

SAN PATRICIO COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS MEETING

April 11, 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 April 11, 2017 at 9:00 a.m.

Present: John Curlee – Chairman, Bill Wilson – Vice Chairman, Dalia Sanchez – Secretary, Dr. Anne Matula, Jan Whiteley, David Oehler – Interim Chief Appraiser, Peter Low – Attorney and Maria Gentry – Secretary.

Absent: None

Audience: Tonya Romero – Business Manager for Odem-Edroy ISD

Public Comments: Tonya Romero – Business Manager for Odem-Edroy ISD concerning litigation budget and how it will affect her District. Mr. Low explained that he is not prepared to discuss this matter and that he has turned this over to his litigation attorneys and would get something to Ms. Romero this week. Mr. Oehler explained the Trican boundary lines, but would like to speak to Ms. Romero at a later time.

Minutes: The Board considered and reviewed the minutes from the regular meeting on March 21, 2017. A motion was made by Mr. Wilson to accept the minutes with a second by Ms. Sanchez. The motion carried unanimously.

Accounts Payable: The Board considered and reviewed the accounts payable from March 2017. A motion was made by Dr. Matula to accept the accounts payable with a second to the motion by Ms. Sanchez. The motion carried unanimously.

Survey Cards: The Board considered and reviewed the survey cards for March 2017.

Status on Auditor's Report: The Board considered and reviewed the letter from Gowland, Streal, Morales & Company. A motion was made by Dr. Matula to ratify the signature of the engagement letter with Gowland, Streal, Morales & Company Auditor's Report. The motion was seconded by Mr. Wilson. The motion carried unanimously.

Discussion of Preliminary 2018 Proposed Budget: Mr. Oehler informed the Board that the budget being presented is the same that Mr. Lozano presented last month. Dr. Matula suggested that the Board have a Budget Workshop to answer questions in more detail for the benefit of all parties involved. The Board agreed on holding a Budget Workshop, Wednesday, April 19, 2017 at 3:00 p.m. Mr. Wilson explained that it should be top priority to get the budget approved as soon as possible and distributed

The minutes from the Board of Directors meeting Tuesday, April 11, 2017 continued.
to all entities.

Consideration and/or Action on Public Information Press Releases: Mr. Oehler informed the Board that posts are being made to local papers, explaining Homestead, Ag, etc. The Board discussed the importance of having the meeting dates posted on the website for the public to have knowledge of when they are to be held. Mr. Curlee suggested Mr. Oehler look in to getting the Appraisal District their own domain name, because the Appraisal Districts current domain is owned by True Automation.

Consideration and/or Action on Policy to Support the ISD's on Property Value Study: Item was inadvertently placed on agenda. Action was taken during last meeting March 21, 2017.

Report by David Oehler, Interim Chief Appraiser:

- a. *Financial Operations:* Board reviewed the financial and operations report. Mr. Oehler discussed maintenance regarding restrooms, and budget for filing cabinet elevation. Report was considered. No action taken.
- b. *Re-Appraisal Plan:* Mr. Oehler informed the Board that he has requested a written description from the staff of their duties, projects currently being worked on and timelines to finish projects. Mr. Oehler also discussed P&A sending a data roll of over eight thousand properties to be imported. The Board asked Ms. Sanchez for a timeline of when the Tax Office will switch to the PACS system for a smoother transition of information. Mr. Wilson requested that a calendar be created by the Tax Office in order to meet the dates for the software transition. Mr. Oehler discussed changes and training that will be implemented in order to make workflow run smoother.
- c. *Report Regarding District Operations:* Mr. Oehler addressed the Board concerning: exempt/non-exempt employees, personnel policy, a new timeclock being installed, desktop computer and ESRI license for GIS, a new printer for Diana Moss, an Open Record request form, Notary Bonding for Maria Gentry and Amber Allen for Appraisal Review Board secretarial duties, TCDRS Representative visit, pay raises given upon completion of level exam, public computers having access to the internet only and adding licenses for public version of PACS. The Board weighed in on the importance of keeping up with technology to better the work flow. Dr. Matula discussed with the Board open positions, and whether Mr. Oehler will be filling them.

Consideration and Possible Action Regarding the Status of the Search for a Chief Appraiser: Discussion to be held in Executive Session.

Executive Session: The Board entered Executive Session at 10:45 a.m.

Open Session: The Board returned to Open Session at 12:33 p.m.

The minutes from the Board of Directors meeting Tuesday, April 11, 2017 continued.

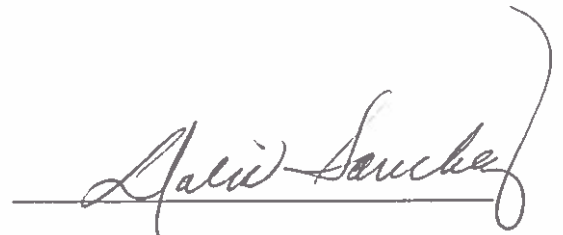
Mr. Wilson made the motion, upon request from Peter Low, to authorize the attorney negotiate an agreement with Paul Hornsbee Co. for appraisal services related to Gregory Power Partners. A second to the motion was made by Ms. Sanchez. The motion carried unanimously.

Consideration of New Business for Next Month's Agenda: The Board requested that the Accountant Audit Report, Chief Appraiser hiring status, Complaints made to TDLR on the District and Preliminary Budget be added to next month's agenda. The Board agreed on May 9, 2017 at 9:00 a.m. for next month's meeting.

Adjourn: The meeting was adjourned at 12:35 p.m. by Mr. Curlee.



Chairperson



Secretary