

# Hemphill County Appraisal District

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## Minutes

The Hemphill County Appraisal District Board of Directors met Wednesday, April 17, 2024 at 5:30 p.m. at the Hemphill County Appraisal District in Canadian, Texas. Members of the Board of Directors present were Alton Lohberger, Heath Mitchell, Wendie Cook, Dawn Webb and Chris Jackson. Staff members present were Pam Scates, Chief Appraiser. Guest present was John Merriss, auditor with Doshier Pickens & Francis, LLC.

1. Heath Mitchell opened the meeting at 5:33 p.m. confirming a quorum was present.
2. Heath Mitchell gave the invocation and welcomed guest.
3. There was no public comment.
4. The 2023 financial audit was received. Action item to approve as presented will be placed on the next meeting agenda. Recommendation for future action agenda item to be placed annually on year end meetings was discussed. It was decided, the board would take action to retain, set limit or refund previous year unused funds at the last meeting each year.
5. The February 7, 2024 and February 21, 2024 minutes were reviewed, Wendie Cook made a motion to accept the minutes as presented. Alton Lohberger seconded. Motion passed unanimously. Receipts and disbursements were reviewed for January, February and March 2024. Wendie Cook made a motion to accept receipts and disbursements as presented, Dawn Webb seconded, the motion passed unanimously.
6. Executive Session – None
7. Resolutions were considered and adopted as follows with a motion from Wendie Cook, second by Alton Lohberger: Resolution by the Board of Directors of the Hemphill County Appraisal District approving the formation of a Texas non-profit corporation to facilitate real property transactions for an appraisal office; approving the property lease and purchase agreement for the property located at 105 North Fifth Street, Canadian, Texas; and resolving other matters incident and related to the execution and delivery thereof. The motion passed unanimously.
8. Current building lease expires December 31, 2024. Motion was made by Alton Lohberger, second by Dawn Webb to not renew and to send, by certified mail, written notice to lease property owner at least 90 days prior to December 31, 2024, per lease agreement, the motion passed unanimously.
9. Motion made to accept the Real Property Hotel Contract by Pritchard & Abbott as submitted by Dawn Webb, second by Alton Lohberger, motion carried unanimously.
10. Chief Appraiser Report on District Operations  
Pam advised the board of the protest deadline, preliminary values due date and ARB hearing dates.  
Pam presented the Board with the 25.25 Quarterly report, there were no 25.25 changes.  
Pam gave a report on the Smokehouse Creek Fire.  
Pam announced an upcoming training with EagleView's aerial imagery and was inviting entities to join.  
Pam gave an update on the Palo Duro Pipeline suit stating the trial date had been moved to November, 18-20, 2024. An informal settlement meeting with another suit involving hotel valuation is set for May 3, 2024.
11. There were no future agenda items.
12. The next meeting was tentatively scheduled for June 11, 2024 at 5:30 p.m., immediately following the public hearing for the 2025 budget.
13. The meeting was adjourned at 7:00 p.m. with a motion from Wendie Cook, second by Alton Lohberger, motion carried unanimously.

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Chairman