Minutes of the meeting of the Board of Directors for Chambers County Appraisal District, held on September 10, 2026

A meeting of the Board of Directors for the Chambers County Appraisal District was held with the following members present:

Joey Presnall, Chairman	Tan Williams, Member
Alecia Turner, Secretary	Laurie Payton, Member

Also present were Mitchell McCullough, Chief Appraiser and Stephanie Muniz, Assistant Chief Administrator.

The meeting was called to order by Chairman Presnall at 10:00 am.

The Minutes of the August 13, 2026 Board Meeting were presented to the Board for review and with a motion from Member Payton and second by Member Williams, to approve the minutes as written. Motion passed unanimously.

The Minutes of the August 13, 2026 Public Hearing – Reappraisal Plan were presented to the Board for review and with a motion from Member Williams and second by Secretary Turner, to approve the minutes as written. Motion passed unanimously.

The Minutes of the August 13, 2026 Budget Hearing were presented to the Board for review and with a motion from Member Payton and second by Member Williams, to approve the minutes as written. Motion passed unanimously.

Chairman Presnall moved on to Administrative item 2.4; vote for member to fill Board of Director Vacancy left by John Iles' resignation. Assistant Chief Administrator advised that the District received 2 nominations and those nominees were Scott Campbell, former superintendent of ECISD and Josh Kubik a business owner from West Chambers County whom was nominate by the City of Baytown. She advise they would simply make nominate their choice and proceed with vote. Member Williams nominated Scott Campell to fill the Board of Direct vacancy. Motion was seconded by Secretary Turner. Motion passed unanimously.

Chief Appraiser McCullough presented the August, 2026 Expense Report to the board and after discussion, motion was made by Member Williams and seconded by Secretary Turner to approve same. Motion passed unanimously.

Chief Appraiser McCullough presented the August Financial Reports to the board and after discussion, motion was made by Member Williams and seconded by Secretary Turner to approve same. Motion passed unanimously.

Chief Appraiser McCullough presented the 2nd Quarter, Proforma Investment Report - Quarterly Investments report as per section 2256.023 of the Government Code to the Board of Directors for review. Motion was made by Member Williams to accept the report as presented and seconded by Secretary Turner to approve same. Motion passed unanimously.

Chairman Presnall advanced to Operations 4.1 – Review and approval of Capitol Appraisal Group Contract. Chief Appraiser McCullough advised that they had decided to extend the one year probationary contract to Capitol Appraisal Group, Inc. Motion was made by Member Williams and seconded by Secretary Williams to approve the one-year contract. Motion passed 3 to 1, with Member Payton opposed.

Personnel: none

Chief Appraiser McCullough asked Assistant Chief Administrator Muniz to update the Board of Directors on lawsuit and arbitration status. Assistant Chief Administrator Muniz advised that we have already been served six (6) 2026 lawsuits and twenty eight (28) arbitrations had been filed with the Comptroller's Office to date. She went on to explain that the Ameriport appraisal report is still pending as the requested income information required to complete the appraisal report has been denied by the plaintiffs, our attorney is preparing to file a motion to compel with the courts.

