

Hemphill County Appraisal District

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Minutes

The Hemphill County Appraisal District Board of Directors met Wednesday, January 29, 2025 at 5:30 p.m. at the Hemphill County Appraisal District in Canadian, Texas. Members of the Board of Directors present were Heath Mitchell, Andy Orrell, Dawn Webb and Chris Jackson. Staff members present were Pam Scates, Chief Appraiser.

1. Heath Mitchell opened the meeting at 5:32 p.m. confirming a quorum was present.
2. Heath Mitchell gave the invocation.
3. There was no public comment.
4. Swearing in and Administration of Oaths of Office for 2025 were given to Heath Mitchell, Andy Orrell, Chris Jackson and Dawn Webb.
5. Discussion was held, on the election of officers. Dawn Webb made a motion to elect Heath Mitchell as Chair, Andy Orrell as Vice Chair and Wendie Cook as Secretary, seconded by Andy Orrell. Motion passed unanimously.
6. Executive Session – None
 - a. Conduct Executive Session pursuant to Texas Government Code Sec. 551.071 to consult with legal counsel regarding Update on DCP Midstream, LP vs. Hemphill County Appraisal District and Palo Duro G&P (Oklahoma) LP, Palo Duro Pipelines (Texas Intrastate) LP, Palo Duro Pipelines (Texas Gathering) LP and Palo Duro Pipelines (Texas Liquids) LP and D&R Investments LLP vs. Hemphill County Appraisal District
 - b. Texas Government Code Sec. 551.072 Real Estate Deliberations
7. Consideration/Possible Action and May Vote on Items discussed in Executive Session. No Action.
8. Three items were presented to the board for discussion concerning “needs” at the new building. Future budget line item needed to be added for Lawn/Maintenance, researching options for signage for side of building and possible painting of exterior brick and the need for a storage container. Motion to purchase a storage container for \$6,448.00 was made by Andy Orrell, second by Dawn Webb. Motion passed unanimously.
9. The December 11, 2024 minutes were reviewed, Andy Orrell made a motion to accept the minutes as presented. Dawn Webb seconded. Motion passed unanimously.
10. Receipts and Disbursements were reviewed for December 2024. Dawn Webb made a motion to accept December 2024 receipts and disbursements as presented, Andy Orrell seconded, the motion passed unanimously.
11. The yearend Report was given regarding budget line-item adjustments. The 2024 auditor will be Doshier, Pickens and Francis, LLC. No Action
12. Public display items were presented to the board after being updated and reviewed as well as the BOD Policy Manual, Employee Policy Manual, Disaster Plan and all other items needing to be updated. Motion by Andy Orrell, second by Dawn Webb to make the necessary amendments. Motion passed unanimously.
13. Chief Appraiser Report on District Operations
 - A. Pam advised the board that renditions were mailed out and she has started receiving them back.
 - B. Notices of Appraised value will be mailed no later than April 1, 2025.
 - C. Mineral notices will be mailed by P&A by May 1, 2025.
 - D. Pam presented the Board with the 25.25 Quarterly report, there were no 25.25 changes.
 - E. Pam gave a report on the Property Value Study (PVS). Hemphill County Appraisal District that the results were still pending.

- F. Pam advised the board that the Appraisal District will start the 2025 MAP Review Monday.
 - G. Pam reported the Open House was a good opportunity for the taxpayers to see the new office and qualified for PR for the MAP Review. Pam was the program presenter for Rotary in January as another item for PR.
 - H. Pam had nothing to report for the quarterly investment report as the CAD doesn't invest.
- 14. No future agenda items.
 - 15. The 2025 Quarterly Meetings were set for April 23rd, June 11th, September 10th and December 10th.
 - 16. The meeting adjourned at 6:47 p.m.

Chairman