Duval County Appraisal District

**BOARD OF DIRECTORS MEETING MINUTES**

The Duval County Appraisal District Board of Directors met in regular session on Thursday, January 26, 2023, with Mrs. Cristina Lichtenberger, Vice-Chairman presiding.

AGENDA:

23-013: Notary Public, Becky Pena administered the Oath of Office to Mr. Ricardo Carrillo, and Ms. Viviana Saenz, board members for the Duval CAD.

23-014 Mrs. Cristina Lichtenberger, Vice Chairman called the meeting to order at 1:04 P.M.

23-015: Mrs. Cristina Lichtenberger established quorum with Mr. Ricardo Carrillo, Mr. Anthony Vela, Ms. Viviana Saenz, and Mr. Roberto Elizondo present. Also present was Mr. Raul Garcia, Chief Appraiser and Ms. Lisandra Ibarra, Administrative Assistant. Absent was Mrs. Oralia Perez.

23-016: Pledge of Allegiance was recited.

23-017: Public Access: No one signed up to make public comment.

23-018: A motion was made by Mr. Roberto Elizondo to appoint Mr. Ricardo Carrillo as Chairman of the Duval CAD Board of Directors. Motion seconded by Mr. Anthony Vela. Motion Carried unanimously. A motion was made by Mr. Roberto Elizondo to appoint Mr. Anthony Vela as Vice-Chairman of the Duval CAD Board of Directors. Motion seconded by Mr. Ricardo Carrillo. Motion Carried unanimously. A motion was made by Mrs. Cristina Lichtenberger to appoint Mrs. Oralia Perez as Secretary of the Duval CAD Board of Directors. Motion seconded by Ms. Viviana Saenz. Motion Carried unanimously.

23-019: A motion to approve minutes of previous Board Meeting (10/20/2022) and the Reappraisal Plan Hearing minutes (09/08/2022) was made by Mr. Roberto Elizondo and seconded by Mr. Anthony Vela. Motion carried unanimously.

23-020: A motion was made by Mr. Anthony Vela to approve Bills and Payroll for the period October 15th, 2022 – January 13, 2023. Motion seconded by Mr. Roberto Elizondo. Motion carried unanimously.

23-021: Board went into executive session. Board returned to open session at 1:27 p.m.

23-022: No action was taken on item number 23-022

23-023: Chief Appraiser’s Report

1. Appraisal Status
* The Meeting Room remodel is complete.
* The Duval CAD received three applications for ARB members. Applications have been sent to District Judge.
* Ag Board members are being considered.
1. Staff
* Two staff members will be attending classes during the next few weeks.
* One of the Duval CAD’s Appraisal Clerks has been promoted to Appraiser.
* The district received over 10 applications for the clerk position. Interviews begin next week.

23-024: A motion to adjourn the meeting was made by Mr. Ricardo Carrillo and seconded by Mrs. Cristina Lichtenberger. Motion carried unanimously. Meeting adjourned at 1:52 P.M. Next meeting will be Thursday, February 9th, 2023.

Signed this \_\_\_\_\_\_\_\_\_day of\_\_\_\_\_\_\_\_\_, 2023 Ricardo Carrillo, Chairman

Oralia Perez, Secretary