Chief Appraiser McCullough advised that he did not have any chief appraiser comments, but that Assistant Chief Administrator Muniz had some information to provide to the Board of Directors. Assistant Chief Administrator Muniz advised the Board that Tiffany Christensen, our mapping director, would now also serve in the capacity as agricultural appraiser and assist with business personal property. Chief Appraiser McCullough went on to explain that Tiffany has her RPA and is fully qualified to work in this capacity and we are excited for her to take on this new role, all while still serving as our mapping director. Assistant Chief Administrator Muniz told the Board that she would like to commend our clerical staff for their excellent work this protest season. She explained that we had over 8.300 protests filed. They refined their processing of these protests so much so that what had taken up to 11 months the prior year, was finalized in 1.5 months. The Board questioned what was done so differently this year that they were able to do so much in so little time. Assistant Chief Administrator Muniz explained to the board that what begins as a single piece of paper (protest form) quickly turns into a complete protest file, sometimes being 50+ pages. In years prior the clerk's would build the protest file and at the conclusion of the protest process, post certification of records, they would begin the process of scanning and electronically storing those documents to each record. She went on to explain that after uploading these documents, they had to go back through and ensure the document was in fact attached to the record prior to shredding the original documents. After receiving a legal opinion from our attorney allowing us to print many documents with our Chairman of the ARB's signature, documents that were autosaved by our CAMA system, we are able to scan the remaining documents in as we went through the protest process. All clerical staff participated in this process and we are extremely pleased and proud of the work they completed. Assistant Chief Administrator Muniz reminded the board that we are going through a re-application process of homestead exemptions as required by law; the law requires a review of every homestead at least once every 5 years. She went on to explain that we have started with the oldest application that do not meet current application requirements such as including a copy of the owner's driver's license matching the residence address. She explained that we have mailed out 1,402 reapplication requests since certification in July and of those, we have received 528 approved updated homestead applications. Member Payton asked what our process was on the removal of these exemptions. Assistant Chief Administrator Muniz explained that we do follow up with the owners and we also code them to receive 2027 notices of value; she assured the Board that every effort is made to get them to reapply. The District does not want to remove exemptions that may later need to be recoded if it can be helped. She went on to explain that we are exploring the idea of posting someone at the Winnie tax office annex and Barbers Hill tax office annex one day a week to receive and process applications. We are also exploring publishing an article in the 3 papers of major circulation in the county to remind home owners that these letters went out and that failure to respond to the request will result in a removal of their exemptions for 2027. She also explained that our final effort will be to call and email those that have not reapplied where we have that contact information. Assistant Chief Administrator Muniz also advised that we have not ruled out going door to door to encourage folks, especially our Over 65 and

disabled taxpayers to complete and return their applications. She advised the Board that this year 4 of our Ag Review, and this year the focus is on East Chambers ISD. We will be reviewing each property receiving the agricultural use appraisal and determining whether (1) that is still the primary use of the property, (2) whether the owner meets the degree of intensity for the property and (3) whether a change in use has occurred. Tiffany and Assistant Chief Administrator Muniz will begin their ride outs reviewing these at the beginning of October. Finally, Assistant Chief Administrator Muniz advised the board that after conversation with Commissioner Dagley over the last few weeks where he expressed concerns about our F2 accounts not being reference to the land, we will focus our efforts for 2027 in (1) ensuring that the square footage is included in the legal description on every Capitol Appraisal Group F2 account that pertains to building record. She also advised that she and Maria Standley will begin a process referencing the land and buildings back to each other in efforts to assist anyone searching for these types of records.

No Public Comment.

Board Comment: Member Payton stated that industrial improvements should be added to the land accounts, either by Capitol Appraisal Group or through manual entry by District staff. She believed this could be accomplished. Chief Appraiser McCullough explained that the records have been maintained in this manner since the inception of the appraisal district's records, including during the time Pritchard and Abbott served as the District's industrial appraiser. He noted that the necessary information can be easily located when individuals are directed to the appropriate person. Assistant Chief Administrator Muniz stated that she provided Commissioner Dagley with step-by-step instructions, which he found extremely helpful. Chief Appraiser McCullough requested that anyone with questions about District data or difficulty locating information be directed to the appraisal district for assistance. He further stated that the appraisal district is open and transparent and maintains an open-door policy for discussing any matter with any party. Member Payton went on to complain about the industrial accounts being classed as minerals. Assistant Chief Administrator Muniz explained they are not classed as minerals, but they come over on a joint roll from Capitol Appraisal Group and that simply indicates which appraisal roll it was included on. She went on to state that tax office fields many phone calls from confused tax payers stating they don't own any mineral or mineral interests; she explained that her tax bills for industrial property prints a lease # and Min Interest 1 on every statement that comes across on the mineral file. Assistant Chief Administrator Muniz explained that they should be referred to the Category code for classification of property, not that information. Member Payton advised that Category Code is not something that prints out on her tax statements. She asked if there is any way that the roll type can be changed to indicate industrial rather than mineral. Chief McCullough advised that we would look into that.

Chairman Presnall set the next regular meeting for October 15, 2026 at 10:00 am.

With a motion from Member Payton and second by Secretary Turner, Board adjourned at 10:59 am.

Approved the 15 day of October, 2026.

Joey Presnall, Chairman
Board of Directors
Chambers County Appraisal District

Alecia Turner, Secretary
Board of Directors
Chambers County Appraisal District