

CROSBY CENTRAL APPRAISAL DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

The Board of Directors for the Crosby Central Appraisal District met in regular session on Thursday November 14, 2024, at 7:00 a.m. at the Crosby Central Appraisal District office located at 109 West Aspen Street Crosbyton, Texas.

- 2024-066 Chairman Steve Henn called the meeting to order at 7:12 a.m.
- 2024-067 Chairman Henn established a quorum with himself, Donald Kirksey, Deborah Kirksey, Abel Reyna, and Virginia Torres. Members absent Gail Johnson and Suzanne Foust. Others present Chief Appraiser Crystal Hill.
- 2024-068 Public Access: None
- 2024-069 Donald Kirksey made the motion, seconded by Virginia Torres to approve the minutes for the regular meeting and the public hearings on September 5, 2024. The motion passed unanimously. (5-0-0)
- 2024-070 Donald Kirksey made the motion, seconded by Abel Reyna to approve the September and October 2024 Financials. The motion passed unanimously. (5-0-0)
- 2024-071 Virginia Torres made the motion, seconded by Abel Reyna to approve the 2024 3rd Quarter Investment report as presented. Motion passed unanimously. (5-0-0)
- 2024-072 Abel Reyna made the motion, seconded by Donald Kirksey to approve the 3rd quarter appraisal roll corrections. Motion passed unanimously. (5-0-0)
- 2024-073 Donald Kirksey made the motion, seconded by Abel Reyna, to accept the depository bld proposal from Vista Bank. Motion passed unanimously (5-0-0).
- 2024-074 Virginia Torres made the motion, seconded by Donald Kirksey to approve the 25-26 Depository Contract with Vista Bank. The motion passed unanimously (5-0-0).
- 2024-075 Donald Kirksey made the motion, seconded by Deborah Kirksey to approve the 2025 employee health insurance plan G9L1CHC with Blue Cross Blue Shield of Texas as presented and to renew the Guardian Dental Plan for 2025. Motion passed unanimously (5-0-0).
- 2024-076 Abel Reyna made the motion, seconded by Donald Kirksey to grant longevity pay for 2024 per the adopted scale. The motion passed unanimously. (5-0-0)
- 2024-077 Donald Kirksey made the motion, seconded by Virginia Torres, to table this item until the next meeting. Motion passed unanimously (5-0-0).
- 2024-078 The Board discussed the Chief Appraiser Evaluation.
- 2024-079 Abel Reyna made the motion, seconded by Virginia Torres to approve the 2023 Tax refund on parcel 5385. Motion passed unanimously (5-0-0).



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2024-080

Chief Appraiser Report

A. Office Update

Crystal Hill discussed holiday office hours for December 23rd and December 27th. Received approval to close in connection with the courthouse for December 23rd and close at 1 pm on December 27th.

Crystal Hill discussed with the board the Deputy Chief Appraiser position and potential candidates.

Crystal Hill reported to the board that business was running smoothly with no complaints or concerns.

Crystal Hill reported to the board that Appraiser Kaylynn had completed all training for her level 3 and would be taking the RPA Level 3 exam and that Appraiser Denice had completed all Level 1 training and will start level 2 training in January.

B. Appraisal/Collection Update

Crystal Hill reported to the board that the reinspection's of Crosbyton CISD was underway and expected to be completed by January 2025.

Crystal Hill reported to the board that the collection rate for the 2024 taxes was at 67%.

C. TAAD Annual Conference

Crystal Hill reported to the board that the annual TAAD Conference would be held February 16-19, 2025, in Austin.

2024-081

Virginia Torres made a motion, seconded by Abel Reyna to set January 23, 2025, at 7:00 A.M. as the next meeting date. Motion passed unanimously. (5-0-0)

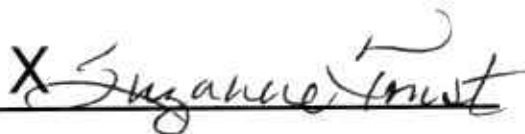
2024-082

Donald Kirksey made the motion, seconded by Abel Reyna to adjourn the meeting at 8:04 A.M. Motion passed unanimously. (5-0-0)

Approved this 23rd day of January 2025.

