

Freestone Central Appraisal District  
Directors Meeting

Minutes of February 12, 2025

Regular Meeting # 546

The Freestone Central Appraisal District Board of Directors met at the appraisal office located at 218 North Mount, Fairfield, Texas. Board members present were Craig Dunlap, Daniel Ralstin, Stanton Brown, Jerry Don Sanders, Sid Fryer, and Lovie Whyte. Representing the appraisal district was Don Awalt, Chief Appraiser; Jason Moore, Deputy Chief Appraiser; Carol Clark, Administrative Assistant.

Mr. Dunlap called the meeting to order at 5:33 p.m.

Mr. Dunlap established proof of the posting of public notice of the meeting in accordance with the Texas Open Meeting Act from the affidavit attached to the foot of the posted agenda.

Mr. Dunlap then declared a quorum of members present.

Consideration and action were taken on the minutes of the meeting held on January 8, 2025. Mr. Brown made a motion to approve the minutes as presented. Mr. Sanders seconded the motion. Motion carried.

The board then considered the district's monthly financial report for January 2025. Mr. Awalt reviewed the bill list pointing out the payment of \$16,552.50 to Pritchard & Abbott for the software contract. A payment of \$1,500.00 was made towards the district's annual membership to the Texas Association of Appraisal District's. \$5,000.00 was paid to replenish the postage machine, and \$600 to Armstrong & Armstrong the attorney retained by the ARB. Mr. Awalt reminded the board that the ARB must retain a different legal counsel than the attorney retained by the appraisal district. Ms. Whyte made a motion to approve the financial report for January 2025, with a second by Mr. Fryer. Motion carried.

Consideration and action were taken on Changes to the Personnel Policy. Mr. Awalt reviewed Section 5 – Leave pointing out the highlighted paragraphs and sentences that were either struck out or added. He explained that the district's staff currently earn accrued time for vacation, sick, and personal business at the beginning of each month. Mr. Awalt recommended to the board that the time be accrued for each hour that is worked and posted at the end of every pay period. The staff would accrue the same amount of time unless they worked less than eighty (80) hours.

Mr. Awalt continued his review of the policy with Section 5.60 *Personal Business* time which was struck out; he stated that his recommendation is to eliminate personal business time and roll it over to vacation time. The staff who are capped at 80 hours would get 96 hours and those who have worked over 10 years were capped at 120 hours giving them a total of 136 hours.

Reviewing the paragraphs highlighted in blue, Mr. Awalt informed the board that during the submission of the vacation, sick, and personal business wage liability reports to the financial auditor he felt that the compensatory time accrued by the staff should also be reported as liability. There was no cap implemented on compensatory time but the district would make bi-weekly installments after the employee had resigned until it was paid in full. Mr. Awalt added that with compensatory time being a liability it would cause the districts liability to increase significantly. Mr. Awalt continued to explain that he researched the Fair Labor Standards Act (FLSA) of which a copy of Section 7 is included in the boards packet. Section 3(A) is highlighted and stated that the employee may accrue not more than 480 hours of compensatory time for public safety activity, an emergency response activity, or a seasonal activity. For any other work, the employee may not accrue more than 240 hours of compensatory time. Mr. Awalt recommended that the staff accrued no more that 480 hours due to ARB being seasonal. Once the employee has capped at 480 hours they would be ineligible to work outside of normal hours until they have used some of their time. The changes would take effect after February 12, 2025. Mr. Awalt also stated that he would encourage the staff to use their earned compensatory time first before using any of

their accrued time. After lengthy discussion Mr. Fryer made a motion with a second by Mr. Brown to approve the changes to the personnel policy. The motion carried.

Mr. Dunlap asked Mr. Awalt for the Taxpayer Liaison Officer's Report. Mr. Awalt stated that there was none submitted for the board to review.

Mr. Awalt reported to the board that the district had received the M.A.P. review and passed with a score of 100 and no recommendations.

The appraiser's were finishing their physical inspections; Mr. Bottoms and Mr. Moore have both finished their routes, and Ms. Bowden had a few more to finish. The appraisal notices are scheduled to be mailed out on April 16, 2025.

There being no further business, Mr. Dunlap declared the meeting adjourned at 6:10 p.m.

  
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Chairman

  
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Secretary