillo, Jane Hughson, Jenifer O’Kane, Leonard Olson, Jayna Love, Meredith Schawe, Will Conley

No: 0

*Item 15 – Receive 4<sup>th</sup> Quarter 2022 and Annual Investment Reports.* Reports received.

*Item 16 – Receive the Taxpayer Liaison Report.* Report received.

*Back to Item 11 – Consider for approval year end line item budget adjustments for 2022 and necessary action.* Jane Hughson moved to reconsider action taken earlier. Meredith Schawe seconded and passed with the following vote:

Yes: 7 - Joe Castillo, Jane Hughson, Jenifer O’Kane, Leonard Olson, Jayna Love, Meredith Schawe, Will Conley

No: 0

Jane Hughson moved to approve the line item budget adjustments for 2022. Will Conley seconded. Passed with the following vote:

Yes: 7 - Joe Castillo, Jane Hughson, Jenifer O’Kane, Leonard Olson, Jayna Love, Meredith Schawe, Will Conley

No: 0

*Item 17 – Chief Appraiser’s Report*

- Department Updates
- Center for Appraisal Research and Technology (CART) Study Report
- Public Improvement Districts
- Receive Questions from the Board

*Item 18 – Set date, time and location for the next Board of Directors meeting.* The next meeting was set for February 16, 2023 at 4:00 p.m.

*Item 19 – Board of Directors Report.* No report.

*Item 20 – Citizens Communication.* No citizen communication.

*Item 21 – Adjourn.* Meeting adjourned at 5:59 p.m.

  
\_\_\_\_\_  
Joe Castillo, Chairman

  
\_\_\_\_\_  
Jane Hughson, Secretary

# Hays Central Appraisal District

512-268-2522 ■ Lex Word Building ■ 21001 IH 35 ■ Kyle, Texas 78640 ■ info@hayscad.com



MINUTES OF THE REGULAR CALLED MEETING OF THE HAYS CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS HELD ON THURSDAY, FEBRUARY 16, 2023 AT 4:00 P.M.

BOARD MEMBERS PRESENT: Joe Castillo, Jane Hughson, Meredith Schawe, Will Conley

*Item 1 & 2 – Call to Order & Establishment of a Quorum.* Joe Castillo called the Regular Meeting of the Hays Central Appraisal District Board of Directors to order Thursday, February 16, 2023 at 4:00 p.m. A quorum was present.

*Item 3 – Public Comments.* No public comments.

*Item 4 – Receive and consider action on the minutes of the regular meeting held January 19, 2023 at 4:00 p.m.* Jane Hughson moved to approve the minutes. Will Conley seconded. Passed with the following vote.

Yes: 4 - Joe Castillo, Jane Hughson, Meredith Schawe, Will Conley  
No: 0

*Item 5 – Receive and Consider action on the January 2023 Financial Reports.* Meredith Schawe moved to accept the reports. Will Conley seconded. Passed with the following vote.

Yes: 4 - Joe Castillo, Jane Hughson, Meredith Schawe, Will Conley  
No: 0

*Item 6 – Receive and consider action on a waiver of penalty and interest request from the City of Buda.* Will Conley moved to approve the request. Jane Hughson seconded. Passed with the following vote.

Yes: 4 - Joe Castillo, Jane Hughson, Meredith Schawe, Will Conley  
No: 0

*Item 7 – Adjourn to Executive Session pursuant to Texas Government Code Section: 551.071 and 551.074 of the Texas Open Meeting Act.* No Executive Session required.

*Item 8 – Action on items discussed in Executive Session.* No action required.

*Item 9 – Receive and review Request for Proposals – 2023MRA-1 for development and Implementation of Multiple Regression Analysis.* Proposals received.

*Item 10 – Receive the Taxpayer Liaison Report.* Report received.

*Item 11 – Chief Appraiser's Report*

- Department Updates
- Litigation Update
- 2022 Property Value Study
- Receive Questions from the Board

*Item 12 – Set date, time and location for the next Board of Directors meeting.* The next meeting was set for March 23, 2023 at 4:00 p.m.

*Item 13 – Board of Directors Report.* No report.

