

**Shelby County Appraisal District**  
**BOARD OF DIRECTORS MEETING**  
5:30 P.M., Tuesday January 23, 2024  
724 Shelbyville Street | Center, Texas 75935

**MINUTES**

Members present were Robin Connell, Debra Smith, David Chadwick, Allison Harbison, John Howard, Jay Dee Cockrell, and Amanda Treat-Brock. Also in attendance was Chief Appraiser Robert N. Pigg and Deputy Chief Appraiser Eric Lawrence.

Members absent were Greg Hubbard, David Chandler, Debra Riley, Deuce Wulf, and Etola Jones.

**1. Call to Order**

The meeting was called to order at 5:30 p.m.

**2. Administer Oath of Office for Any New Board Members**

Oath of Office and Statement of Elected or Appointed Officer was administered to Allison Harbison.

**3. Election of Officers by the Board**

David Chadwick, seconded by Amanda Treat-Brock, motioned to keep Robin Connell as Secretary and John Howard as Chairman. The vote for approval **was** 7 for and 0 against and the motion carried.

**4. Public Comment**

Heard public comment– No action was taken.

**5. Approve Minutes of October 23, 2023, Meeting**

Debra Smith, seconded by Allison Harbison, made a motion to approve the minutes as presented. The vote for approval was 7 for and 0 against and the motion carried.

**6. Accept or Reject Depository Bids**

Debra Smith notated the Appraisal District make sure we have a current Bid on file.  
No action taken.

**7. Resolution to Authorize Signatures on Bank Accounts**

Resolution to add Sheridan Cassell and Eric Lawrence to Petty Cash Account and remove Angie Wright, Randi K Faulkenbery and anyone not currently employed by the Appraisal District. Additionally, resolution to add Eric Lawrence and Allison Harbison to General Account. Debra Smith, seconded by Robin Connell, made a motion to approve changes as needed. The vote for approval was 7 for and 0 against and the motion carried.

**8. Approve Check Register for Fourth Quarter of 2023**

Jay Dee Cockrell, seconded by Allison Harbison, made a motion to approve the check register as presented. The vote for approval was 7 for and 0 against and the motion carried.

**9. Select Auditor and Enter into Contract for 2023 Audit**

David Chadwick, seconded by Amanda Treat-Brock, motioned to keep Frank Campos & Associates, PLLC as Auditors. The vote was 7 for and 0 against and the motion carried.


**10. Advise and Consent to the Chief Appraiser's Selection of the Agricultural Appraisal Advisory Board Members**

No action taken.

**11. Chief Appraisers Report**

Robert Pigg notated that we have ongoing litigation with three taxpayers. Wesley Campos from Frank Campos & Associates PLLC will train Sheridan Cassell on QuickBooks on January 24, 2024. Additionally, Eric Lawrence was interviewed on October 3, 2023. Post October 23, 2023 meeting, Eric Lawrence was extended the position of Chief Appraiser pending Bobby Pigg's retirement in 2024. Robert Pigg stated he is officially stepping down as Chief February 12th, 2024 and assuming the Deputy Chief Appraiser role. Eric Lawrence will assume Chief Appraiser the same day. Robert Pigg stated his last day will be March 31<sup>st</sup>, 2024.

With no further business before the board, the meeting was adjourned.



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Sheridan Cassell  
Recording Secretary  
Board of Directors