TRAVIS CENTRAL APPRAISAL DISTRICT

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

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

LEANA MANN
CHIEF APPRAISER

TCAD - BOARD OF DIRECTORS
MINUTES OF THE DECEMBER 11, 2025 MEETING

1. Call to order

Meeting called to order by James Valadez at 11:32 a.m. on, December 11, 2025.

2. Establishment of Quorum

James Valadez, Chairperson	Appointed	Present
Nicole Conley, Secretary	Appointed	Absent
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. In-House Counsel

3. Citizens Communication

4. Consent Agenda

a. APPROVAL OF THE MINUTES OF THE OCTOBER 9, 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**: Celia Israel

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

ABSENT: Nicole Conley

5A. Recognition of outgoing Board Member, Blanca Zamora-Garcia, for 27 years of service to the Travis Central Appraisal District Board of Directors.

Members of the board heard from Leana Mann, Chief Appraiser

RESULT: DISCUSSED

5B. Discussion and possible action on Taxpayer Liaison Officer Report.

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

RESULT: DISCUSSED

5C. Discussion and action on Appraisal Review Board Chairman Report.

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

RESULT: DISCUSSED

5D. Discussion on report from Taxpayer Liaison Committee.

Members of the board heard from Shenghao "Daniel" Wang, Board Member, and James Valadez, Chairperson

RESULT: DISCUSSED

At 12:03 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 dismissal of the Chief Appraiser or other public officer or employee or to hear a complaint or charge.

MOTION: Move to enter Executive Session
RESULT: **PASSED [UNANIMOUS]**
MOVER: Celia Israel **SECONDER**: Shenghao "Daniel" Wang

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

ABSENT: Nicole Conley

At 1:41 PM, the Board resumed the public session and returned to Item 5E.

5E. Discussion and possible action on interview and appointment of Taxpayer Liaison Officer.

RESULT: DISCUSSED IN EXECUTIVE SESSION

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

Members of the board heard from Jett Hanna, Board Member

RESULT: DISCUSSED

5G. Discussion and possible action on removal of Appraisal Review Board Members that have resigned or failed to meet the policy for ARB attendance.

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

MOTION: Move to remove Preston Broussard, who has formally resigned, from the Appraisal Review Board, and Karrie Key, who has failed to adhere to the attendance policy of the ARB.
RESULT: **PASSED [UNANIMOUS]**
MOVER: Shenghao “Daniel” Wang **SECONDER**: Blanca Zamora-Garcia

AYES: James Valadez, Debbie Cartwright, Blanca Zamora-Garcia, Jett Hanna, Shenghao “Daniel” Wang

ABSENT: Nicole Conley, Celia Israel, Dick Lavine

5H. Discussion and possible action on the appointment of Appraisal Review Board Chairperson and Secretary for the 2026 tax year.

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

MOTION: Move to appoint Meg Brooks as ARB Chairperson and Byron Gifford as ARB Secretary for the 2026 tax year.
RESULT: **PASSED [UNANIMOUS]**
MOVER: Jett Hanna **SECONDER**: Blanca Zamora-Garcia

AYES: James Valadez, Debbie Cartwright, Blanca Zamora-Garcia, Jett Hanna, Shenghao “Daniel” Wang

ABSENT: Nicole Conley, Celia Israel, Dick Lavine

5I. Discussion and possible action on the appointment of Appraisal Review Board Members for the two-year term beginning January 1, 2026 through December 31, 2027, conditional on the acceptable results of a Criminal Background Check.

Members of the board heard from James Valadez, Board Chairperson

MOTION: Move to pass resolution 20251211_5I and appoint the individuals listed in the resolution to the Appraisal Review Board effective January 1, 2026, through December 31, 2027.
RESULT: **PASSED [UNANIMOUS]**
MOVER: Jett Hanna **SECONDER**: Shenghao "Daniel" Wang

AYES: James Valadez, Debbie Cartwright, Blanca Zamora-Garcia, Jett Hanna, Shenghao "Daniel" Wang

ABSENT: Nicole Conley, Celia Israel, Dick Lavine

5J. Discussion and possible action on Chief Appraiser's Report to include 2026 field work, Community Outreach, and Taxpayer Experience Snapshot.