*Item 14 – Citizens Communication.* No citizen communication.

*Item 15 – Adjourn.* Meeting adjourned at 4:51 p.m.

Joe Castillo, Chairman

Jane Hughson, Secretary

# Hays Central Appraisal District

512-268-2522 ■ Lex Word Building ■ 21001 IH 35 ■ Kyle, Texas 78640 ■ info@hayscad.com



MINUTES OF THE REGULAR CALLED MEETING OF THE HAYS CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS HELD ON THURSDAY, MARCH 23, 2023 AT 4:00 P.M.

BOARD MEMBERS PRESENT: Joe Castillo, Jane Hughson, Jenifer O'Kane, Leonard Olson

*Item 1 & 2 – Call to Order & Establishment of a Quorum.* Joe Castillo called the Regular Meeting of the Hays Central Appraisal District Board of Directors to order Thursday, March 23, 2023 at 4:01 p.m. A quorum was present.

*Item 3 – Public Comments.* No public comments.

*Item 4 – Receive and consider action on the minutes of the regular meeting held February 16, 2023 at 4:00 p.m.* Jane Hughson moved to approve the minutes. Jenifer O'Kane seconded. Passed with the following vote.

Yes: 4 - Joe Castillo, Jane Hughson, Jenifer O'Kane, Leonard Olson

No: 0

*Item 5 – Receive and Consider action on the February 2023 Financial Reports.* Jenifer O'Kane moved to accept the reports. Leonard Olson seconded. Passed with the following vote.

Yes: 4 - Joe Castillo, Jane Hughson, Jenifer O'Kane, Leonard Olson

No: 0

*Item 6 – Receive and consider action to amend Section 1.14 of the Hays Central Appraisal District Employee Manual.* Jane Hughson moved to approve the request. Jenifer O'Kane seconded. Passed with the following vote.

Yes: 4 - Joe Castillo, Jane Hughson, Jenifer O'Kane, Leonard Olson

No: 0

*Item 7 – Adjourn to Executive Session pursuant to Texas Government Code Section 551.074 of the Texas Open Meeting Act for the following purpose:*  
551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee.

*Item 8 – Action on items discussed in Executive Session.* No action required.

*Item 9 – Receive the Taxpayer Liaison Report.* Report received.

*Item 10 – Chief Appraiser's Report*

- Department Updates
- Litigation Update
- Receive Questions from the Board

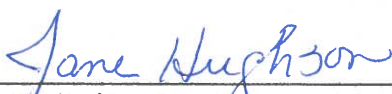
*Item 11 – Set date, time and location for the next Board of Directors meeting.* The next meeting was set for April 20, 2023 at 4:00 p.m.

*Item 12 – Board of Directors Report.* No report.

*Item 13 – Citizens Communication.* No citizen communication.

*Item 14 – Adjourn.* Meeting adjourned at 5:12 p.m.

  
\_\_\_\_\_  
Joe Castillo, Chairman

  
\_\_\_\_\_  
Jane Hughson, Secretary

# Hays Central Appraisal District

512-268-2522 ■ Lex Word Building ■ 21001 IH 35 ■ Kyle, Texas 78640 ■ info@hayscad.com



MINUTES OF THE REGULAR CALLED MEETING OF THE HAYS CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS HELD ON THURSDAY, APRIL 20, 2023 AT 4:00 P.M.

BOARD MEMBERS PRESENT: Joe Castillo, Jane Hughson, Jenifer O'Kane, Jayna Love, Meredith Schawe, Will Conley

*Item 1 & 2 – Call to Order & Establishment of a Quorum.* Joe Castillo called the Regular Meeting of the Hays Central Appraisal District Board of Directors to order Thursday, April 20, 2023 at 4:01 p.m. A quorum was present.

*Item 3 – Public Comments.* No public comments.

*Item 4 – Receive and consider action on the minutes of the regular meeting held March 23, 2023 at 4:00 p.m.* Jane Hughson moved to approve the minutes. Jenifer O'Kane seconded. Passed with the following vote.

