



*Nueces County Appraisal District
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**REGULAR MEETING- November 13, 2025
MINUTES OF THE BOARD OF DIRECTORS
NUECES COUNTY APPRAISAL DISTRICT**

The Board of Directors held a meeting on Thursday November 13, 2025, in the Board of Directors Room, 1st Floor, Nueces County Appraisal District Office, 201 N Chaparral, Corpus Christi, Texas 78401.

INVOCATION.

Irene Lugo led the invocation.

PLEDGE OF ALLEGIANCE.

Mr. Kieschnick led the Board of Directors with the Pledge of Allegiance to the United States and Texas Flags.

ROLL CALL OF THE BOARD OF DIRECTORS.

DIRECTORS:

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|---------------------------|----------------|
| Kevin Kieschnick, Chair | <u>Present</u> |
| Deven Bhakta, Vice-Chair | <u>Absent</u> |
| Susie Sullivan, Secretary | <u>Present</u> |
| Ed Bennett | <u>*Remote</u> |
| Caitlin Chupe | <u>*Remote</u> |
| John Cudd | <u>Present</u> |
| DeeAnna Heavilin | <u>Present</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. Bennett & Ms. Chupe attended remotely, and Ms. Heavilin arrived at 10:05 a.m. Also in attendance:

Irma Vera, Director of Administration

CALL TO ORDER & DETERMINATION OF A QUORUM.

The meeting of the Board of Directors of the Nueces County Appraisal District was called to order by Chairman Kieschnick at 10:04 a.m. and a quorum was certified as present. No conflict of interests were disclosed.

PUBLIC COMMENT.

None.

DISCUSSION AND/OR ACTION, CONSENT AGENDA.

- a) Approval of the Minutes for September 11, 2025, Regular Meeting.
- b) Approval of the Minutes for October 30, 2025, Special Meeting.
- c) Approval of September and October 2025 Disbursements.
- d) Receipt of November 2025 Litigation Report.
- e) Receipt of Statement of Expenditures as of September 30, 2025, and October 31, 2025.
- f) Section 25.25 (b) Correction of Appraisal Roll Notice 3rd quarter.

Motion was made by Mr. Cudd to approve consent agenda, and Ms. Sullivan seconded the motion. Motion passed unanimously.

TAXPAYER LIAISON OFFICER'S REPORT.

Ms. Noack provided her report to the Board of Directors.

DISCUSSION AND/OR ACTION REGARDING PROCESS FOR HIRING TAXPAYER LIAISON OFFICER.

Mr. Kieschnick motioned to advertise job openings in various media and to select the TLO representative by the December board meeting. Ms. Hilpold seconded the motion. Motion passed.

DISCUSSION AND/OR ACTION TO APPROVE ORDER DESIGNATING APPRAISAL REVIEW BOARD MEMBERS AND AUXILIARY APPRAISAL REVIEW BOARD MEMBERS; SETTING TERMS OF OFFICE.

Ms. Noack went over list of ARB and auxiliary members.

Motion was made by Ms. Heavilin to table item for the executive session to consult with attorneys. Mr. Cudd seconded. Motion passed.

DISCUSSION AND/OR ACTION TO SELECT AN ARB CHAIRPERSON AND SECRETARY FOR THE 2026 YEAR.

Motion was made by Ms. Heavilin to table item for the executive session to consult with attorneys. Mr. Cudd seconded. Motion passed.

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 10:22 a.m.

The Board of Directors reconvened open session at 11:00 a.m.

Ms. Chupe left the remote meeting.

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

Mr. Kieschnick motion to table item #8 discussion and/or action to approve order designating appraisal review board members and auxiliary appraisal review board members; setting terms of office, and #9 discussion and/or action to select an arb chairperson and secretary for the 2026 year. Mr. Cudd seconded the motion. Motion passed.

DISCUSSION AND/OR ACTION REGARDING ANNUAL EVALUATION OF TAXPAYER LIAISON OFFICER.