X 

Steve Henn
Chairman, Crosby CAD Board of Directors

X 

Crosby CAD Board Secretary



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CROSBY CENTRAL APPRAISAL DISTRICT

BOARD OF DIRECTORS

Minutes of the Public Hearing of the Board of Directors for Crosby Central Appraisal District, held on November 14, 2024.

1. Chairman Steve Henn called the public hearing to order at 8:05 A.M.
2. Chairman Henn established a quorum with himself, Donald Kirksey, Deborah Kirksey, Abel Reyna and Virginia Torres. Members absent Gail Johnson and Suzanne Foust. Others present were Crystal Hill.
3. Chief Appraiser Crystal Hill presented the Notice of the 2023 Property Value Study Invalid Findings to the Board of Directors for review. Chief Appraiser Hill explained that the CAD had failed the 2023 ratio study in Ralls ISD and that we were in Year 2 Grace. Crystal Hill discussed the importance of passing the property value study and the impact it has on school districts. The board was also informed that we were currently undergoing the Property Value Study for all three school districts. Advising that we are hopeful that efforts of the reappraising for the 2024 tax year will be found successful for Ralls ISD.
4. Public Comment: None
5. Board Comment: Discussion on what failing a third year would mean for the CAD and the school district.
6. Donald Kirksey made the motion seconded by Abel Reyna to adjourn at 8:17 A.M.

Approved on the 23rd day of January 2025.



Chairman
Board of Directors
Crosby Central Appraisal District



Secretary
Board of Directors
Crosby Central Appraisal District



CROSBY CENTRAL APPRAISAL DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

The Board of Directors for the Crosby Central Appraisal District met in regular session on Thursday September 5, 2024, at 7:20 a.m. at the Crosby Central Appraisal District office located at 109 West Aspen Street Crosbyton, Texas.

- 2024-052 Chairman Steve Henn called the meeting to order at 7:23 a.m.
- 2024-053 Chairman Henn established a quorum with himself, Suzanne Foust, Gail Johnson, Donald Kirksey, Deborah Kirksey, Abel Reyna, and Virginia Torres. Others present Chief Appraiser Crystal Hill.
- 2024-054 Public Access: None
- 2024-055 Virginia Torres made the motion, seconded by Donald Kirksey to approve the minutes for July 18, 2024. The motion passed unanimously. (7-0-0)
- 2024-056 Gail Johnson made the motion, seconded by Abel Reyna to approve the July and August 2024 Financials. The motion passed unanimously. (7-0-0)
- 2024-057 Gail Johnson made the motion, seconded by Suzanne Foust to adopt the 2025 Crosby Central Appraisal District budget. Motion passed unanimously. (7-0-0)
- 2024-058 Virginia Torres made the motion, seconded by Gail Johnson to adopt by resolution the 2025-2026 Biennial Reappraisal Plan. Motion passed unanimously. (7-0-0)
- 2024-059 Suzanne Foust made the motion, seconded by Donald Kirksey, to approve the 25-26 Mapping Services contract with Pritchard and Abbott, Inc. Motion passed unanimously (7-0-0).
- 2024-060 Duplicate item no action taken.
- 2024-061 Abel Reyna made the motion, seconded by Gail Johnson to approve lowering the employee deposit rate with TCDRS to 6%. Motion passed unanimously (7-0-0).
- 2024-062 Donald Kirksey made the motion, seconded by Virginia Torres to approve an employee credit card for education expenses with a \$1500 credit limit. Motion passed unanimously (7-0-0).
- 2024-063 Chief Appraiser Report
- Crystal Hill obtained approval to close the office for employee training in Lubbock on September 6th.
 - Crystal Hill reported to the board that the collection rate was 96%. It was reported to the board that a calculation error on the 2023 Tax Bills for City of Crosbyton was made in error and that this was discovered August 5th. After speaking with the cities management corrected statements were sent out by the CAD for the difference. This error resulted in \$15,543 of uncollected

taxes. As of September 4th \$9,020, of that had been collected. Crystal Hill reported to the board that quality control procedures have been put in place to ensure this type of error does not occur again. It was also reported that the reappraisal for Crosbyton ISD had begun, and field inspections would start in Mid-October.

- Crystal Hill presented the 2024 Annual Report to the board of directors.
- Crystal Hill presented the 2024 Mass Appraisal Report to the board of directors.

