



Nueces County Appraisal District
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MINUTES OF THE BOARD OF DIRECTORS NUECES COUNTY APPRAISAL DISTRICT

The Board of Directors held a meeting on Thursday July 17, 2025

INVOCATION

Irene Lugo led invocation.

PLEDGE OF ALLEGIANCE

Mr. Kieschnick led the board with the Pledge of Allegiance'

ROLL CALL OF THE BOARD OF DIRECTORS

DIRECTORS:

Kevin Kieschnick, Chair	<u>Present</u>
Deven Bhakta, Vice-Chair	<u>Present*</u>
Susie Sullivan, Secretary	<u>Present</u>
Ed Bennett	<u>Present</u>
Caitlin Chupe	<u>Present</u>
John Cudd	<u>Present</u>
DeeAnna Heavilin	<u>Absent</u>
Gabriele Hilpold	<u>Present*</u>
James Magill	<u>Present</u>

NON-DIRECTORS:

Debra Morin, Interim Chief Appraiser	<u>Present</u>
Melissa Vela, Attorney	<u>Present</u>
Terri Noack, TLO	<u>Present</u>

*Mr. Bhakta & Ms. Hilpold attended remotely.

CALL TO ORDER & DETERMINATION OF A QUORUM

The meeting of the Board of Directors of the Nueces County Appraisal District will be called to order at 10:06 am. A quorum was present, a notice properly posted in accordance with the Texas Open Meetings Act, Texas Government Code 551 and that any conflict-of-interest affidavits have been received and placed on file as required by law.

PUBLIC COMMENT.

None

RECESS MEETING

Meeting recessed at 10:05 a.m.

PUBLIC HEARING.

OPEN PUBLIC HEARING

The Public Hearing opened at 10:06 am.

The Board of Directors will conduct a public hearing on the proposed 2026 Nueces County Appraisal District budget.

CLOSE PUBLIC HEARING

The public hearing closed at 10:06 a.m.

RECONVENE MEETING

The board meeting was reconvened at 10:07 a.m.

EXECUTIVE SESSION: PUBLIC NOTICE is given that the Board of Directors may elect to go into Executive Session anytime during the meeting to discuss matters listed anywhere on the Agenda, when authorized by the Open Meetings Act, Chapter 551 of the Texas Government Code. Should the Board of Directors elect to go into the Executive Session, the section or sections of the Open Meetings Act authorizing the Executive Session will be publicly announced by the presiding officer. Upon completion of the Executive Session, the Board of Directors may take such action as appropriate in an open session.

The Board of Directors went into the executive session at 10:09 a.m.

The Board of Directors went into an open session at 11:16 a.m.

DISCUSSION AND/OR ACTION RELATIVE TO ITEMS DISCUSSED IN EXECUTIVE SESSION.

No action taken.

DISCUSSION AND/OR ACTION, CONSENT AGENDA.

- a) Approval of the Minutes for June 12, 2025, Regular Meeting.
- b) Approval of June 2025 Disbursements.
- c) Receipt of July 2025 Litigation Report.
- d) Section 25.25 (b) Correction of Appraisal Roll Notice.
- e) Financial Statement for June 30, 2025.

Mr. Kieschnick asked the board if they had any questions to discuss on any items on the consent agenda. Mr. Cudd made a motion to approve the consent agenda, and Mr. Bennett seconded. Motion passed.

TAXPAYER LIAISON OFFICER'S REPORT.

Ms. Noack mentioned that there were two complaints raised. One property tax owner expressed frustration with the e-filing system, as she received notifications every time there were updates made to one of her six properties. In response, Ms. Noack suggested that the property owner consider filing her paperwork using a traditional method instead of electronically. Mr. Kieschnick pointed out that the notifications are statutory requirements. The second complaint involved Mr. Breazeale, an Ownwell agent, who requested that some hearings be rescheduled. He informed the ARB (Appraisal Review Board) early in the morning about this request; however, it was denied. The reason for the denial was that they can only reschedule hearings for individuals who can provide evidence of a scheduling conflict in another county, which the agent could not do. As a result, Mr. Tiller, the ARB Chair, denied the request. The agent took a threatening tone towards both the ARB Clerk and Ms. Noack and subsequently informed Mr. Tiller that he intended to file for limited binding arbitration. Mr. Kieschnick inquired if this was the same company that had encountered issues the previous year. Mr. Tiller plans to consult with the ARB attorney, and based on their advice, they will either reopen the case or allow the limited binding arbitration. Several individuals have shown interest in the TLO (Tax Liaison Officer) position and are inquiring about the qualifications and application timeline. As of July 9th, a total of 37,258 cases has been filed, and the ARB has heard 2,546 of those. Certification is scheduled for July 18th. Ms. Sullivan would like to know, regarding the first complaint about the notifications, how many emails are sent out every time something is added to a taxpayer's account. Ms. Noack responded that she does not have that information available, but Ms. Sullivan is interested in finding out if there is a way to determine the number of emails sent, as the taxpayer may be overwhelmed by the volume of notifications.

DISCUSSION AND POSSIBLE ACTION RELATED TO THE 2026 PROPOSED BUDGET.

Ms. Vera, the Director of Administration, reported that there has been a change to the proposed budget presented at the public hearing. Initially, the proposed budget was \$10,702,000, which included 87 permanent positions and 20 part-time temporary positions. However, the budget has been revised to \$10,683,429 after eliminating a position that will not be filled and converting our part-time administrative clerk into a full-time position. The revised budget will now include 86 permanent full-time and part-time staff, as well as 20 part-time temporary staff. Mr. Kieschnick reported that on the handout that was provided it shows the prior year's 2023 increased 8.4%, 2024 10/91% and this year is down to 4.5%, a very good trend. Ms. Chupe motion to approve the budget with the amended changes and Ms. Sullivan seconded. Motion passed.

