TRAVIS CENTRAL APPRAISAL DISTRICT

BOARD OFFICERS
JAMES VALADEZ
CHAIRPERSON
DEBORAH CARTWRIGHT
VICE CHAIRPERSON
NICOLE CONLEY
SECRETARY/TREASURER

LEANA MANN
CHIEF APPRAISER

BOARD MEMBERS
JETT HANNA
JOHN HAVENSTRITE
CELIA ISRAEL
DICK LAVINE
SHENGHAO "DANIEL" WANG
BLANCA ZAMORA-GARCIA

TCAD - BOARD OF DIRECTORS
MINUTES OF THE MARCH 13, 2025 MEETING

1. Call to order

Meeting called to order by James Valadez at 11:40 a.m. on, March 13, 2025.

2. Establishment of Quorum

James Valadez, Chairperson	Appointed	Present
Nicole Conley, Secretary	Appointed	Present
John Havenstrite	Appointed	Present
Debbie Cartwright	Appointed	Present
Blanca Zamora-Garcia	Appointed	Present
Jett Hanna	Elected, Place 1	Present
Shenghao "Daniel" Wang	Elected, Place 2	Present
Dick Lavine	Elected, Place 3	Present
Celia Israel	Travis County Tax Assessor-Collector	Present

Also present were Leana Mann, Chief Appraiser, and Dustin Banks, Sr. Attorney

3. Citizens Communication

4. Consent Agenda

a. APPROVAL OF THE MINUTES OF THE FEBRUARY 13, 2025, REGULAR MEETING
b. SECTION 25.25B REPORT
c. ACCOUNTING STATEMENTS
d. BUDGET LINE-ITEM TRANSFERS
e. PERSONNEL REPORT

MOTION: Approve the Consent Agenda
RESULT: **PASSED [UNANIMOUS]**
MOVER: Debbie Cartwright **SECONDER:** John Havenstrite

AYES: James Valadez, Debbie Cartwright, Nicole Conley, Blanca Zamora-Garcia, Celia Israel, Dick Lavine, Jett Hanna, John Havenstrite, Shenghao "Daniel" Wang

ABSENT: None

5A. Discussion and possible action on Taxpayer Liaison Report.

Members of the board heard from Betty Thompson, Taxpayer Liaison

RESULT: DISCUSSED

5B. Discussion on report from Appraisal Review Board Committee.

Members of the board heard from Shenghao "Daniel" Wang, ARB Committee Member.

RESULT: DISCUSSED

5C. Discussion and possible action on removal of Appraisal Review Board Members that have resigned.

Members of the board heard from Betty Thompson, Taxpayer Liaison Officer

MOTION: Move to remove Larry Dugar and Lara Oneal, who have formally resigned from the Appraisal Review Board.
RESULT: **PASSED [UNANIMOUS]**
MOVER: Debbie Cartwright **SECONDER:** Shenghao "Daniel" Wang

AYES: James Valadez, Debbie Cartwright, Nicole Conley, Blanca Zamora-Garcia, Celia Israel, Dick Lavine, Jett Hanna, John Havenstrite, Shenghao "Daniel" Wang

ABSENT: None

5D. Discussion and possible action on the appointment of Appraisal Review Board Members for the two-year term beginning January 1, 2025 through December 31, 2026, conditional on acceptable results of a criminal background check.

Members of the board heard from Betty Thompson, Taxpayer, Liaison Officer

MOTION: Move to amend Board Resolution 20250313-5D, to remove Amanda Korth from the term one Auxiliary Member appointment list.
RESULT: **PASSED [UNANIMOUS]**
MOVER: Shenghao "Daniel" Wang **SECONDER:** Nicole Conley

AYES: James Valadez, Debbie Cartwright, Nicole Conley, Blanca Zamora-Garcia, Celia Israel, Dick Lavine, Jett Hanna, John Havenstrite, Shenghao "Daniel" Wang

ABSENT: None

MOTION: Move to pass Resolution 20250313-5D Resolution of the Board of Directors of the Travis Central Appraisal District appointing Appraisal Review Board members for a term beginning January 1, 2025 and ending December 31, 2026.
RESULT: **PASSED [UNANIMOUS]**
MOVER: Shenghao "Daniel" Wang **SECONDER:** Nicole Conley

AYES: James Valadez, Debbie Cartwright, Nicole Conley, Blanca Zamora-Garcia, Celia Israel, Dick Lavine, Jett Hanna, John Havenstrite, Shenghao "Daniel" Wang

ABSENT: None

5E. Discussion and possible action on Appraisal Review Board Chairman Report.