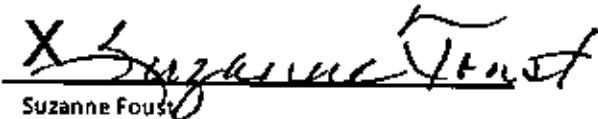
2024-064 Virginia Torres made a motion, seconded by Suzanne Foust to set November 14, 2024, at 7:00 A.M. as the next meeting date. Motion passed unanimously. (7-0-0)

2024-065 Donald Kirksey made the motion, seconded by Gail Johnson to adjourn the meeting at 7:54 A.M. Motion passed unanimously. (7-0-0)

Approved this 14th day of November 2024.



Steve Henn
Chairman, Crosby CAD Board of Directors



Suzanne Foust
Secretary, Crosby CAD Board of Directors

CROSBY CENTRAL APPRAISAL DISTRICT

BOARD OF DIRECTORS PUBLIC HEARING MINUTES

The Crosby Central Appraisal District held a public hearing on September 5, 2024, at 7:00 AM at the appraisal district office located at 109 West Aspen Street Crosbyton, Texas.

Chairman Steve Henn called the hearing to order at 7:00 AM.

Chairman Henn established a quorum with himself, Donald Kirksey, Suzanne Foust, Gall Johnson, Deborah Kirksey, Virginia Torres and Abel Reyna. Others present Chief Appraiser Crystal Hill.

There were no public comments made.

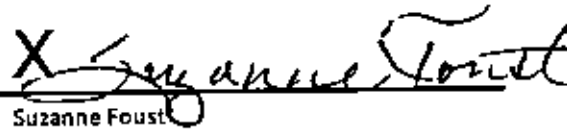
Board discussed the proposed budget for the 2025 Fiscal Year.

Chairman Henn adjourned the public hearing at 7:10 AM.

Signed this 14th day of November 2024

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Steve Henn
Chairman, Crosby CAD Board of Directors

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Suzanne Foust
Secretary, Crosby CAD Board of Directors



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CROSBY CENTRAL APPRAISAL DISTRICT

BOARD OF DIRECTORS PUBLIC HEARING MINUTES

The Board of Directors for the Crosby Central Appraisal District held a public hearing on September 5, 2024, at 7:10 a.m. at the Crosby Central Appraisal District office located at 109 West Aspen Street Crosbyton, Texas.

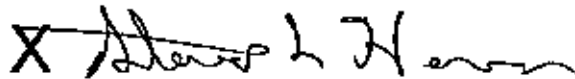
Chairman Steve Henn called the public hearing to order for the 2025/2026 Reappraisal Plan at 7:12 a.m.

Chairman Henn established a quorum with himself, Suzanne Foust, Donald Kirksey, Gail Johnson, Abel Reyna, Deborah Kirksey and Virginia Torres. Others present Crystal Hill.

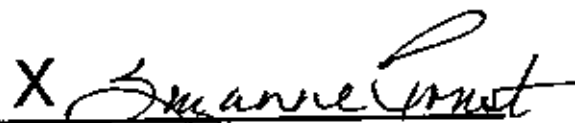
No public comments were made.

Chairman Henn adjourned the public hearing at 7:23 a.m.

Signed this 14th day of November 2024

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Steve Henn
Chairman, Crosby CAD Board of Directors

X 

Suzanne Foust
Secretary, Crosby CAD Board of Directors



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CROSBY CENTRAL APPRAISAL DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

The Board of Directors for the Crosby Central Appraisal District met in regular session on Thursday July 18, 2024, at 7:00 a.m. at the Crosby Central Appraisal District office located at 109 West Aspen Street Crosbyton, Texas.

