

**HAMILTON CENTRAL APPRAISAL DISTRICT  
MEETING MINUTES May 18, 2022  
County Annex Meeting Room**

The Hamilton County Board of Directors met on May 18, 2022 at 10:00 a.m. Mark Tynes called the meeting to order at 10:08 a.m. and announced that a quorum was present. Others members present included Steve Watson, Jeff Serratt, and Linda Catoe. Millie Shinn was unable to attend.

Mr. Tynes offered the opportunity for members of the public to speak. No one was present that wished to speak.

Minutes from the April 27, 2022 meeting were approved with a motion for approval offered by Jeff Serratt, seconded by Steve Watson, and passed without dissent.

Chief Appraiser Heather Donahoo explained the Appraisal District is suffering from a shortage of staff members due to the influx of real estate transfers. Mrs. Donahoo explained to the board that she has a potential candidate that is willing to join the CAD that is experienced in Business Personal Property that already has her Registered Professional Appraisal License from TDLR. Serratt motioned to move the contingency budget to the salary category in order to hire Lisa Williams, seconded by Watson.

The board went into executive session at 11:40 a.m. and returned to open session at 12:00 a.m.

During Executive session the board expressed concern for the appraisal district staff remaining in the current building. Tynes motioned to give Ms. Donahoo permission by the board of directors to relocate the appraisal district as soon as possible to a location that is healthy for the employees of the district. The motion was seconded by Catoe, and passed without dissent. Negotiations are ongoing regarding the purchase of a building for the district and will comply with the posting of the State of Texas.

Ms. Donahoo then presented the financial report through the end of April and noted that the appraisal district is in a good financial position at this time.

Ms. Donahoo presented the collection report with a collection rate of 95.82% through April 30, 2022. The top 100 delinquent taxpayers were also presented to the board.

Ms. Donahoo also presented the supplemental changes to the board.

Donahoo explained that the PVS protests for Hamilton ISD and Cranfills Gap ISD are not yielding good results. Perdue Brandon is handling the protests for both school districts. Perdue is still in the process of protesting the utility portion of Hamilton ISD's property value study.

The board set the time and date of the next meeting for June 15, 2022 at 10:00 a.m.

Judge Tynes moved adjournment at 12:48 p.m. It was seconded by Steve Watson and passed without dissent.



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Chairperson, Mark Tynes