Yes: 6 - Joe Castillo, Jane Hughson, Jenifer O'Kane, Jayna Love, Meredith Schawe, Will Conley  
No: 0

*Item 5 – Receive and Consider action on the March 2023 Financial Reports.* Jenifer O'Kane moved to accept the reports. Jane Hughson seconded. Passed with the following vote.

Yes: 6 - Joe Castillo, Jane Hughson, Jenifer O'Kane, Jayna Love, Meredith Schawe, Will Conley  
No: 0

*Item 6 – Receive and consider on a request from Hays County ESD#9 to waive a penalty assessed on a payment received after the due date* Will Conley moved to approve the request. Jenifer O'Kane seconded. Passed with the following vote.

Yes: 6 - Joe Castillo, Jane Hughson, Jenifer O'Kane, Jayna Love, Meredith Schawe, Will Conley  
No: 0

*Item 7 – Adjourn to Executive Session pursuant to Texas Government Code Sections 551.071 and 551.074 of the Texas Open Meeting Act.* No Executive Session required.

*Item 8 – Action on items discussed in Executive Session.* No action required.

*Item 9 – Receive the Taxpayer Liaison Report.* Report received.

*Item 10 – Receive first quarter 2023 Public Funds Investment Report.* Report received.

*Item 11 – Receive 2022 Mass Appraisal Report.* Report received.

*Item 12 – Chief Appraiser's Report*


- Department Updates
- Litigation Update
- 2023 Preliminary Value Press Release
- Receive Questions from the Board

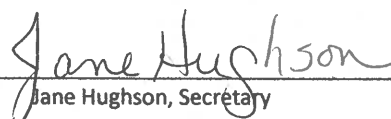
*Item 13 – Set date, time and location for the next Board of Directors meeting.* The next meeting was set for May 18, 2023 at 4:00 p.m.

*Item 14 – Board of Directors Report.* No report.

*Item 15 – Citizens Communication.* No citizen communication.

*Item 16 – Adjourn.* Meeting adjourned at 4:22 p.m.

  
\_\_\_\_\_  
Joe Castillo, Chairman

  
\_\_\_\_\_  
Jane Hughson, Secretary

# Hays Central Appraisal District

512-268-2522 ■ Lex Word Building ■ 21001 IH 35 ■ Kyle, Texas 78640 ■ info@hayscad.com



MINUTES OF THE REGULAR CALLED MEETING OF THE HAYS CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS HELD ON THURSDAY, MAY 18, 2023 AT 4:01 P.M.

BOARD MEMBERS PRESENT: Joe Castillo, Jane Hughson, Leonard Olson, Meredith Schawe, Will Conley

*Item 1 & 2 – Call to Order & Establishment of a Quorum.* Joe Castillo called the Regular Meeting of the Hays Central Appraisal District Board of Directors to order Thursday, May 18, 2023 at 4:01 p.m. A quorum was present.

*Item 3 – Public Comments.* No public comments.

*Item 4 – Receive and consider action on the minutes of the regular meeting held April 20, 2023 at 4:00 p.m.* Jane Hughson moved to approve the minutes. Meredith Schawe seconded. Passed with the following vote.

Yes: 4 - Joe Castillo, Jane Hughson, Leonard Olson, Meredith Schawe

No: 0

*Item 5 – Receive and Consider action on the April 2023 Financial Reports.* Jane Hughson moved to accept the reports. Leonard Olson seconded. Passed with the following vote.

Yes: 4 - Joe Castillo, Jane Hughson, Leonard Olson, Meredith Schawe

No: 0

Will Conley entered the meeting at 4:10 p.m.

*Item 6 – Receive and consider action on the 2022 Financial Audit Report from Eide Bailly.* Jane Hughson moved to accept the Audit. Will Conley seconded. Passed with the following vote.