- 2024-040 Chairman Steve Henn called the meeting to order at 7:00 a.m.
- 2024-041 Chairman Henn established a quorum with himself, Suzanne Foust, Gail Johnson, Donald Kirksey, Tony Mendoza, Abel Reyna, and Virginia Torres. Others present Chief Appraiser Crystal Hill.
- 2024-042 Public Access: None
- 2024-043 Donald Kirksey made the motion, seconded by Abel Reyna to approve the minutes for May 16, 2024. The motion passed unanimously. (7-0-0)
- 2024-044 Gail Johnson made the motion, seconded by Tony Mendoza to approve the May and June 2024 Financials. The motion passed unanimously. (7-0-0)
- 2024-045 Suzanne Foust made the motion, seconded by Virginia Torres to approve the 2024 2nd Quarter Investment Report as presented. Motion passed unanimously. (7-0-0)
- 2024-046 Donald Kirksey made the motion, seconded by Tony Mendoza to approve all Quarterly Corrections to the Certified Appraisal Rolls. Motion passed unanimously. (7-0-0)
- 2024-047 Donald Kirksey made the motion, seconded by Suzanne Foust, to accept Gary Hardin's resignation from the CCAD BOD. Motion passed unanimously (7-0-0).
- 2024-048 Virginia Torres made the motion, seconded by Gail Johnson to approve the Cyber Liability and Data Breach Response Interlocal Agreement with TML. Motion passed unanimously (7-0-0).
- 2024-049 The 2025 Preliminary Budget was discussed no action was taken.
- 2024-050 Chief Appraiser Report
- Crystal Hill discussed with the board that all ARB hearings had been conducted and that she would begin sending certified values to the entities by Friday, July 19th, and start TNT calculations.
 - Crystal Hill reported to the board that Denice and Kaylynn would be attending multiple classes in August and September working towards their RPA certification and that classes would take place in Lubbock or Amarillo. Crystal asked the board for permission to close the office September 6th so the staff could attend the required annual training offered by PBFCM.

- Crystal Hill reported to the board that the collection rate was 95%. Crystal also reported that a Sherriff Sale was scheduled for October 1, 2024.

2024-051 Suzanne Foust made a motion, seconded by Tony Mendoza to set September 5, 2024, at 7:00 A.M. as the next meeting date. Motion passed unanimously. (7-0-0)

2024-050 Donald Kirksey made the motion, seconded by Abel Reyna to adjourn the meeting at 7:28 A.M. Motion passed unanimously. (7-0-0)

Approved this 5th day of September 2024

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Steve Henn
Chairman, Crosby CAD Board of Directors

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Suzanne Foust
Secretary, Crosby CAD Board of Directors

CROSBY CENTRAL APPRAISAL DISTRICT

BOARD OF DIRECTORS MEETING MINUTES


The Board of Directors for the Crosby Central Appraisal District met in regular session on Thursday May 16, 2024, at 7:00 a.m. at the Crosby Central Appraisal District office located at 109 West Aspen Street Crosbyton, Texas.

- 2024-028 Chairman Steve Henn called the meeting to order at 7:00 a.m.
- 2024-029 Chairman Henn established a quorum with himself, Gary Hardin, Gail Johnson, Donald Kirksey, Tony Mendoza, Abel Reyna, and Virginia Torres. Members absent Suzanne Foust. Others present Chief Appraiser Crystal Hill and Ryan King with Terry & King, CPAs, P.C.
- 2024-030 Public Access: None
- 2024-031 Donald Kirksey made the motion, seconded by Virginia Torres to approve the minutes for March 21, 2024. The motion passed unanimously. (7-0-0)
- 2024-032 Gail Johnson made the motion, seconded by Tony Mendoza to approve the March and April 2024 Financials. The motion passed unanimously. (7-0-0)
- 2024-033 Gail Johnson made the motion, seconded by Abel Reyna to accept, and approve the 2023 Audit Proposal as presented by Ryan King with Terry & King, CPAs, P.C. The motion passed unanimously. (7-0-0)
- 2024-034 Tony Mendoza made the motion, seconded by Gail Johnson to approve the 2024 1st Quarter Investment Report as presented. Motion passed unanimously. (7-0-0)
- 2024-035 Donald Kirksey made the motion, seconded by Tony Mendoza to approve the Crosby Central Appraisal District 2025 Preliminary Budget. The motion passed unanimously. (7-0-0)
- 2024-036 Abel Reyna made the motion, seconded by Virginia Torres to approve all Quarterly Corrections to the Certified Appraisal Rolls. Motion passed unanimously. (7-0-0)
- 2024-037 Chief Appraiser Report
- Crystal Hill discussed with the board that her office email was hacked. A cyber security claim was opened with TML, and a team of investigators and attorneys performed a Cyber Security Forensic Analysis on the CADs system, computers, and all email accounts. The team of investigators reported that there was no threat to the CAD and no sensitive information was leaked. Extra measures of security were added to all email and computers.
 - Crystal Hill reported to the board that appraisal notices were mailed May 3rd.
 - Crystal Hill reported to the board that the collection rate was 90%.

