

**MINUTES OF BOARD OF DIRECTORS MEETING
COLEMAN COUNTY TAX APPRAISAL DISTRICT**

The Board of Directors of the Coleman County Tax Appraisal District met on Wednesday, June 7, 2023, in the Appraisal District Office located at 105 S. Commercial Ave., Coleman, Texas.

Call to Order: Jay Dalton called the meeting to order at 8:00 am.

Present: Jay Dalton, Scotty Lawrence, Stacey Mendoza, and Eva Bush
Absent: Josh Hale and Jo Jones.

Public Comments: No one was present.

Minutes of Previous Meeting: The minutes of the previous meeting were read and approved on a motion by Stacey Mendoza and seconded by Scotty Lawrence. The motion passed unanimously.

Monthly Reports and Bills: The Board reviewed the monthly expense reports for March and April. Stacey Mendoza made a motion to approve the bills with a second by Scotty Lawrence. The motion passed unanimously.

The Collection Reports were reviewed by the Board.

The First Quarter Budget Comparison Report was reviewed by the Board.

Discuss and Approve/Disapprove 2023 Per Diem and Mileage Rate. Eva Bush proposed to the Board, a request to start using the IRS standard mileage rate as a basis to calculate the mileage reimbursement for travel within and outside of Coleman County. She also presented the U. S. General Services Administration (GSA) Per Diem Rates for Texas to be used as a guide for employee per diem reimbursements. This would allow the office not to have to keep up with so many receipts for out-of-town expenses and allow a fairer daily rate for those traveling to more expensive locations for educational requirements. This would keep the Board from having to vote on changes to the personnel policy every year regarding these two items. Stacey Mendoza made the motion to reimburse mileage by using the IRS standard mileage rate and to reimburse the employee per diem rate for out-of-town travel as outlined in the U. S. General Services Administration (GSA) Per Diem Rates for Texas guidelines. Scotty Lawrence gave the second and the motion passed.

Discuss and Approve/Disapprove the 2024 Proposed Budget. Eva Bush presented the 2024 proposed budget. After discussing the items with the largest increases, Scotty Lawrence gave the motion to approve the 2024 proposed budget. Stacey Mendoza gave the second and the motion passed.

Chief Appraiser Report: Eva Bush gave a short update on the new telephones and conference phone that were installed. She also gave an update on the progress of the new ownership mapping system. She expressed concerns on office security and discussed possibly addressing those concerns in a future meeting.

Adjournment: The meeting adjourned at 8:30 am on a motion by Stacey Mendoza and a second motion by Scotty Lawrence. The motion passed unanimously.


Vice-Chairman


Chairman