

MINUTES OF MAY 8, 2025

PUBLIC MEETING

OF THE

KLEBERG COUNTY APPRAISAL DISTRICT

BOARD OF DIRECTORS

LET IT BE KNOWN THAT on the 8th day of May 2025, A.D. at 3:00 PM the Board of Directors of the Kleberg County Appraisal District met in the board room of the Appraisal District office located at: 502 East Kleberg Avenue, Kingsville, Texas.

MEMBERS PRESENT

Daniel Morales
Crispin Trevino
Brandon Barrera
Brian Coufal
Vicki Valadez

APPRAISAL STAFF

Ernestina Flores
Daniel Cantu

PUBLIC PRESENT

MEMBERS NOT PRESENT

Roy Cantu (Deceased)

I. Call to Order and Declaration of Quorum

Mr. Morales as Chairman called the meeting to order at 3:02 pm and declared a quorum.

(CD 1, meter #:59)

A. Pledge of Allegiance

1. United States of America
2. Texas Flag

Mr. Morales lead those present in the Pledge of Allegiance to the United States of America and the Pledge to the Texas Flag.

(CD 1, meter #1:25)

II. Comments From the Public

There being none.

(CD 1, meter #1:35)

Ms. Valadez joined the meeting during this agenda item.

III. Consideration and Action on:

- A. Election of Board of Director to Fill Vacant Board of Director Position Previously held by the late Roy Cantu. Tex. Tax Code 6.03(1)

Ms. Flores stated that the only nominee is Bill Colston, Jr. She mentioned that all the resolutions that the appraisal district received were in the meeting packets. Ms. Flores went on to say that all the requirements mentioned in the Texas Property Tax Code under section 6.03 (1) had been followed and the board of directors are now ready to appoint a new board member.

Mr. Coufal made a motion to appoint Mr. Bill Colston, Jr. as the new board member filling the position previously held by Mr. Roy Cantu, Jr. Mr. Trevino seconded the motion. All in favor. Motion carried.

(CD 1, meter # 4:12)

- B. Approval of Minutes

1. April 10, 2025

Mr. Trevino made a motion to approve the minutes of April 10, 2025, as submitted. Mr. Barrera second the motion. All in favor. Motion carried.

(CD 1, meter #5:43)

- C. Approval of Financial Statements

1. March 2025

Ms. Flores went over the quarterly payments the appraisal district received from the taxing entities as well as the quarterly payments the appraisal districts made. She also pointed out the expenses in the legal and arbitration line items. Ms. Flores went over the undesignated balance in the statement of assets, liabilities and fund balance sheet. Ms. Flores asked for the financial statements to be approved as presented.

Mr. Coufal made a motion to approve the March 2025 financial statements as presented. Mr. Trevino second the motion. All in favor. Motion carried.

(CD 1, meter #7:48)

D. Awarding of Financial Audit Contract for Year Ending 2024

Ms. Flores mentioned that twenty-six letters requesting financial audit contracts had been sent to companies in the surrounding area and that only one was received. She went on to say that the contract received was from John Womack and Co. for the estimated amount of \$9,150.00, estimated is the normal wording on their contracts. She stated that they have handled the district's financial audit for several years and their wording always uses an estimated amount. Ms. Flores mentioned that for the 2023 financial audit the total amount paid to Womack and Co. was \$9,390.00. She asked the Board of Directors to approve John Womack and Co.'s proposal. Ms. Flores pointed out that this fee would be extended to another year if the Board of Directors approve the contract for two years. The Board of Directors asked that we call surrounding appraisal districts and ask who does their financial audit.

Mr. Coufal moved to accept the bid proposal of \$9,150.00 plus out of pocket costs from John Womack and Co. for the audit to be performed on the fiscal year ending December 2024. Mr. Barrera seconded the motion. All in favor. Motion carried.

(CD 1, meter #16:38)

E. Adoption of Appraisal Review Board Payments

Ms. Flores stated that she had reviewed the 2023 operations survey that was included in the meeting packets, which is the most current survey printed, and it shows that her request of \$70.00 for half a day and \$140.00 for a full day is in line with the reported numbers. She went over a spreadsheet from another chief appraiser as well as emails from other chief appraisers and she is still in the correct range.