Yes: 5 - Joe Castillo, Jane Hughson, Leonard Olson, Meredith Schawe, Will Conley

No: 0

*Item 7 – Receive and consider action on a Resolution to obligate excess funds from Hays CAD's 2022 Budget.* Jane Hughson moved to approve the Resolution. Will Conley seconded. Passed with the following vote:

Yes: 5 - Joe Castillo, Jane Hughson, Leonard Olson, Meredith Schawe, Will Conley

No: 0

*Item 8 – Receive and consider action on a Resolution to increase the Appraisal Review Board Member's per diem.* Jane Hughson moved to approve the increase of per diem as of May 2023. Leonard Olson seconded. Passed with the following vote:

Yes: 5 - Joe Castillo, Jane Hughson, Leonard Olson, Meredith Schawe, Will Conley

No: 0

*Item 9 – Adjourn to Executive Session pursuant to Texas Government Code Section 551.074 of the Texas Open Meeting Act for the following purpose:* 551.074 – For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee.

*Item 10 – Action on items discussed in Executive Session.* No action required.

*Item 11 – Receive, review, and discuss Hays CAD's Proposed 2024 Budget.* Budget received.

*Item 12 – Receive the Taxpayer Liaison Report. Report received.*

*Item 13 – Chief Appraiser’s Report*

- Department Updates
- Litigation Update
- Receive Questions from the Board

*Item 14 – Set date, time and location for the next Board of Directors meeting. The next meeting was set for July 20, 2023 at 4:00 p.m.*

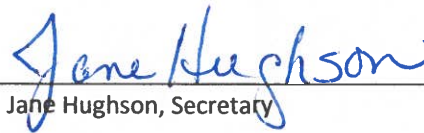
*Item 15 – Board of Directors Report. No report.*

*Item 16 – Citizens Communication. No citizen communication.*

*Item 17 – Adjourn. Meeting adjourned at 5:11 p.m.*



Joe Castillo, Chairman



Jane Hughson, Secretary

# Hays Central Appraisal District

512-268-2522 ■ Lex Word Building ■ 21001 IH 35 ■ Kyle, Texas 78640 ■ info@hayscad.com



MINUTES OF THE REGULAR CALLED MEETING OF THE HAYS CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS HELD ON THURSDAY, JULY 20, 2023 AT 4:01 P.M.

BOARD MEMBERS PRESENT: Joe Castillo, Jane Hughson, Leonard Olson, Jenifer O’Kane, Will Conley

*Item 1 & 2 – Call to Order & Establishment of a Quorum.* Joe Castillo called the Regular Meeting of the Hays Central Appraisal District Board of Directors to order Thursday, July 20, 2023 at 4:01 p.m. A quorum was present.

*Item 3 – Public Comments.* No public comments.

*Item 4 – Receive and consider action on the minutes of the regular meeting held May 18, 2023 at 4:00 p.m.* Jane Hughson moved to approve the minutes. Leonard Olson seconded. Passed with the following vote.

Yes: 5 - Joe Castillo, Jane Hughson, Leonard Olson, Jenifer O’Kane, Will Conley

No: 0

*Item 5 – Receive and Consider action on the May and June 2023 Financial Reports.* Jenifer O’Kane moved to accept the reports. Jane Hughson seconded. Passed with the following vote.

Yes: 5 - Joe Castillo, Jane Hughson, Leonard Olson, Jenifer O’Kane, Will Conley

No: 0

*Item 6 – Adjourn to Executive Session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meeting Act.* No Executive Session required.

*Item 7 – Action on items discussed in Executive Session.* No action required.

*Item 8 – Receive the Taxpayer Liaison Report.* Report received.

*Item 9 – Receive 2023 Second Quarter Public Funds Investment Report.* Report Received.

*Item 10 – Chief Appraiser’s Report*

- 2022 Audit Submission to Entities
- 2024 Proposed Budget Submission to Entities
- Department Updates
- Litigation Update
- Receive Questions from the Board

*Item 11 – Set date, time and location for the next Board of Directors meeting.* The next meeting was set for August 17, 2023 at 4:00 p.m.

*Item 12 – Board of Directors Report.* No report.

*Item 13 – Citizens Communication.* No citizen communication.

*Item 14 – Adjourn.* Meeting adjourned at 5:10 p.m.

  
\_\_\_\_\_  
Joe Castillo, Chairman

  
\_\_\_\_\_  
Jane Hughson, Secretary



# Hays Central Appraisal District

512-268-2522 ■ Lex Word Building ■ 21001 IH 35 ■ Kyle, Texas 78640 ■ info@hayscad.com



MINUTES OF THE REGULAR CALLED MEETING OF THE HAYS CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS  
HELD ON THURSDAY, AUGUST 17, 2023 AT 4:01 P.M.

