

## **MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF THE KAUFMAN CENTRAL APPRAISAL DISTRICT**

Notice is hereby given that a regular meeting of the Board of Directors of the Kaufman Central Appraisal District was held on Thursday, December 18, 2025 at 12:30 p.m. at the Appraisal District office located at 3950 South Houston Street in Kaufman, Texas. The following Board members were present: Robert Dobbs, Dr. Bruce Wood, Danny Kirbie, Mike Slye, Bruce Bynum, Don Griffin and Morgan Rose. Chuck Carpenter and Teressa Floyd were absent. Staff members present were Sarah Curtis, Coy Johnson & Vicki White.

- A. Establish a Quorum and Call to Order  
Robert Dobbs established a quorum and called the meeting to order at 12:32 p.m.
- B. Invocation  
Don Griffin led the invocation.
- C. Pledge of Allegiance & Texas Pledge of Allegiance  
Robert Dobbs led the Pledge of Allegiance & the Texas Pledge of Allegiance.
- D. Members will recess for lunch with remainder of meeting resuming at approximately 1:30 p.m.  
Recess for lunch started at 12:33 p.m.
- E. Open Forum – Resumed the meeting at 12:57 p.m.
  - 1. Recognition of visitors and persons not on agenda.  
There were no visitors present.
- F. Action Items
  - 1. Discuss and take action on minutes of the October 16, 2025 Board of Directors meeting.  
Don Griffin made motion to accept the minutes as written. Danny Kirbie made second. A vote was taken with all being in favor.
  - 2. Discuss and take action on financial reports.  
Mike Slye made motion to approve the financials as presented. Dr. Bruce Wood made second. A vote was taken with all being in favor.
  - 3. Discuss and take action on designating 2025 remaining funds, pending financial audit, to the building fund and the retirement unfunded liability with TCDRS.  
Mike Slye made motion to take the excess money and designate it to provide a 90% funded threshold for the retirement fund and then move the remaining funds, pending the audit, to the building fund. Don Griffin made second. A vote was taken with all being in favor.
  - 4. Discuss and take action on a one-time lump sum cost of living adjustment for KCAD employees for the 2025 budget year.  
Danny Kirbie made motion to give the Kaufman CAD staff a \$1,500 one-time lump sum cost of living adjustment. Bruce Bynum made second. A vote was taken with all being in favor.
  - 5. Discuss and take action on approving the Public Funds Investment Policy.  
Don Griffin made motion to approve the Public Funds Investment Policy. Dr. Bruce Wood made second. A vote was taken with all being in favor.

6. Discuss and take action on updating the Board of Directors Policy Manual, changing the Appraisal Review Board members to 7 regular members and 14 auxiliary members.  
Mike Slye made motion to approve the Board of Directors Policy Manual changes as presented. Danny Kirbie made second. A vote was taken with all being in favor.
7. Discuss and take action on accepting Stella Travers & Felicia Zimmer's resignation letters for the Appraisal Review Board.  
Don Griffin made motion to accept the resignations from Stella Travers and Felicia Zimmer. Morgan Rose made second. A vote was taken with all being in favor.
8. Discuss and take action on Resolution # 2025-8 concerning Appraisal Review Board member appointment.  
Mike Slye made motion to adopt Resolution # 2025-8 regarding ARB members. Dr. Bruce Wood made second. A vote was taken with all being in favor.

G. Discussion Items

1. Chief Appraiser Report
  - a. Building
  - b. Employees
  - c. Property Values and Value Studies
  - d. ARB
  - e. MAP Review
  - f. Board of Directors
  - g. Lawsuits

H. Executive Session

The Board of Directors may adjourn to Executive Session to deliberate any matter authorized by Texas Government Code Sec. 551.001 et. Seq. (The Texas Government Open Meetings Act) including:

1. Sec. 551.072 – For the purpose of discussing the purchase, exchange, lease, or value of real property.
2. Sec. 551.074 – Deliberation regarding Personnel Matters: Performance Evaluation of the Taxpayer Liaison Officer.
3. Sec. 551.074 – Deliberation regarding Personnel Matters: Performance Evaluation of the Chief Appraiser.
4. Motion to Reconvene into Open Session.


Dr. Wood made motion to go into Executive Session. Mike Slye made second. A vote was taken with all being in favor. Executive session started at 1:47 p.m.

I. Necessary Action as a result of Executive Session

1. Bruce Bynum made motion to adopt Resolution # 2025-9 concerning Real Estate purchase for properties on Rand Road for future construction of the Kaufman Central Appraisal District office. Danny Kirbie made second. A vote was taken with all being in favor.
2. The TLO evaluation was given to Vicki White.
3. Don Griffin made motion to keep Sarah Curtis as Chief Appraiser and pay her what was already approved in the budget. Danny Kirbie made second. A vote was taken with all being in favor.
4. Executive Session ended at 2:43 p.m.

J. Next Meeting Date was set for Thursday, January 15, 2026 at 1:30 p.m.

K. Adjournment – Mr. Dobbs adjourned the meeting at 2:47 p.m.



Morgan Rose, Secretary of the Board