Mr. Coufal made a motion to increase the Appraisal Review Board from \$50.00 for half a day to \$70.00 and from \$100.00 for a full day to \$140.00 for a full day as requested. Mr. Barrera seconded the motion. All in favor. Motion carried.

(CD 1, meter #35:30)

F. Disposal of Defective Office Furniture and Office Equipment

Ms. Flores went over the list of defective equipment that needs to be removed from the office.

Mr. Coufal made a motion to approve the disposal of the obsolete equipment listed. Mr. Trevino seconded the motion. All in favor. Motion carried.

(CD 1, meter #40:10)

G. Approval of Server Purchase

After a lengthy discussion, this item was tabled for the next meeting in June 2025.

Mr. Barrera made a motion to table this line item until the June 2025 meeting. Mr. Trevino seconded the motion. All in favor. Motion carried.

(CD 1, meter #54:18)

H. Personnel Policy Review

1. Chapter IV - Compensation

- a. Section 15 - Insurance
- b. Section 16 - Retirement Program

Mr. Morales stated that the Board of Directors had asked for this item to be part of this agenda so that they could look at insurance and retirement together as the budget process for the upcoming year begins. The Board of Directors spoke about the insurance and retirement programs at their places of employment along with what Mr. Petree had discussed with them. Ms. Flores was instructed to contact the Texas County and District Retirement Services and have a representative at one of the next two meetings as they begin the budget process.

Mr. Morales stated that no action was needed.

(CD 1, meter #1:02:41)

The meeting went into executive session at 3:35 pm.

(CD 1, meter #1:03:06)

I. Executive Session Pursuant to Personnel
(TGC 551.074)

1. Personnel (TGC 551.074)

- a. Evaluation of Chief Appraiser
(Ernestina Flores)

2. Kleberg County Appraisal District Operations Analysis
Report (TSC 522.111)

J. Reconvene Open Meeting To Public

The meeting reconvened to the public at 4:43 pm.

(CD 2, meter #:14)

K. Action on Executive Session

1. Executive Session Pursuant to Personnel
(TGC 551.074)

There being no action.

(CD 2, meter #:23)

2. Kleberg County Appraisal District Operations Analysis
Report (TSC 522.111)

There being no action.

(CD 2, meter #:23)

IV. Proposed Agenda Items

- minutes
- financial statements
- minutes
- 2026 proposed budget
- Birdwell presentation
- Server
- PADS mobile (purchase)
- insurance
- retirement
- Wardlaw values
- certification timetable

(CD 2, meter #2:49)

V. Chief Appraiser's Report

Ms. Flores went over staff, education, general comptroller issues, general legislative issues and general value issues. She stated that the state comptroller's MAPs reviewer had been in last week. She stated that notices would be mailed on May 23rd and that the rolls would be turned over around May 27th. She also went over Appraisal Review Board protests dates. She asked the Board of Directors what they wanted her to do on the 2026 proposed budget since most of the information she needs

won't start coming in until July. Mr. Morales told Ms. Flores to use filler numbers. Ms. Flores went over the deadline for the month, which was the appraisal notice mailout date. Ms. Flores introduced Mr. Morante as the new Assistant Chief Appraiser.

(CD 2, meter # 12:46)

A. Consideration and Action on Chief Appraiser's Report Items

Mr. Trevino made a motion to accept the Chief Appraiser Report. Mr. Coufal seconded the motion. Motion carried.

(CD, meter #13:20)

In favor: Mr. Morales, Mr. Coufal, Mr. Trevino
Against: Mr. Barrera

VI. Comments From the Public

There being none.

(CD 2, meter #13:25)

VII. Items From the Board of Directors

There being none.

(CD 2, meter #13:36)

VIII. Discussion Between Board Members & Chief Appraiser as Permitted by Section 6.15, Texas Property Tax Code

There being none.

(CD 2, meter #13:52)

IX. Adjournment

Mr. Trevino made a motion to adjourn the meeting. Mr. Barrera second the motion.

(CD 2, meter #8:45)



Daniel Morales, Chairman



Brandon Barrera, Secretary