

SAN PATRICIO COUNTY APPRAISAL DISTRICT

BOARD OF DIRECTORS MEETING

NOVEMBER 21, 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 Tuesday, November 21, 2017.

Present: John Curlee, Bill Wilson, Dr. Anne Matula, Jan Whiteley and Dalia Sanchez.

Also in attendance were Robert Cenci - Chief Appraiser and Julie Overstreet - Recording Secretary.

Public Comments: No guests

Approval of minutes: Dr. Matula motioned to approve the minutes for the October 16, 2017 meeting, the motion was seconded by Mr. Wilson. The motion carried unanimously.

Financial Report: The first item discussed by Mr. Cenci was the balance sheet, item 2010, a balance of 28,856, a carryover as a result of the auditors moving of numbers to balance out. He also mentioned grand total carryover for 2016 is yet to be determined. He summarized equity totals; Litigation fund balance is \$744,208, Committed Operating fund is the same, no contributions have been made and the net income is what is remaining for Oct 30, 2017 in the operating fund.

Profit and Loss; Mr. Cenci mentioned that the entity payments are at 100% across the board for this year. He discussed that some entities have outstanding bills from 4 years ago. He discussed allocation percentages for City of Aransas Pass and Aransas Pass ISD were slightly incorrect for the past several years. He recommended to fix it for this year and move forward.

Task: Resolve outstanding balances with entities by verifying that outstanding balances are correct then notifying and deducting from refunds.

Mr. Cenci went over the budget for the end of October. He mentioned there is still a good amount left for salaries. He went over item 1634 – Health insurance.

Mr. Cenci discussed end of the year payouts;

P&A - \$38,600

Legal services - \$45,255

Maps & supplies – Pictometry \$73,460

Mr. Cenci discussed expanding pictometry services (cost of \$138,000) to include; change finder high resolution of 3 inches for better imagery, improved visibility, especially after the hurricane, and the measuring tool to be utilized on high end properties near the water.

In regard to, hurricane property damages, Mr. Cenci discussed mailing out a "Report of Decrease in Value" form to Residential property owners to give them the opportunity to indicate the damage sustained to their property due to the storm.

The BOD suggested advertisement such as; Townhall meetings, newspaper ads. The board took notice of the Financial report.

Consideration regarding Appraisal District Survey Cards: Mr. Cenci stated there were no survey cards. The Board took notice of survey cards.

Task: Inquire if survey cards are being offered to taxpayers.

Consideration or Action of RFQ's: Mr. Wilson and Dr. Matula were designated as the RFQ review committee. Mr. Wilson stated 6 qualifying quotes were reviewed. The top 3 ranked firms are; 1. Noel Snedeker, 2. Lovvorn & Kieschnick and 3. Raul Hernandez & Co.

Mr. Wilson motioned to authorize Robert Cenci to begin negotiations with top rank Noel Snedeker. If negotiations are not resolved successfully for a contract, then negotiations should officially be terminated in writing and begin with second firm. Ms. Sanchez seconded the motion. Dr. Matula motioned that Mr. Cenci continue negotiations with the second group and if necessary with the third group. Mr. Wilson seconded the motion. The motion carried unanimously.

Consideration and / or Action on Annual Group Health, Dental, and Life Insurance for San Patricio County Appraisal District Employees: Mr. Cenci discussed the report from Mr. Kessling. The board reviewed the breakdown of different carriers. Mr. Wilson motioned to select Option 1 Human PPO, Dr. Matula seconded the motion. The motion carried unanimously.

Consideration and / Action for the 2018-2019 Bank Depository: Mr. Cenci sent out bid letters to 6 different banks, with no responses except for 2 which were returned mail. He recommended to allow the contract with Prosperity bank to continue until December and possibly continue with Prosperity Bank for the 2 years. No action taken / tabled.

Consideration and or Action on Appointment of Appraisal Review Board Member - Mr. Cenci informed the board of 2 members going out, Ms. Carr and Ms. Brady. The BOD suggested notifying past ARB members, who have termed out for a year to reapply such as Tim Rodgers, Billie Jo Tennill and Stewart Wilson. Mr. Cenci asked if a committee would review applications. Ms. Sanchez suggested that the applications be e-mailed to all BOD members. Mr. Cenci discussed training for the newly selected ARB members. He mentioned ARB could meet in January as 3 members would remain therefore there would be a quorum. **Tabled**

Consideration and / or Action on Purchase of Additional Vehicles: Mr. Cenci mentioned the need to purchase 2 more vehicles; 1 - 4 door Sedan and 1 Full size Truck. The Board suggested he bid within the county. The Board also suggested best value, service history and reputation be considered when making the selection. Ms. Sanchez motioned authorization to pursue vehicle bids, with the idea that he would have some bids ready for the next meeting, Dr. Matula seconded the motion. The motion carried unanimously.

Board took a break at 10:43

Regular meeting resumed from break at 10:50

Consideration and / or Action on Construction for Additional Space: Mr. Cenci presented floor plan to BOD, discussed the hiring of Clerical staff and additional Appraisers therefore additional space will be

required. He also discussed hiring a person to handle P&A, 313 agreements and Abatements. He also mentioned hiring another more senior appraiser. He discussed expanding the backroom with 4 additional offices for Administrative staff. Discussion of record retention requirements came up due to the documents stored in the backroom. He mentioned that the building does not meet fire code regulations. Mr. Wilson mentioned the fire alarm system is not in compliant, which would cost \$25, 000 to bring up to code. Plus, handicap update of front counter is required. The expansion cost; \$100k. Mr. Wilson mentioned studying the lease before speaking to the City. Mr. Cenci suggested setting 100k aside, of moneys left over at the end of the year, in a fund for building renovations. He also suggested moving money into the litigation fund. Dr. Matual left the meeting at 11:25. Mr. Wilson will do some code research.

Executive Session: none

Chief Appraiser Report by Robert Cenci, Chief Appraiser: Mr. Cenci mentioned updated list from Mr. Lowes office. We have had 15 new lawsuits; boundary dispute, heavy equipment. Mr. Cenci visited Odem Edroy school board meeting on the 13th. Good new he delivered to them was that the price of a residential home is up \$10k. He plans to attend town home meetings. Staff wise, getting ready to post 4 clerical positions and 1 appraiser position. He mentioned he had hired 2 experienced appraisers. Employee policy needs to be rewritten. Mr. Cenci, Shirley Madej and HR person will be the driving force along with an attorney on getting it done. True Automation training for new cleical staff was discussed. Ms. Sanchez suggested additional supplement training as well.


Set date for next meeting: December 12, 2017

Mr. Curlee would like the staff introduced at the next meeting.

Adjourn: at 11:43


Chairman

12/12/2017
Date


Secretary

12/12/17
Date