Members of the board heard from Barry McBee, Appraisal Review Board Chairman

RESULT: **DISCUSSED**

5F. Discussion and possible action on Chief Appraiser report to include the 2024 Annual Report, Homestead Verification Program, Community Outreach, Taxpayer Experience Snapshot, and Legislative update.

Members of the board heard from Leana Mann, Chief Appraiser

RESULT: **DISCUSSED**

5G. Discussion and posible action on renewal of contract for Taxpayer Liasion Officer for March 1, 2025 through February 28, 2026.

Members of the board heard from Leana Mann, Chief Appraiser

MOTION: Move to extend Miss Thompson's contract by one month to take up the revised contract at the Board of Director's next meeting.
RESULT: **PASSED [UNANIMOUS]**
MOVER: Debbie Cartwright **SECONDER:** Blanca Zamora-Garcia

AYES: James Valadez, Debbie Cartwright, Nicole Conley, Blanca Zamora-Garcia, Celia Israel, Dick Lavine, Jett Hanna, John Havenstrite, Shenghao "Daniel" Wang

ABSENT: None

5H. Discussion and possible action to include adoption of proposed personnel policy.

Members of the board heard from Kat Harvey, Director of Administration

MOTION: Move to approve the proposed changes to the TCAD Personnel Policy as presented.
RESULT: **PASSED [UNANIMOUS]**
MOVER: Shenghao "Daniel" Wang **SECONDER:** Dick Lavine

AYES: James Valadez, Debbie Cartwright, Nicole Conley, Blanca Zamora-Garcia, Celia Israel, Dick Lavine, Jett Hanna, John Havenstrite, Shenghao "Daniel" Wang

ABSENT: None

At 12:40 P.M. All THE BOARD moved to executive session; TO DELIBERATE ON ANY MATTER AUTHORIZED BY TEXAS GOVERNMENT CODE SEC. 551.001 *et seq* [THE TEXAS OPEN MEETING ACT] INCLUDING:

SEC. 551.074; Personnel matters to deliberate the appointment, employment evaluation, reassignment, duties, discipline, or dismal of the Chief Appraiser or other public officer or employee or to hear a complaint or charge.

MOTION: Approve to enter Executive Session
RESULT: **PASSED [UNANIMOUS]**
MOVER: Debbie Cartwright **SECONDER:** Shenghao "Daniel" Wang

AYES: James Valadez, Debbie Cartwright, Nicole Conley, Blanca Zamora-Garcia, Celia Israel, Dick Lavine, Jett Hanna, John Havenstrite, Shenghao "Daniel" Wang

ABSENT: None

At 2:00 PM, the Board resumed the public session and returned to Item 5I.

5I. Discussion and possible action on performance review and compensation for Chief Appraiser.

MOTION: Move to increase the base pay of the Chief Appraiser of $245,00.00 to be applied to include the 6% increase consistent with the increase received by all employees across the board. In addition to the 6% increase, we're recommending an 8% merit pay increase for a total of $280,476.00. Also, as a part of this motion, we recommend that the contract committee review the terms and conditions of the existing contract of the Chief Appraiser and make any recommendations and bring them to the full board next month.
RESULT: **PASSED [UNANIMOUS]**
MOVER: Nicole Conley **SECONDER:** Blanca Zamora-Garcia

AYES: James Valadez, Debbie Cartwright, Nicole Conley, Blanca Zamora-Garcia, Dick Lavine, Jett Hanna, John Havenstrite, Shenghao "Daniel" Wang

ABSENT: Celia Israel

6F. Adjournment

MOTION: Approve Adjournment
RESULT: **PASSED [UNANIMOUS]**
MOVER: John Havenstrite **SECONDER:** Dick Lavine

AYES: James Valadez, Debbie Cartwright, Nicole Conley, Blanca Zamora-Garcia, Dick Lavine, Jett Hanna, John Havenstrite, Shenghao "Daniel" Wang

ABSENT: Celia Israel

Respectfully submitted,

Nicole Conley, Secretary

Approved:

James Valadez, Chairperson