DISCUSSION ON COMPARISON OF 2023, 2024 AND 2025 BUDGETS.

Item was discussed on the proposed budget.

RECEIVE REPORT IDENTIFYING CURRENT APPRAISAL DISTRICT CONTRACTS.

Ms. Vera indicated that the contract list provided in March included amounts of fifty thousand dollars and above. This is the updated list of all contracts and subscriptions provided, both monthly and annually. It also specifies the departments that utilize these contracts and subscriptions. The board would like enough time to search for other suitable vendors. Additionally, Ms. Chupe would like to know the expiration dates of the contracts to allow us ample time to seek bids.

DISCUSSION AND/OR ACTION RELATED TO RENEWAL OF MICROSOFT 365 LICENSES.

Item 13 was moved up in the agenda to precede Item 12. Mr. Bennett inquired about the number of Microsoft licenses the district holds. Ms. Morin responded that there are 120 licenses. Mr. Lindeen added that this count includes temporary employees who are retained throughout the year, as we cannot purchase licenses for them monthly. Additionally, licenses are necessary for accounts that require them, such as email and our ticketing system, where every employee needs a license. Mr. Kieschnick expressed a desire to obtain licenses for board members. Ms. Sullivan then made a motion to approve the renewal of the licenses, which was seconded by Mr. Cudd. The motion was passed.

DISCUSSION AND/OR ACTION RELATED TO THE 2024 FINANCIAL AUDIT.

Mr. Jeff Smith, a partner at Gownland, Morales & Smith, stated that the audit is 90% complete if the necessary information continues to be received. A draft will be provided to Irma and Debra for their review, and he anticipates that it will be ready for discussion at the next meeting. Ms. Sullivan inquired about the governance letters and potential fraud risk letters. Mr. Smith responded that they should have already received these letters and need to respond to them. If they have not yet done so, a second reminder will be sent. No action taken on the audit. Mr. Magill motions to table the audit. Ms. Chupe seconded. Motion passed.

DISCUSSION ON REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL APPRAISAL SERVICES TO INCLUDE THE APPRAISAL OF MINERAL, UTILITY, INDUSTRIAL PROPERTIES AND REAL PROPERTY; APPROVE AMENDED RFQ ORDER.

Ms. Veronica Toomy, a consultant with Escutia Woods PLLC for the Nueces County Appraisal District, presented the request for qualifications (RFQ) for professional appraisal services. She plans to review some of the key documents. Part one of the RFQ provides general information, including the types of properties in Nueces County. Part two outlines the scope of services required from the selected appraisal firm. Part three details the minimum credentials, experience, and financial information required for applicants. The packet also includes a calendar of events and the evaluation criteria for the RFQ, which allocates percentages as follows: 45% for the Respondent's Qualifications, 45% for the Respondent's Experience, and 10% for the Respondent's Financial Capability. A pre-proposal conference is scheduled for Friday, July 29th, at 9:00 AM at the Nueces County Appraisal District. An agenda has been prepared for this meeting. During the conference, Ms. Morin will introduce the members of the evaluation committee and provide an overview of the RFQ sections. Ms. Morin also announced an amended order for RFQ for appraisal services. The new committee members will include the Chief Appraiser, Commercial Manager, Business Personal Property Manager, Information Technology Manager, and Residential Coordinator. These five members will comprise the evaluation committee. Mr. Cudd made a motion to approve the amended RFQ order, and Mr. Magill seconded the motion. The motion passed.

DISCUSSION AND/OR ACTION TO APPROVE VESTED NETWORKS SERVICE PURCHASE AGREEMENT FOR TELEPHONE SERVICES PURSUANT TO TIPS CONTRACT #240101, INCLUDING ADD-ON; AUTHORIZE INTERIM CHIEF TO EXECUTE CONTRACT(S).

Ms. Vera presented the documents and terms of service for Vested Network Services. She requested the board's approval of the agreement concerning telephone services and sought authorization for the Interim Chief Appraiser to execute the contract. Ms. Sullivan made a motion to approve the agreement with Vested Network Services and to authorize the Interim Chief Appraiser to execute the contract. Mr. Cudd seconded the motion. The motion passed.

INTERIM CHIEF APPRAISER'S REPORT.

Ms. Morin reported that for the 2025 protests, our certification rate is currently at 6.17%. This figure represents the total value of our protests compared to the overall value being assessed. According to the statute, we must maintain a rate of 5% or less to certify. The Appraisal Review Board (ARB) will return the appraisal role to the Chief Appraiser for the preparation of certification. As of this morning, there are a total of 37,238 protests, with 28,602 completed. We still need to process 8,636 protests for the 2025 assessment. Additionally, we have two board members up for election. Election letters will be sent to relevant entities at the end of July.

Nominations will take place by October, and we expect to have the voting completed by December, after which we will make an official announcement. Furthermore, our 30-ton HVAC system needs to be replaced because the bottoms of the unit are rusted and could potentially collapse through the third floor. The other unit has a compressor issue. We had an HVAC company come in to stabilize the unit by reinforcing with welding steel.

SUGGESTED ITEMS FOR THE NEXT REGULAR MEETING.

Contracts will be updated sequentially, and the upcoming vendor will be specified. Ms. Morin mentioned that Mr. Cudd had a question about religious exemptions in the previous meeting. She discussed the process with him, and it went smoothly.

ADJOURNMENT.

Ms. Chupe motion to adjourn and Ms. Sullivan second. The meeting adjourned at 12:01 pm.

SIGNED:


Secretary