2024-038 Steve Henn made a motion, seconded by Tony Mendoza to set July 18, 2024, at 7:00 A.M. as the next meeting date. Motion passed unanimously. (7-0-0)

2024-039 Donald Kirksey made the motion, seconded by Abel Reyna to adjourn the meeting at 7:54 A.M. Motion passed unanimously. (7-0-0)

Approved this 18th day of July 2024

X 

Steve Henn
Chairman, Crosby CAD Board of Directors

X 

Suzanne Foust
Secretary, Crosby CAD Board of Directors

CROSBY CENTRAL APPRAISAL DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

The Board of Directors for the Crosby Central Appraisal District met in regular session on Thursday March 21, 2024, at 7:00 a.m. at the Crosby Central Appraisal District office located at 109 West Aspen Street Crosbyton, Texas.


- 2024-017 Chairman Steve Henn called the meeting to order at 7:00 a.m.
- 2024-018 Chairman Henn established a quorum with himself, Suzanne Foust, Gary Hardin, Donald Kirksey, Tony Mendoza, and Virginia Torres. Members absent Gail Johnson and Abel Reyna. Others present Chief Appraiser Crystal Hill.
- 2024-019 Public Access: None
- 2024-020 Gary Hardin made the motion, seconded by Tony Mendoza to approve the minutes for January 25, 2024. The motion passed unanimously. (6-0-0)
- 2024-021 Donald Kirksey made the motion, seconded by Suzanne Foust to approve the January and February 2024 Financials. The motion passed unanimously. (6-0-0)
- 2024-022 Crystal Hill presented the 2023 Property Value Study Preliminary Findings for Ralls ISD to the board of directors. Crystal Hill reported that the values for Ralls ISD are out of compliance. Hill said the district increased values in Ralls ISD and real property values were within state limits, but agricultural value fell below the 5-percent threshold.
- 2024-023 Crystal Hill presented the 22-2023 Methods and Assistance Program Final Results. Hill reported that the district passed all review areas receiving a score of 100 which meets all requirements required by statute. The map review asks 92 questions that review areas of appraisal district governance, taxpayer assistance, operating procedures, and appraisal standards.
- 2024-024 Suzanne Foust made the motion, seconded by Donald Kirksey to take no formal action on the complaint filed on the district employee due to lack of evidence that a violation of confidentiality was made. The motion passed (5-0-1)
- 2024-025 Chief Appraiser Report
- Crystal Hill reported to the board that she decided that the deed processing services, and homestead audit services would remain in house, she felt the staff was more than capable of handling these services and contracting them out would not be necessary.
 - Crystal Hill reported to the board that Denice Sellers was hired to fill the vacant Appraisal position.
 - Crystal Hill reported to the board that physical inspections for Lorenzo ISD were complete, and April 15th was the projected date for Appraisal Notices to be mailed.
 - Crystal Hill reported to the board that the collection rate was at 91% and reported on 33.05 removals.
- 2024-026 Tony Mendoza made the motion, seconded by Virginia Torres to approve May 16, 2024, as the next meeting date. The motion passed unanimously. (6-0-0)

2024-027 Chairman Henn adjourned the meeting at 7:39 a.m.

Approved this 16th day of May 2024.



Chairman, Board of Directors
Steve Henn



Secretary, Board of Directors
Suzanne Foust

CROSBY CENTRAL APPRAISAL DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

The Board of Directors for the Crosby Central Appraisal District met in regular session on Thursday January 25, 2024, at 7:00 a.m. at the Crosby Central Appraisal District office located at 109 West Aspen Street Crosbyton, Texas.

2024-001 Chairman Steve Henn called the meeting to order at 7:01 a.m.

2024-002 Chairman Henn established a quorum with himself, Suzanne Foust, Gary Hardin, Gail Johnson, Tony Mendoza, and Abel Reyna. Members absent Donald Kirksey and Virginia Torres. Others present Chief Appraiser Crystal Hill, and Jonathan Galley with PBFCM.