Ms. Hilpold made a motion to accept Taxpayer Liaison Officer evaluation as meeting and exceeding expectations. Ms. Sullivan second. Motion passes.

DISCUSSION AND/OR RECEIPT OF NOTICE OF INVALID FINDINGS RELATED TO 2024 PROPERTY VALUE STUDY.

Ms. Morin received notice of the 2024 School District Property Value Study's Invalid Findings.

DISCUSSION AND/OR RECEIPT OF REPORT REGARDING METHODS AND ASSISTANCE PROGRAM (MAPS) REVIEW.

Ms. Morin reported that the 2025 Methods and Assistance Program (MAPS) review is 100% complete, and final will be released in January of 2026.

DISCUSSION AND/OR ACTION TO MAKE A FINDING FOR THE METHOD OF PROCUREMENT (REQUEST FOR PROPOSALS) FOR COMPUTER ASSISTED MASS APPRAISAL SYSTEM (CAMA); AUTHORIZE PUBLISHING A NOTICE; AND ADOPT AN ORDER DELEGATING EVALUATION AUTHORITY TO A SELECTION COMMITTEE.

Mr. Kieschnick made a motion to adopt the RFP procurement method, to authorize Escutia Woods as the third-party firm, to publish notice, and to identify the committee. Mr. Cudd second. Motion passed.

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

Mr. Jeff Smith, Gowland, Morales & Smith, went over the final 2024 Financial Audit.

DISCUSSION AND/OR ACTION RELATED TO GASB 54/DESIGNATION OF FUNDS.

Ms. Vera informed the board that the designation of funds will be provided on the GASB 54 resolution in the December meeting.

DISCUSSION AND/OR ACTION RELATED TO THE 3RD QUARTER 2025 INVESTMENT REPORT.

Ms. Vera went over the 3rd quarter 2025 investment report.

RECEIVE REPORT IDENTIFYING CURRENT APPRAISAL DISTRICT CONTRACTS.

Ms. Vera informed the board that in April, the next contract will be for Janitorial services.

DISCUSSION AND/OR ACTION TO APPROVE HOLIDAY SCHEDULE.

Motion was made by Ms. Heavilin to approve the 2026 Holiday schedule as presented, and to add Columbus Day. Mr. Magill second. Motion passed.

DISCUSSION AND/OR ACTION ON SALARY AND BENEFITS FOR THE INTERIM CHIEF APPRAISER.

Mr. Kieschnick motioned to approve the salary and benefits of Ms. Debra Morin, Interim Chief Appraiser, at \$175,000 annually, with a \$9,600 equipment allowance, for a total of \$184,600, effective as of November 1, 2025. Ms. Hilpold second. Motion passed.

DISCUSSION AND/OR ACTION RELATED TO AMENDING THE BOARD OF DIRECTORS POLICY MANUAL TO INCLUDE ADDITIONAL POLICIES.

Mr. Kieschnick stated that the Board of Directors Policy Manual is to include additional policies and would like to add Cobby Caputo and Bickerstaff Heath Delgado Acosta.

DISCUSSION AND/OR ACTION TO ASSIGN AMENDMENT AND DEVELOPMENT OF THE BOARD OF DIRECTORS POLICY MANUAL TO COBBY CAPUTO AND BICKERSTAFF HEATH DELGADO ACOSTA LLP.

Mr. Cudd motioned the development of the Board of Directors Policy manual to include Cobby Caputo, Bickerstaff, Heath, Delgado, and Acosta. Mr. Magill second. Motion passed.

INTERIM CHIEF APPRAISER'S REPORT.

Ms. Morin reported on the following items:

- Member appointments to the Board of Directors.
- Holiday gathering(s).
- Next Board Meeting Date: December 11, 2025.

SUGGESTED ITEMS FOR THE NEXT REGULAR MEETING.

List of Dates for the BOD 2026 meetings, Investment Committee and Resolution for the general entities.

ADJOURNMENT.

Motion was made to adjourn at 11:37 a.m.

SIGNED:


Secretary