BOARD MEMBERS PRESENT: Joe Castillo, Jane Hughson, Leonard Olson, Meredith Schawe

*Item 1 & 2 – Call to Order & Establishment of a Quorum.* Joe Castillo called the Regular Meeting of the Hays Central Appraisal District Board of Directors to order Thursday, August 17, 2023 at 4:01 p.m. A quorum was present.

*Item 3 – Public Comments.* No public comments.

*Item 4 – Public Hearing to consider the 2024 Proposed Budget in accordance with Texas Property Tax Code Section 6.06(b).* No public attendance or comments.

*Item 5 – Consideration and action on the 2024 Proposed Budget of the Hays Central Appraisal District.* Jane Hughson moved to approve the Proposed Budget with adjustments made to Personnel Expenses and Services, to include funds for election costs. Leonard Olson seconded. Passed with the following vote:

Yes: 4 - Joe Castillo, Jane Hughson, Leonard Olson, Meredith Schawe  
No: 0

*Item 6 – Receive and consider action on the minutes of the regular meeting held July 20, 2023 at 4:00 p.m.* Jane Hughson moved to approve the minutes. Leonard Olson seconded. Passed with the following vote.

Yes: 4 - Joe Castillo, Jane Hughson, Leonard Olson, Meredith Schawe  
No: 0

*Item 7 – Receive and Consider action on the July 2023 Financial Reports.* Jane Hughson moved to accept the report. Leonard Olson seconded. Passed with the following vote.

Yes: 4 - Joe Castillo, Jane Hughson, Leonard Olson, Meredith Schawe  
No: 0

*Item 8 – Adjourn to Executive Session pursuant to Texas Government Code Section 551.071 and 551.074 of the Texas Open Meeting Act.* No Executive Session required.

*Item 9 – Action on items discussed in Executive Session.* No action required.

*Item 10 – Receive the Taxpayer Liaison Report.* Report received.

*Item 11 – Chief Appraiser's Report*

- 2023 Certified Values
- Request for Proposals for 2023/2024 Financial Audit
- Department Updates
- Litigation Update
- Receive Questions from the Board

*Item 12 – Set date, time and location for the next Board of Directors meeting.* The next meeting was set for September 21, 2023 at 4:00 p.m.

*Item 13 – Board of Directors Report.* No report.

*Item 14 – Citizens Communication.* No citizen communication.

*Item 15 – Adjourn.* Meeting adjourned at 5:06 p.m.

  
\_\_\_\_\_  
Joe Castillo, Chairman

  
\_\_\_\_\_  
Jane Hughson, Secretary

# Hays Central Appraisal District



---

512-268-2522 ■ Lex Word Building ■ 21001 IH 35 ■ Kyle, Texas 78640 ■ info@hayscad.com

---

MINUTES OF THE REGULAR CALLED MEETING OF THE HAYS CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS HELD ON THURSDAY, NOVEMBER 16, 2023 AT 4:00 P.M.

BOARD MEMBERS PRESENT: Joe Castillo, Jane Hughson, Jayna Love, Meredith Schawe and Jeffrey Aylstock

*Item 1 & 2 – Call to Order & Establishment of a Quorum.* Joe Castillo called the Regular Meeting of the Hays Central Appraisal District Board of Directors to order Thursday, November 16, 2023 at 4:00 p.m. A quorum was present.

*Item 3 – Public Comments.* No public comments.

*Item 4 – Consider and elect by majority vote one nominee to fill a vacancy on the board as described in Property Tax Code Section 6.03(l).* Jane Hughson moved to elect Jeffrey Aylstock. Jayna Love seconded. Passed with the following vote:

Yes: 4 - Joe Castillo, Jane Hughson, Jayna Love, Meredith Schawe  
No: 0

*Item 5 – Swear in newly elected board member.* Jeffrey Aylstock was sworn in.

