

SAN PATRICIO COUNTY APPRAISAL DISTRICT  
BOARD OF DIRECTORS MEETING

January 17, 2017

John Curlee - Chairman of the Board, presided over the regular meeting of the Board of Directors for the San Patricio County Appraisal District scheduled for Tuesday, January 17, 2017, at 9:00 a.m.

*Present:* John Curlee, Bill Wilson, Dalia Sanchez, Dr. Anne Matula, Jan Whiteley, Rufino Lozano-Chief Appraiser, Amber Allen-Secretary.

*Absent:* None

Mr. Lozano introduced the Appraisal District staff to the Board.

*Oath of Office:* Board members took Oath of Office.

*Update Related Party Disclosure:* Board members reviewed and completed the Related Party Disclosure form. No members indicated any relation to the Chief Appraiser or District staff, or any conflicts of interest.

*Organize the Board; Elect Officers:* Dr. Matula made a motion to re-elect by acclamation the same members and positions served by the Board; a second to the motion was made by Mrs. Sanchez. The motion carried unanimously. The re-elected members are as follows: John Curlee, Chairman; Bill Wilson, Vice Chairman and Dalia Sanchez, Secretary.

*Visitors:* JoAnn Ehmann – DIJO/Mayor of Ingleside on the Bay, Peter Low - Attorney for the Appraisal District, Jason Driskell - Pritchard & Abbott, Inc.

*Public Comments:* There were no comments from the public.

*Minutes:* The Board considered and reviewed the minutes from the regular meeting on December 13, 2016. A motion was made by Mr. Wilson to approve the minutes with a second to the motion by Mrs. Sanchez. The motion carried unanimously.

*Accounts Payable:* The Board considered and reviewed the accounts payable for December, 2016. A motion was made by Mrs. Sanchez to approve the accounts payable with a second to the motion by Dr. Matula. The motion carried unanimously.

*Survey Cards:* The Board considered and reviewed the survey cards for December, 2016. Mr. Lozano mentioned he received an email that stated our signage near the road was too small. The Board thought that the street and building signage was probably adequate.

*Ratification and/or Reaffirmation of Policies, Contracts and Lease Agreements:* The Board considered and reviewed the office personnel, and Board of Director policies, the monthly and

The minutes from the Board of Directors meeting on Tuesday, January 17, 2017 continued.

perpetual contracts and lease agreements and yearly/multi-year contracts including GIS Mapping software, Harris Govern software, Pictometry and Pritchard and Abbott (P and A). Mr. Driskell and Mr. Lozano explained the services that P and A provide. After discussion, Mr. Curlee asked Mr. Wilson to continue the meeting for him while he stepped out to take a phone call. A motion was made by Dr. Matula to ratify and reaffirm the policies, contracts and lease agreements and a second to the motion was made by Mrs. Sanchez. The motion was carried with 4 members present.

*Status Update on Complaints from the TDLR:* The Board considered and reviewed the status update on complaints from Texas Department of Licensing and Regulation filed against Rufino Lozano and Laura Allender. No further action was taken at this time.

*Consideration and/or Action on Hiring of Thompson & Horton, LLP to represent SPCAD at Texas Commission Environmental on Quality Meetings/Hearings:* The Board considered and reviewed the status. Mr. Lozano discussed the meetings that are held concerning the TCEQ. After a time of question and answers, a motion was made by Mr. Wilson to hire Thompson & Horton, LLP with a second by Mrs. Sanchez. The motion carried unanimously.

*Litigation:* This item will be discussed in Executive Session.

*Executive Session:* The Board went into Executive Session at 9:38 a.m.

*Open Session:* The Board went back into Open Session at 11:58 a.m.

Mr. Curlee stated that during Executive Session no action was taken and that Mrs. Sanchez left the meeting for another appointment. Mr. Lozano stated that during Executive Session the hiring of an outside expert witness to handle litigation was discussed. A motion was made by Dr. Matula to approve the hiring of an expert witness. After discussion, a second was made by Mr. Wilson. The motion carried unanimously.

*Report by Chief Appraiser:*

*a. Financial and Operation:* Mr. Lozano gave the financial and operations report.

*b. Re-Appraisal Plan:* Mr. Lozano reiterated that the Appraisal District is still working on their 2017 reappraisal for some of the entities. Internal ratio study results have been reviewed by the Chief Appraiser and the District is focusing on those areas with large deviations. We hope to be done with those appraisals by late February. Mr. Lozano stated that he anticipates that the notices will go out in late March or early April.

*c. MAP Review:* Mr. Lozano stated that hopefully the District will receive the Map review report this month.

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*d. Taxpayer Information Handout:* Mr. Lozano briefly went over the handout and Mrs. Whiteley suggested the adding of a heading.

*New Business for Next Month Agenda:* Dr. Matula stated that we need to discuss having information put in the newspapers, more public relations, transparency and to make sure we are in compliance with the Comptroller's office. Dr. Matula requested that these topics be discussed at the next Board meeting. Mr. Lozano stated that there was an ADA inspection done by Sue Corey and there were four items that needed to be addressed, two by the District and two by the City of Sinton. These items should be addressed prior to the compliance deadline. The Board set their next meeting date for February 14<sup>th</sup> at 9:00 a.m.

*Adjourn:* The meeting was adjourned at 12:26 p.m. by Mr. Curlee.



Chairman



~~Secretary~~  
Vice-Chairman