

**SAN PATRICIO COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS MEETING
REGULAR MEETING
MINUTES**

May 9, 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, May 9, 2017, at 9:03 a.m.

Present: John Curlee, Bill Wilson, Dalia Sanchez, Dr. Anne Matula, and Jan Whitely
David Oehler, Interim Chief Appraiser

Absent: None

Guests Present: Brandon Kay, Britt Martin, Tommy Streatly and Jo Ann Ehmann

Public Comments: None

Approval of Minutes: The motion to approve the minutes of April 11 was made by Dr. Matula and seconded by Mrs. Whitely . The motion passed unanimously. The motion to approve the minutes of April 19 was made by Mr. Wilson and seconded by Mrs. Whitely. The motion passed unanimously.

Approval of Accounts Payable: The motion to approve accounts payable was made by Mr. Wilson and seconded by Dr. Matula. The motion was passed unanimously.

Consideration and/or action on Appraisal District Survey Cards: The board does not act on this item, however the board does take notice. There were four survey cards reviewed.

Consideration and or action on Gowland, Streatly, Morales & Company Auditor's Report for 2016: Mr. Streatly presented the preliminary 2016 Audit report and management letter. Mr. Streatly discussed the report in detail. A copy of the written report is attached to the minutes as a part of the record. Mr. Streatly expressed that the financial opinions present fairly with a unqualified opinion, which is the best available. Mr. Streatly discussed some concern with accounts receivable due to taxing entities not paying their allocation timely. The travel policy, timesheets, and personnel policy were also discussed. It is recommended that the Board take action on committed funds by leaving the policy the same or take action to commit funds. The board would like to have a fund balance reserve resolution as an agenda item on the next agenda. Mr. Wilson would like to also address the per diem travel policy. The board took no action on this line item.

Discussion of Preliminary 2018 Proposed Budget: The 2018 proposed budget of \$2,636,229 was presented. Mr. Oehler prepared the budget and made changes that were discussed during the budget workshop. Individual line items were summarized and salaries and litigation expenses were discussed. There were no changes.

Consideration and or action on sending Preliminary 2018 Proposed Budget to Entities: The motion was made to prepare and send the 2018 proposed budget to the taxing units for input by Mr. Wilson and seconded by Mrs. Sanchez. The motion passed unanimously.

Status Update on the Complaints from the Texas Department of Licensing and Regulation: Mr. Lozano's TDLR complaint was closed by TDLR with no evidence of wrongdoing. The board was made aware that no action has been taken on the Mr. Alva complaint and that it is currently open and under review. No action was taken.

There was a short break at 10:17 am.

Consideration and or action regarding proposal from BIS Consulting: Mr. Brandon Kay and Mr. Britt Martin presented a proposal from BIS Consulting on the district's website, IT support, online protests and off-site data backup. Disaster recovery was also discussed. Mr. Wilson made the motion to accept the BIS proposal for quarterly web hosting, property search, online appeals, GIS Map hosting and email hosting, quarterly IT maintenance on server, workstations and automated backup on a unit basis. The motion was seconded by Dr. Matula and passed unanimously.

Consideration and or Action regarding office equipment and furniture expenditures: The board was presented with a list of equipment expenditures ordered by Mr. Oehler as interim chief appraiser. The items included computers, file cabinets and scanners for a total of \$8,477.90. Mr. Oehler discussed the need for the individual items. A motion for approval was made by Dr. Matula and seconded by Mrs. Whitely. The motion passed unanimously.

Consideration and or action regarding authorization for a fuel credit card: Mr. Oehler presented that the district has four company vehicles with no means to purchase gas. He recommended that the district make application with Fuelman to obtain fuel credit cards for each vehicle. Each employee will have a separate pin number and the district would be provided monthly reports as to fuel and employee usage. The motion was made to authorize Mr. Oehler to make application for fuel credit cards by Mrs. Whitely and seconded by Mr. Wilson. The motion passed unanimously.

Report by David Oehler: The financial operation report was presented. Additional detail was added within QuickBooks regarding income from the taxing units, so that the Board can see any past due or early payments. Additional detail was also added on the report regarding individual employee salary amounts. Mr. Oehler made a report on general operations of the district. The district is still working on finishing field work and hopes to generate appraisal notices in the next two weeks. True automation will be down for enhanced training on supplementals and exemptions. No action was taken on this line item.

Consideration and possible action regarding the status of the search for a chief appraiser: This item was discussed in executive session.

Executive Session: The Board entered executive session at 12:29 p.m.

Return to Open Session: The Board returned to open session at 1:12 p.m. No action was taken in executive session.

Consideration and possible action on matters discussed in executive session: None

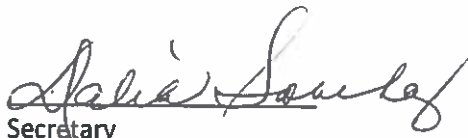
Consideration of New Business for Next Month's Agenda: Designated fund policy, travel policy.

Set date and time for next meeting: The next meeting will be June 20, 2017 at 9:00 am.

Adjourn: The Board adjourned at 1:16 p.m.


Chairman

6/20/2017
Date


Secretary

6/20/17
Date