*Item 6 – Receive and consider action on the minutes of the regular meeting held August 17, 2023.* Jane Hughson moved to approve the minutes. Meredith Schawe seconded. Passed with the following vote:

Yes: 5 - Joe Castillo, Jane Hughson, Jayna Love, Meredith Schawe and Jeffrey Aylstock  
No: 0

*Item 7 – Receive and Consider action on the Financial Reports.* Jane Hughson moved to accept the reports. Jayna Love seconded. Passed with the following vote.

Yes: 5 - Joe Castillo, Jane Hughson, Jayna Love, Meredith Schawe and Jeffrey Aylstock  
No: 0

*Item 8 – Receive and consider action on renewal contract with Capitol Appraisal Group to provide appraisal services for the 2024 tax year.* Jane Hughson moved to approve the contract. Jayna Love seconded. Passed with the following vote:

Yes: 5 - Joe Castillo, Jane Hughson, Jayna Love, Meredith Schawe and Jeffrey Aylstock  
No: 0

*Item 9 – Receive, discuss, and consider action on Financial Audit proposals.* Jane Hughson moved to approve Bolinger, Segars, Gilbert and Moss, LLP. Jeffrey Aylstock seconded. Passed with the following vote:

Yes: 5 - Joe Castillo, Jane Hughson, Jayna Love, Meredith Schawe and Jeffrey Aylstock  
No: 0

*Item 10 – Receive, discuss, and consider action on Bank Depository proposals.* Jane Hughson approved the Frost Bank proposal. Jayna Love seconded. Passed with the following vote:

Yes: 4 - Joe Castillo, Jane Hughson, Jayna Love, Jeffrey Aylstock  
No: 0

Abstained: 1 – Meredith Schawe

Skip to Item 17

*Item 17 - Receive the 2022 School District Property Value Study Invalid Findings report from the Texas Comptroller of Public Accounts.* Study Received.

Jane Hughson left meeting at 4:30.

Back to Item 11

*Item 11 – Adjourn to Executive Session pursuant to Texas Government Code Section 551.074 of the Texas Open Meeting Act for the following purpose: 551.074 – For the purpose of considering the appointment, employment, evaluation, specifically the performance evaluation of the Chief Appraiser, reassignment, duties, discipline or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee.*

*Item 12 – Action on items discussed in Executive Session including Chief Appraiser’s Performance Evaluation and 2024 Salary Determination. Jeffrey Aylstock moved to approve items discussed and Chief Appraiser’s salary agreed upon in executive session. Jayna Love seconded. Passed with the following vote:*

Yes: 4 - Joe Castillo, Meredith Schawe, Jayna Love, Jeffrey Aylstock

No: 0

*Item 13 – Receive the Taxpayer Liaison Report. Report received.*

*Item 14 – Receive 2023 Third Quarter Investment Fund Report. Report Received.*

*Item 15 – Receive and consider action of the 2024 Holiday Schedule. Meredith Schawe moved to approve the schedule. Jeffrey Aylstock seconded. Passed with the following vote:*

Yes: 4 - Joe Castillo, Meredith Schawe, Jayna Love, Jeffrey Aylstock

No: 0

*Item 16 – Consider action for an expenditure of funds for an Employee Appreciation Luncheon for Hays CAD staff and the closing of the appraisal district office on December 15, 2023 from 12:00 p.m. to 3:00 p.m. for that luncheon. Jayna Love moved to approve the funds and closing. Jeffrey Aylstock seconded. Passed with the following vote:*

Yes: 4 - Joe Castillo, Meredith Schawe, Jayna Love, Jeffrey Aylstock

No: 0

*Item 18 – Chief Appraiser’s Report*

- Board Nominations
- Department Updates
- Litigation Update
- TAAD Conference
- Receive Questions from the Board

*Item 19 – Set date, time and location for the next Board of Directors meeting. The next meeting was set for December 21, 2023 at 4:00 p.m.*

*Item 20 – Board of Directors Report. No report.*

*Item 21 – Citizens Communication. No citizen communication.*

*Item 22 – Adjourn. Meeting adjourned at 5:50 p.m.*

  
\_\_\_\_\_  
Joe Castillo, Chairman

  
\_\_\_\_\_  
Jane Hughson, Secretary