Crystal Hill administered the oath of office and statement of elected/appointed officers to the following board members with new terms, Suzanne Foust, Gary Hardin, Gail Johnson, Tony Mendoza, and Abel Reyna.

Chairman Henn turned the meeting over to Crystal Hill to conduct the election of officers for 2023.

Crystal Hill called for nominations for Board Chairman.

Suzanne Foust made the motion, seconded by Gary Hardin to nominate Steve Henn as Chairman. Tony Mendoza made the motion, seconded by Gary Hardin that nominations cease and to elect Steve Henn as Board Chairman by acclamation. The motion passed unanimously. (6-0-0)

Crystal Hill turned the meeting over the Chairman Henn.

Chairman Henn called for nominations for Vice Chairman.

Abel Reyna made the motion, seconded by Tony Mendoza to nominate Gary Hardin as Vice Chairman. Suzanne Foust made the motion, seconded by Tony Mendoza that nominations cease and to elect Gary Hardin as Vice Chairman by acclamation. The motion passed unanimously. (6-0-0)

Chairman Henn called for nominations for Secretary.

Tony Mendoza made the motion, seconded by Gail Johnson to nominate Suzanne Foust as board secretary. Tony Mendoza made the motion, seconded by Gail Johnson that nominations cease and to elect Suzanne Foust as Secretary by acclamation. The motion passed unanimously. (6-0-0)

2024-003 Public Access: None

2024-004 Gail Johnson made the motion, seconded by Suzanne Foust to approve the minutes for November 16, 2023. The motion passed unanimously. (6-0-0)

2024-005 Abel Reyna made the motion, seconded by Gail Johnson to approve the November and December 2023 Financials. The motion passed unanimously. (6-0-0)

2024-006 Gail Johnson made the motion, seconded by Abel Reyna to approve the 2023 4th Quarter Public Funds Investment report. The motion passed unanimously. (6-0-0)

- 2024-007 Gail Johnson made the motion, seconded by Suzanne Foust to adopt by resolution the 2023 Investment Policy for Crosby Central Appraisal District and the 2023 investment officer. The motion passed unanimously. (6-0-0)
- 2024-008 Jonathan Galley with PBFCM Law Firm presented the delinquent tax collection report for 2021 and 2022. He discussed how much has been collected since the tax was first turned over to them.
- 2024-009 Gail Johnson made the motion, seconded by Abel Reyna to amend the 2023 Budget line items as presented. The motion passed unanimously. (6-0-0)
- 2024-010 Gary Hardin made the motion, seconded by Gail Johnson to engage the firm of Terry & King CPA's, P.C. to perform the 2023 audit of the appraisal district. The motion passed unanimously. (6-0-0)
- 2024-011 Gail Johnson made the motion, seconded by Gary Hardin to approve the Chief Appraiser to contract with BIS Consultants and TrueRoll for Deed Processing and Homestead Audit Services until needed. The motion passed unanimously. (6-0-0)
- 2024-012 Tony Mendoza made the motion, seconded by Abel Reyna to approve all existing contracts with: Thomas Y Pickett, Eagle Property Tax Appraisal Consultants, Pritchard & Abbott, and BIS Consultants. The motion passed unanimously. (6-0-0)
- 2024-013 Abel Reyna made the motion, seconded by Suzanne Foust to approve the 2024 AG Advisory Board for Crosby CAD. The motion passed unanimously (6-0-0)
- 2024-014 Chief Appraiser Report
- Crystal Hill reported to the board that everything was in place for the TAAD Conference in February.
 - Crystal Hill reported to the board that Kelly Upchurch gave her resignation December 21st and her last day was January 15th. She also reported to the board that she had placed an employment ad in the paper and was going to start the interview process in February.
 - Crystal Hill reported to the board that physical inspections for Lorenzo ISD had begun and should be finished by the end of February.
 - Crystal Hill reported to the board that the collection rate was at 80%.
- 2024-015 Tony Mendoza made the motion, seconded by Suzanne Foust to approve March 21, 2024, as the next meeting date. The motion passed unanimously. (6-0-0)
- 2024-016 Suzanne Foust made the motion, seconded by Tony Mendoza to adjourn the meeting at 7:48 a.m.

Approved this 21st day of March 2024.


Chairman, Board of Directors
Steve Henn


Secretary, Board of Directors
Suzanne Foust