

February 6, 2024

Attention: The Public

There will be a meeting of the Crane County Appraisal District Board of Directors on Wednesday, March 6, 2024 at 1:30 P.M. in the workroom of the 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. Administer Oath of Office for Board Members with terms that ended December 31, 2023.
3. Election of Board Officer for 2024 – 2025.
4. Ratification of all existing contracts.
5. Approve the minutes from the December 06, 2023 meeting.
6. Approve the Treasurer's Report as of February 28, 2023.
7. Discussion/Action/Approval of bill payments since the December 6, 2023 meeting.
8. Review quarterly changes to the Appraisal Roll.
9. Results from the 2023 MAP Review (Methods and Procedures) from the State Comptroller's Office.
10. Public comments on the activities of the Appraisal District
11. Adjourn.

Byron Bitner  
Byron Bitner – Chief Appraiser

FILED  
At 9:57 O'Clock A M.

FEB - 7 2024  
Janie Macias  
JANIE MACIAS  
County/District Clerk, Crane Co. Texas

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

The Board of Directors of the Crane County Appraisal District met on Wednesday, March 6, 2024 at 1:30 p.m. in the workroom 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, Judy Crumrine, David Whitaker and Barbara Abbott - members. Others present were Byron Bitner - Chief Appraiser and Kelly Lee of the Appraisal District.

1. Gena Norvell called the meeting to order at 1:30 p.m.
2. Kelly Lee administered the Oath of Office to Board of Director. Gena Norvell, David Whitaker, Emily Barton and Judy Crumrine.
3. David Whitaker made the motion to keep Gena Norvell – Chairman and Emily Barton – Secretary/Treasurer and to add Judy Crumrine as the Vice Chairman. Second by Judy Crumrine. Motion carried unanimously.
4. Byron Bitner then presented to the Board all of the existing contracts that the Appraisal District currently has with Pritchard & Abbott, Thomas Y. Pickett, Irion County Appraisal District & Low, Swinney, Evans & James PLLC. Judy Crumrine made the motion to approve all of the contracts as presented. Second by Emily Barton. Motion carried unanimously.
5. Emily Barton made the motion to approve the minutes from the December 6, 2023 meeting. Second by Judy Crumrine. Motion carried unanimously.
6. Kelly Lee then presented the Treasurer's Report with a checking account balance of \$205,836.45 as of February 29, 2024. Judy Crumrine made the motion to approve the Treasurer's Report as presented. Second by David Whitaker. Motion carried unanimously.
7. The Board of Directors then reviewed all bill payments since the December 6, 2023 meeting. David Whitaker made the motion to approve all bill payments as presented since the December 6, 2023 meeting. Second by Emily Barton. Motion carried unanimously.

8. The Board then review the 1<sup>st</sup> Quarter 2024 and last few weeks of December 2023 Appraisal Roll changes.
9. Byron Bitner then discussed with the Board the results from the MAP Review (Methods and Procedures) from the State Comptroller's Office.
10. There were no public comments.
11. Judy Crumrine made the motion to adjourn the meeting at 1:58 p.m. Second by David Whitaker. Motion carried unanimously.

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Chairman/Vice Chairman

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Secretary/Treasurer