

MINUTES OF THE CRANE COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS

The Board of Directors of the Crane Co. Appraisal District met on Wednesday, December 11, 2024 at 1:30 p.m. in the workroom 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, 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. Emily Barton made the motion to approve the minutes from the November 6, 2024 meeting. Second by David Whitaker. Motion carried unanimously.
3. Emily Barton then presented the Treasurer's Report with a checking account balance of \$84,830.94. Emily Barton also reported to the Board that \$493.49 in interest was earned in October 2024 and \$273.99 interest was earned in November 2024. Judy Crumrine made the motion to approve the Treasurer's Report as presented. Second by David Whitaker. Motion carried unanimously.
4. The Board of Directors then reviewed all bill payments since the November 6, 2024 meeting. David Whitaker made the motion to approve all bill payments as presented. Second by Emily Barton. Motion carried unanimously.
5. Byron Bitner then discussed with the Board the shifts that needed to be made to the 2024 budget. (See the attached list of Line-Item Shifts) After some discussion, Emily Barton made the motion to approve the line item shifts as presented and to pay for any shortfalls from the undesignated fund balance if necessary. Second by Barbara Abbott. Motion carried unanimously.
6. Byron Bitner then discussed with the Board about final approval of amending the 2025 Budget. After some discussion, Judy Crumrine made the motion to amend the 2025 Budget by \$100,000. 2nd by Emily Barton. Motion carried unanimously.

7. Byron Bitner then discussed with the Board about hiring the audit firm of Eckert & Company to do our 2025 financial audit for year ending December 31, 2025. After some discussion, Barbara Abbott made the motion to hire the auditing firm of Eckert & Company for the year ending December 31, 2025. Second by David Whitaker. Motion carried unanimously.
8. Byron Bitner then presented to the Board a list of Appraisal Roll changes for the 4th Quarter 2024 for their review
9. There were no public comments.
10. Emily Barton made the motion to adjourn the meeting at 1:43 p.m. Second by David Whitaker. Motion carried unanimously.

Chairman/Vice Chairman

Secretary/Treasurer