

## Board of Tax Assessors Meeting

Minutes of the December 21, 2023 Meeting

**Members Present:** Dennis Conway, MaryBeth Burnette, Raymond Gunnin, Tommy Mann and Mark Young were present for the meeting.

**Staff Present:** Steve Swindell, Mike Cotra, Sandy Forrester, Ricky Hitt, Lee Johnson, Becky Parker, Rhonda Peterson, Sam Traylor and Jenny Thomas were present for the meeting.

**Attorney:** Darrell Caudill of Roach, Caudill & Frost LLP was present for the meeting

- 1. Call to Order:** Dennis Conway called the meeting to order.
- 2. Approval of Agenda:** Motion by MaryBeth Burnette to approve the agenda, seconded by Raymond Gunnin and approved by all Members.
- 3. Approval of Minutes:** Motion MaryBeth Burnette to approve the December 14, 2023 meeting minutes, seconded by Mark Young and approved by all Members.
- 4. Public Comments:** None
- 5. Consent Agenda:** Motion by Raymond Gunnin to move Batch P1, Batch 3A, Batch 3P, Batch 5A, Batch 5P, Batch 5CA, Batch 5CB and Batch 5CR to consent agenda and follow staff recommendations, seconded by Mark Young and approved by all Members.

Personal Property Department, Jennifer Hoskins, Project Manager  
**Batch P1**, Standard Agenda

Residential Department, Lee Johnson, Senior Appraiser  
**Batch 3A**, Appeal Changes  
**Batch 3P**, Prior Year Changes

Rural Department, Ricky Hitt, Senior Appraiser  
**Batch 5A**, Appeal Changes  
**Batch 5P**, Previous Changes  
**Batch 5CA**, CUVA Approvals  
**Batch 5CB**, Conservation Use Breaches  
**Batch 5CR**, CUVA Releases

- 6. Motion by MaryBeth Burnette to Approve a 3 Month 2023 Audit Extension for TMA, seconded by Mark Young and approved by all Members.**

**7. Chief Appraiser Report:**

Steve reviewed the Budget Report.

We will have a Lead Commercial Appraiser and a Residential Field Appraiser position open in January.

Steve and Darrell discussed the changes in law resulting from passage of HB916.

The office will be closed December 26th, 27th and 28<sup>th</sup> in observance of Christmas. The office will also be closed on January 1, 2024 in observance of New Years Day.

The next BOA meeting will be Thursday, January 11, 2024 at 9:00 AM.

**8. Attorney's Report / Executive Session:** Darrell gave an update of current court cases.

**9. Adjournment:** Motion by MaryBeth Burnette to adjourn, seconded by Mark Young and approved by all Members.

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Dennis Conway, Chairman

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Jenny Thomas, Secretary