Members of the board heard from Leana Mann, Chief Appraiser

RESULT: **DISCUSSED**

5K. Discussion and possible action on Fiscal Year 2025 Budget Amendment as presented to the Taxing Entities on November 10, 2025

Members of the board heard from Kat Harvey, Director of Administration, and Leana Mann, Chief Appraiser

MOTION: Move to approve the 2025 budget amendment as presented to the taxing entities on November 10, 2025.
RESULT: **PASSED [UNANIMOUS]**
MOVER: Shenghao "Daniel" Wang **SECONDER**: Debbie Cartwright

AYES: James Valadez, Debbie Cartwright, Blanca Zamora-Garcia, Jett Hanna, Shenghao "Daniel" Wang

ABSENT: Nicole Conley, Celia Israel, Dick Lavine

5L. Discussion and possible action on contract for professional appraisal services with Pritchard & Abbott, Inc.

Members of the board heard from Leana Mann, Chief Appraiser, Rodney Kret, Pritchard & Abbott, and Jason Driskell, Pritchard & Abbott

MOTION: Move to authorize the purchase of professional appraisal services from Pritchard & Abbott, Inc. for the 2026 tax year.
RESULT: **PASSED [UNANIMOUS]**
MOVER: Debbie Cartwright **SECONDER**: Shenghao "Daniel" Wang

AYES: James Valadez, Debbie Cartwright, Blanca Zamora-Garcia, Jett Hanna, Shenghao “Daniel” Wang

ABSENT: Nicole Conley, Celia Israel, Dick Lavine

5M. Discussion and possible action on RFP 2025-01: Request for Proposals for Construction Manager at Risk (CMAR) Services.

Members of the board heard from Kat Harvey, Director of Administration, and Leana Mann, Chief Appraiser

MOTION: Move to authorize the purchase and contract for construction manager at risk services with Balfour Beatty Construction. I also move to authorize the Chief Appraiser to negotiate the contract on behalf of the Appraisal District.
RESULT: **PASSED [UNANIMOUS]**
MOVER: Shenghao “Daniel” Wang **SECONDER**: Jett Hanna

AYES: James Valadez, Debbie Cartwright, Blanca Zamora-Garcia, Jett Hanna, Shenghao “Daniel” Wang

ABSENT: Nicole Conley, Celia Israel, Dick Lavine

5N. Discussion and possible action on contract extension with Just Appraised Inc. for SAAS services for deed and exemption processing.

Members of the board heard from Leana Mann, Chief Appraiser

MOTION: Move to authorize the purchase and contract renewal with Just Appraised Inc. for deed and exemption processing automation for the 2026 tax year in the amount of $160,650.
RESULT: **PASSED [UNANIMOUS]**
MOVER: Shenghao “Daniel” Wang **SECONDER**: Blanca Zamora-Garcia

AYES: James Valadez, Debbie Cartwright, Blanca Zamora-Garcia, Jett Hanna, Shenghao “Daniel” Wang

ABSENT: Nicole Conley, Celia Israel, Dick Lavine

5O. Discussion and possible action on contract with Just Appraised Inc. for SAAS front desk services to centralize inbound communications, including email and online chat.

Members of the board heard from Leana Mann, Chief Appraiser

MOTION: Move to authorize the purchase and contract with Just Appraised Inc. for Front Desk services for the 2026 tax year in the amount of $64,800.
RESULT: **PASSED [UNANIMOUS]**
MOVER: Shenghao “Daniel” Wang **SECONDER**: Jett Hanna

AYES: James Valadez, Debbie Cartwright, Blanca Zamora-Garcia, Jett Hanna, Shenghao “Daniel” Wang

ABSENT: Nicole Conley, Celia Israel, Dick Lavine

5P. Discussion and possible action on Litigation and Appeals related to pending and anticipated lawsuits.

Members of the board heard from Dustin Banks, Dr. In-House Counsel

RESULT: **DISCUSSED**

5Q. Adjournment

MOTION: Move to adjourn
RESULT: **PASSED [UNANIMOUS]**
MOVER: Blanca Zamora-Garcia **SECONDER**: Shenghao “Daniel” Wang

AYES: James Valadez, Debbie Cartwright, Blanca Zamora-Garcia, Jett Hanna, Shenghao “Daniel” Wang

ABSENT: Nicole Conley, Celia Israel, Dick Lavine

Respectfully submitted,

Elizabeth J Montoya

Elizabeth Montoya, Secretary

Approved:

Nicole Conley

Nicole Conley, Chairperson