

FILED  
At 1:27 O'Clock P. M.

October 16, 2025

OCT 16 2025  
Andrea Flores  
ANDREA FLORES  
County/District Clerk, Crane Co. Texas

Attention: The Public

There will be a meeting of the Crane County Appraisal District Board of Directors on Wednesday, November 19, 2025 at 1:30 P.M. in the Crane ISD School Administration Building, 511 W. 8<sup>th</sup> St., Crane, Texas.

The purpose of the meeting is:

1. Declaration of quorum and call to order.
2. Approve the minutes from the September 3, 2025 meeting.
3. Approve the Treasurer's Report as of October 31, 2025.
4. Discussion/Action/Approval of all Bill Payments since September 4, 2025.
5. Discussion/Action/Termination of Contract for Professional Appraisal Services Real Estate Reappraisal Contract with Pritchard & Abbott for 2026 – 2027.
6. Discussion/Action/Approval of the Real Estate Appraisal Services contract with Eagle Property Tax Appraisal and Consulting Inc. for 2026 – 2027.
7. Discussion/Action/Review changes made by Chief Appraiser per Sec. 25.25b of the Texas Property Tax Code.
8. Discussion/Action/Approval on line item shifts to the 2025 Budget.
9. Discussion/Action/Approval of the Financial Audit for fiscal year ending December 31, 2024.
10. Discussion/Action/Consider hiring the auditing firm Eckert & Company to do the Appraisal District's audit for the year ending December 31, 2025.
11. Discussion/Action/Approval of the Crane County Appraisal District's Public Funds Investment Policy per Texas Government Code Chapter 2256.
12. Public comments.
13. Adjourn

Byron Bitner  
Byron Bitner – Chief Appraiser

# **MINUTES OF THE CRANE COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS**

The Board of Directors of the Crane Co. Appraisal District met on Wednesday, November 19, 2025 at 1:30 p.m. in the board room of the School Administration Building at 511 W. 8<sup>th</sup> St. Crane, TX.

Those attending were Gena Norvell – Chairman, Emily Barton – Secretary/Treasurer, and David Whitaker - member. Others present were Byron Bitner - Chief Appraiser and Kelly Lee of the Appraisal District.

1. Gena Norvell called the meeting to order at 1:31 p.m.
2. David Whitaker made the motion to approve the minutes from the September 3, 2025 meeting. Second by Emily Barton. Motion carried unanimously.
3. Emily Barton then presented the Treasurer's Report with a checking account balance of \$241,230.05 as of October 31, 2025. September's Interest was \$644.87 and October's Interest was \$654.74. David Whitaker made the motion to approve the Treasurer's Report as presented. Second by Emily Barton. Motion carried unanimously.
4. The Board of Directors then reviewed all bill payments since September 4, 2025. Emily Barton made the motion to approve all bill payments as presented. Second by David Whitaker. Motion carried unanimously.
5. Byron Bitner then discussed with the Board as to why he is recommending that Crane CAD terminate our contract with Pritchard & Abbott Inc. for Professional Appraisal Services Real Estate Reappraisal contract for 2026 – 2027. Emily Barton made the motion to approve the termination of the contract with Pritchard & Abbott as presented. Second by David Whitaker. Motion carried unanimously.
6. Byron Bitner presented the contract from Eagle Property Tax Appraisal and Consulting Inc. for 2026 – 2027. After some discussion Emily Barton made the motion to approve the contract with Eagle Property Tax Appraisal and Consulting as presented. Second by David Whitaker. Motion carried unanimously.

7. Byron Bitner then presented to the Board the changes made by the Chief Appraiser per Sec. 25.25b of the Texas Property Tax Code.
8. Byron Bitner presented to the Board the Line Item Shifts to the 2025 Budget. After some discussion, David Whitaker made the motion to approve the Line Item Shifts to the 2025 Budget as presented. Second by Emily Barton. Motion carried unanimously.
9. Byron Bitner then presented to the Board the Financial Audit for the year ending December 31, 2024. After some discussion, Emily Barton made the motion to approve the Financial Audit year ending December 31, 2024 as presented. Second by David Whitaker. Motion carried unanimously.
10. Byron Bitner then made the recommendation to hire Eckert & Company to do the Appraisal District's Financial Audit year ending December 31, 2025. David Whitaker made the motion to hire Eckert & Company to do the Financial Audit for the year ending December 31, 2025. Second by Emily Barton. Motion carried unanimously.
11. Byron Bitner then presented to the Board the Crane County Appraisal District's Public Funds Investment Policy. After some discussion, Gena Norvell made the motion to approve the Crane County Appraisal District's Public Funds Investment Policy as presented. Second by Emily Barton. Motion carried unanimously.
12. There were no public comments.
13. David Whitaker made the motion to adjourn the meeting at 1:53 p.m. Second by Emily Barton. Motion carried unanimously.

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Chairman/Vice Chairman

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Secretary/Treasurer