

MINUTES OF THE CRANE COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS

The Board of Directors of the Crane Co. Appraisal District met on Wednesday, November 6, 2024 at 1:30 p.m. in the boardroom of the School Administration Building at 511 W. 8th St. Crane, TX.

Those attending were Gena Norvell – Chairman, Judy Crumrine – Vice 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 1:30 p.m.
2. The Board went into Executive Session at for 1:33 p.m. for consultation with attorneys regarding ongoing litigation per Texas Open Meetings Act Chapter 551 of Government Code. David Whitaker made the motion to allow Chief Appraiser Byron Bitner to be present in the Executive Session. Second by Judy Crumrine. Motion carried unanimously. The Board reconvened in open session at 1:54 p.m. At which time David Whitaker made the motion to amend the 2025 Crane County Appraisal District budget by \$100,000 for legal services. Second by Judy Crumrine. Motion carried unanimously.
3. Emily Barton made the motion to approve the minutes from the September 11, 2024 meeting. Second by Judy Crumrine. Motion carried unanimously.
4. Emily Barton then presented the Treasurer's Report with a checking account balance of \$148,912.66. Judy Crumrine made the motion to approve the Treasurer's Report as presented. Second by David Whitaker. Motion carried unanimously.
5. Byron Bitner then presented the Financial Audit performed by Eckert & Company for year ending December 31, 2023. After some discussion, Emily Barton made the motion to approve the Financial Audit year ending December 31, 2023 as presented. Second by Judy Crumrine. Motion carried unanimously.
6. The Board of Directors then reviewed all bill payments since the September 11, 2024 meeting. David Whitaker made the motion to

approve all bill payments as presented. Second by Emily Barton. Motion carried unanimously.

7. Byron Bitner then presented to the Board a list of Appraisal Roll changes for the 4th Quarter 2024 for their review.
8. Byron Bitner then presented to the Board the Crane County Appraisal District Professional Education and Licensing Policy for their review. After some discussion David Whitaker made the motion to approve the Crane County Appraisal District Professional Education and Licensing Policy as presented. Second by Emily Barton. Motion carried unanimously.
9. Byron Bitner then presented the Crane County Appraisal District's Public Funds Investment Policy per Texas Government Code Chapter 2256. Emily Barton made the motion to approve the Crane County Appraisal District's Public Funds Investment Policy as presented. Second by Judy Crumrine. Motion carried unanimously.
10. There were no public comments.
11. Gena Norvell made the motion to adjourn the meeting at 2:15 p.m. Second by Emily Barton. Motion carried unanimously.

Chairman/Vice Chairman


Secretary/Treasurer