

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

September 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 Monday, September 11, 2017, at 9:00 a.m.

Present: John Curlee, Bill Wilson, Dalia Sanchez, Dr. Anne Matula and Jan Whiteley.
Robert Cenci – Chief Appraiser, Maria Gentry – Secretary.

Absent: None

Guest Present: Shirley Madej, Tommy Streatly and JoAnn Ehmann.

Public Comments: Mr. Cenci introduced Shirley Madej to the Board. Ms. Madej informed the Board of her work history and excitement to be a part of San Patricio County Appraisal District.

Approval of the Minutes: The motion to approve the minutes for the public hearing on August 8, 2017, at 9:00 a.m. was made by Dr. Matula with a second by Ms. Sanchez. The motion carried unanimously. The motion to approve the minutes for the regular meeting on August 8, 2017, at 9:57 a.m. was made by Mr. Wilson with a second to the motion by Ms. Sanchez. The motion carried unanimously.

Consideration and/or Action Regarding Gowland, Streatly, Morales & Company Auditor's Report for 2016: Mr. Streatly discussed the Auditor's Report with the Board. He informed the Board that all the changes that were requested had been made. The motion was made to accept the 2017 Auditor's Report by Mr. Wilson, with a second to the motion by Dr. Matula. The motion carried unanimously.

Financial Report: Mr. Cenci went over an Open Invoice spreadsheet, Profit & Loss Budget vs. Actual Expenditure spreadsheet and Fuelman invoice with the Board. No action was taken.

Approval of Accounts Payable: The Board considered and reviewed the Accounts Payable. Dr. Matula made the motion to approve the Accounts Payable, with a second to the motion by Ms. Sanchez. The motion carried unanimously.

Consideration Regarding Appraisal District Survey Cards: The Survey Cards were considered; no action was taken.

Update on Prosperity Bank Cards: The Board made the determination to create a Resolution to modify the Signature Cards for the Prosperity Bank account. Mr. Curlee read in the Resolution, along with names to add and remove from the signature cards, in to record. The motion was made by Dr. Matula to approve the Resolution, with a second to the motion by Mr. Wilson. The motion carried unanimously.

Board took a break at: 9:55 a.m.
Resumed Open Session at: 10:00 a.m.

Consideration and/or action on RFP for Annual Auditor: The Board and Mr. Cenci compiled a list of potential Auditors. Mr. Wilson requested that the Appraisal District use RFQ (Request for Qualifications) as opposed to RFP (Request for Proposal) when searching for the next annual auditor. Board instructed

Mr. Cenci to prepare RFQ and provide to the Board of Directors for their review and then publish and deliver documents to specified potential Auditors. Board will plan to approve complete selection process and plan to select auditor at the November 13, 2017 meeting.

Consideration and/or Action on Spending Increase for the Chief Appraiser: Mr. Cenci asked the Board for a \$5000 spending limit for the Appraisal District. The motion was made by Mr. Wilson to approve the spending limit, with a second to the motion by Ms. Sanchez. The motion carried unanimously.

Consideration and/or Action on the Complaints from the Texas Department of Licensing and Regulation: The Board reviewed and considered the updates. No action was taken.

The Board went in to Executive Session at 10:20 a.m.
Open Session was resumed at 11:00 a.m.

Consideration and Possible Action on Matters Discussed in Executive Session: The Board made the determination to present a Resolution approving compensation for Mr. Cenci. Mr. Curlee read the Resolution in to record. Mr. Wilson made the motion to accept/adopt the Resolution, with a second to the motion by Ms. Sanchez. The motion carried unanimously.

Consideration of New Business for Next Month's Agenda: RFQ for Annual Auditor and Resolution for updated Prosperity Bank signature cards.


Chief Appraiser Report by Robert Cenci, Chief Appraiser: Mr. Cenci discussed with the Board that he has considered changing the Appraisal District's policy, and is seeking advice from an attorney. He talked about the Health Insurance and possible changes. Mr. Cenci went over the Pritchard and Abbott contract and how it was signed in the middle of the year. He went over the recent field inspections for the disaster areas affected by Hurricane Harvey. Mr. Cenci informed the Board that he is thinking about purchasing at least one more vehicle for Appraisal District use. He also discussed that we have nearly concluded the 2017 year and are looking at a few protests that fall under 25.25.

The Board made the determination to have their next scheduled regular meeting October 16, 2017 at 9:00 a.m.

Adjourn: The Board adjourned at 11:30


Chairman

11/21/17
Date


Secretary

11/21/17
Date