

Minutes of Regular Meeting, September 4, 2024  
Board of Directors  
Waller County Appraisal District

A regular meeting of the Waller County Appraisal District Board of Directors was held in the board room of the Waller County Appraisal District at 9:09 a.m. on Wednesday, September 4, 2024, with the following members present: Mr. Royce Rape, Ms. Brenda Nicholas, Ms. Jaime Davis, Mr. Rick Welch, and Mr. Tim Junek.

Members absent: Ms. Ellen Shelburne.

Also present: Becky Gurrola, Chief Appraiser  
Doyleen Fairchild, Deputy Chief Appraiser  
Joe McCown, Deputy Chief Appraiser

Chief Appraiser, Becky Gurrola, certified the provisions of section 551.001 of the Texas Government Code had been complied with in connection with the public notice of the meeting.

The meeting was called to order by Mr. Royce Rape at 9:010 a.m.

MINUTES A motion was made and seconded to approve the minutes of the regular called meeting of August 14, 2024.

MOTION: Ms. Jaime Davis  
SECOND: Mr. Rick Welch  
VOTE: Unanimous

APPROVAL OF 2025 – 2026 REAPPRAISAL PLAN The Board was presented the District’s 2025 – 2026 Reappraisal Plan.

A motion was made and seconded to approve the 2025 – 2026 Reappraisal Plan.

MOTION: Mr. Tim Junek  
SECOND: Mr. Rick Welch  
VOTE: Unanimous

2025 BUDGET The Board discussed the increase over the 2024 budget with the majority being the addition of the Future Building Expense line item of \$300,000.00. The Board continued discussing the planning process of a future building for the District.

Mr. Rape inquired if the proposed 2025 budget included an increase for education expense for the Board to attend any conferences and/or seminars. Ms. Gurrola reminded him that there was not a quorum for the 2025 budget planning meeting, and therefore the budget was not amended. Ms. Nicholas stated that she would like to see \$2,500.00 per board member per conference/seminar added to the budget.

Ms. Davis inquired about the new telephone system. It was her opinion that one of the most important expense items for the District is the technology items and functionality of the systems. She did not want the District to “piece meal” the system together. Ms. Davis had further questions about the IT system and the District answered all her questions.

The Chief Appraiser reminded the Board that any purchase over \$5,000.00 requires a Board vote, and therefore items are purchased in small quantities to keep the District running. The District offered to have the IT specialist come and discuss the needs with the Board in February of 2025.

Mr. Welch inquired if the \$20,000.00 included in the proposed budget for 2025 for technology expense would be sufficient for the 2025 year or if it should be increased to \$32,000.00. There was further discussion concerning iPads, licenses, software and other IT needs for the District. It was the opinion of the District that the proposed 2025 budget should be approved as submitted and if actual expenses are realized, the Board can amend the budget in the future.

A motion was made and seconded to approve the proposed 2025 budget as presented.

MOTION: Ms. Jaime Davis  
SECOND: Mr. Royce Rape  
VOTE: Unanimous

APPROVAL OF  
2025 CALENDAR

Chief Appraiser Ms. Becky Gurrola presented the proposed 2025 calendar to the Board for approval.

A motion was made and seconded to approve the proposed 2025 calendar.

MOTION: Mr. Royce Rape  
SECOND: Ms. Jaime Davis  
VOTE: Unanimous

LITIGATION

Chief Appraiser, Ms. Becky Gurrola, reported to the Board that the District has received six more lawsuits. The District has now received 17 lawsuits from the 2024 ARB hearings. She anticipates more lawsuits will be filed from O'Connor & Associates. There are upcoming court dates scheduled.

APPRAISAL  
EFFORT

Chief Appraiser Gurrola reported that the District has begun working on the 2025 appraisals. Deputy Chief Appraiser Joe McCown reported the process has begin in the southern area around Katy.

The Board had various questions concerning the growth in that part of the county and Mr. McCown answered all their questions.

FUTURE  
LOCATION OF  
APPRAISAL  
DISTRICT

Deputy Chief Appraiser Joe McCown will be meeting with Ms. Brenda Nicholas at Montgomery CAD offices to tour their facility. He had drawn up plans similar to their facility for the Board to consider. The Board discussed which members will be available to go tour MCAD's facility.

Mr. Junek offered to give the drawing to a construction manager to obtain information concerning the cost of construction. There was further discussion among the Board regarding the process of preparing the information needed for presenting to the taxing entities and the building plans submitted by Mr. McCown.

BOARD OF  
DIRECTORS  
MANUAL

Ms. Jaime Davis requested this agenda item for Board consideration and/or discussion of contents in the manual. She wants the Board to consider giving the county tax assessor/collector voting rights on the Board. Deputy Chief Doyleen Fairchild informed the Board that to have voting rights on the Board, the tax assessor/collector would have to be voted on the Board by the entities; the same process that the sitting Board members have received their appointments.

SECTION 25.25  
CORRECTIONS

Chairman, Mr. Royce Rape, acknowledged the 25.25 (b) corrections were presented to the Board.

ANNUAL REPORT

Ms. Becky Gurrola answered all the Board’s questions concerning the annual report.

FINANCIAL

The Board was made aware of a recent event where a check was stolen, “washed” and cashed by another individual. The bank had caught the action and has required the District’s checking account to be enrolled in the Positive Pay system. There was discussion among the Board concerning the Positive Pay System.

DEPARTMENT UPDATES

The certified values have been given to the entities and the District is working on getting the books and/or CDs published and distributed.

Ms. Gurrola has published a quarter-page ad in the newspaper announcing the entities’ tax rates will be published on the District’s website as they are received. It is called Truth in Taxation on the website and replaces the postcards that was mailed in previous years.

NEXT MEETING

The next scheduled meeting for the Board of Directors will be October 9, 2024.

Mr. Tim Junek requested a discussion item concerning the refunding of unspent budget funds be added to future agendas for discussion.

A motion was made and seconded to close the meeting.

- MOTION: Ms. Jaime Davis
- SECOND: Mr. Tim Junek
- VOTE: Unanimous

There being no further business, the meeting adjourned at 10:35 a.m.

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Chairman, Board of Directors

Date:

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Secretary, Board of Directors