

Hemphill County Appraisal District

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Minutes

The Hemphill County Appraisal District Board of Directors met Wednesday, January 14, 2026 at 5:30 p.m. at the Hemphill County Appraisal District in Canadian, Texas. Members of the Board of Directors present were Heath Mitchell, Wendie Cook, Larrylee Horn and Chris Jackson. Staff members present were Pam Scates, Chief Appraiser.

1. Heath Mitchell opened the meeting at 5:33 p.m. confirming a quorum was present.
2. Heath Mitchell gave the invocation and recognized guest Dr. Julia McMains, CISD Superintendent
3. There was no public comment.
4. Swearing in and Administration of Oaths of Office for 2026 were given to Heath Mitchell, Wendie Cook, Chris Jackson and Larrylee Horn.
5. Discussion was held, on the election of officers. Wendie Cook made a motion to elect Heath Mitchell as Chair, Larrylee Horn as Vice Chair and Wendie Cook as Secretary, seconded by Larrylee Horn. Motion passed unanimously.
6. Executive Session – None
7. Consideration/Possible Action and May Vote on Items discussed in Executive Session. No Action.
8. The December 10, 2025 minutes were reviewed, Wendie Cook made a motion to accept the minutes as presented. Larrylee Horn seconded. Motion passed unanimously.
9. Receipts and Disbursements were reviewed for December 2025. Wendie Cook made a motion to accept December 2025 receipts and disbursements as presented, Larrylee Horn seconded, the motion passed unanimously.
10. The yearend Report was given regarding budget line-item adjustments. The 2025 auditor will be Doshier, Pickens and Francis, LLC. No Action. Motion was made by Larrylee, second by Wendie Cook to retain the 2025 Unencumbered funds and not return to the taxing entities. Passed unanimously.
11. Chief Appraiser Report on District Operations
 - A. Pam advised the board that renditions were mailed out and she has started receiving them back. She expected a heavy workload with the new law increasing BPP to \$125,000.
 - B. Notices of Appraised value will be mailed no later than April 1, 2026.
 - C. Mineral notices will be mailed by P&A by May 1, 2026.
 - D. Pam presented the Board with the 25.25 Quarterly report, there were no 25.25 changes.
 - E. Pam gave a report on the 2025 MAP Review stating the results were still pending.
 - F. Pam advised the board that the Appraisal District will start the Property Value Study (PVS) soon.
 - G. Pam reported the Open House was a good opportunity for the taxpayers to see the new office and qualified for PR for the MAP Review.
 - H. Pam had nothing to report for the quarterly investment report as the CAD doesn't invest.
12. No future agenda items.
13. The 2026 Quarterly Meetings were set for April 22nd, June 10th, September 9th and December 9th.
14. The meeting adjourned at 6:32 p.m.

Chairman