

**MINUTES OF THE GREGG APPRAISAL DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING**

**March 12, 2019**

**Location: GAD Office, 4367 W. Loop 281, Longview, TX**

1. Chairman Jim Cerrato called the meeting to order at 9:03 a.m.
2. Director Jim Cerrato announced the presence of a quorum. Directors in attendance were Keith Honey, Kirk Shields, Jim Cerrato, A.P. Merritt and Mark Pruitt. Not in attendance was Director Julie Woods. Also attending were Libby Neely, Laina Taylor (Capitol Appraiser), Glenn Evans (Longview Newspaper), Berta Fuentes, Mark Cormier, Stephanie Bennett and Cathy Hadley.
3. There was no citizen's comment.
4. Motion was made by Director A.P. Merritt and seconded by Director Keith Honey to approve the January Board minutes as presented. Motion carried unanimously.
5. Chairman Jim Cerrato then asked for a motion to approve the Bills for January. Motion was made by Director Keith Honey and seconded by Director Mark Pruitt to approve the Bills as presented. The motion carried unanimously.
6. Laina Taylor with Capitol Appraisal then gave a presentation of the mineral appraisal outlook for Gregg County. No action was necessary.
7. Chairman Jim Cerrato then asked for a motion to approve BTH Bank formal resolution on signatures for the District's bank accounts. Motion was made to approve by Director A.P. Merritt and seconded by Director Keith Honey. Motion carried unanimously.
8. A motion was made by Director Keith Honey and seconded by Director Mark Pruitt to appoint Trudy Godsey as Chairman and Oscar Polk as Secretary of the Appraisal Review Board. Motion carried unanimously.
9. Chief Appraiser, Libby Neely, presented to the Board four proposals from area asphalt and cement contractors to repair the District's parking lot. Libby Neely, will be collecting additional information before a decision is made at the next board meeting. No action was taken.
10. Motion was made by Director A.P. Merritt and seconded by Director Keith Honey to approve the assessing of penalty and interest to the entities for late payments according to Section 6.06 of the Property Tax Code. Written notification has been sent to each entity. The effective date was determined to be January 1<sup>st</sup>, 2019. Late payment charges incurred prior to the effective date will be waived or returned to the entities. Motion carried unanimously.
11. Chairman Jim Cerrato opened discussion regarding Property Tax Code Section 22.28 pertaining to Tax-Assessor/Collector procedures of penalty collection and 5% refund to GCAD. Libby Neely, Chief Appraiser stated that letters will be sent to all collectors notifying them that the Texas Property Tax Code will be followed from this date on. No action was necessary for this item.
12. Chief Appraiser, Libby Neely, reported to the Board on work that had been done on the excess property the District owns in preparation to sell. The District's calendar information has been updated and presented to the Board for their information only. Mrs. Neely also updated the Board on the longstanding lawsuit involving heavy equipment. No action was needed.
13. Under the Board Communication item various topics were discussed including but not limited to an update on the 2018 Audit report going before the Financial Committee and recommendations from the auditor on the District's reserves and the procedure of budget amendments. Approval of the 2018 Audit will be at the May meeting. Also discussed was the upcoming 2020 proposed budget. No action was necessary.
14. There was no Taxpayer Liaison Officer's Report.
15. There were no Section 25.25(b) corrections to the Appraisal Rolls.
16. The Board adjourned at 10:12 a.m.

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CHAIRMAN

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SECRETARY