

**MINUTES**  
**OF THE**  
**SAN PATRICIO COUNTY APPRAISAL DISTRICT**  
**BOARD OF DIRECTORS MEETING**  
**DECEMBER 12, 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, December 12, 2017.

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

Also in attendance were Robert Cenci - Chief Appraiser, Melinda Garza, HR, AP and AR and Julie Overstreet - Recording Secretary.

Mr. Wilson walked in at 9:09

**Absent:** None

**Staff Introduction:** Mr. Robert Cenci Chief Appraiser, introduced the Appraisal District staff. Shirley Madej Asst. Chief Appraiser, Lisa Carbajal and Andre Fenwick were not present for the introduction.

**Public Comments:** Noel Snedeker, had no comment.

**Donald Volz with Crossroads church** discussed the issues with the property he owns regarding the process for an exemption which began with Mr. Lozano then with Mr. Oehler and now is trying to resolve with Mr. Cenci. He claims property does not have a building line, and is used for worshiping. Mr. Lozano revoked the exemption. **The Board asked that Mr. Cenci work towards a resolution.**

**Approval of minutes:** Dr. Matula motioned to approve the November 21, 2017 meeting minutes, Ms. Sanchez seconded the motion. The motion carries unanimously.

Mr. Cenci walked out for a minute.

**Consideration regarding Appraisal District Survey Cards:** None were submitted. The board took notice.

**Financial Report:** Mr. Cenci discussed the undesignated balance of 290,721.15 researched and found the money was intended for end of year purchases such as vehicles, computer equipment, floor space. Mr. Cenci requested permission to designate 2018 funds for building improvements. **Tabled, needs to be added to future agenda.**

Mr. Cenci passed out the 2016 auditor's letter dated August 8, addressing deficiencies observed; personnel policy manual needed to be addressed, receptionist paid on hourly basis with a true time sheet, office was not aggressive in collecting delinquent payments from some entities. Mr. Cenci

performing an audit on the delinquencies. The board discussed bank deposits and suggested making deposits daily the last week of December.

**Per Mr. Curlee, deficiencies are to be answered in writing and executed.**

**Review of Accounts Payable:** Mr. Cenci discussed scheduled payments to Pictometry, P&A and Harris True Automation. The board asked if the accounts had been reconciled in a timely fashion in the past, Melinda answered that it was when she took over. He also brought up that Melinda would be added on to the Appraisal District bank account but as a last resort signer. Mr. Wilson suggested anytime a check with her, Melinda's, signature came through to get someone else to sign off on the reconciliation with her.

**Consideration and / or Action to Ratify Contract for Professional Audit Services:** Mr. Cenci was tasked to begin negotiations with the top 3 auditors and ultimately, he decided on Mr. Noel Snedeker. They negotiated a fee of \$8k for a turn key audit for the 2017. Dr. Matula motioned to accept the auditor's contract for a 1-year engagement, Mr. Wilson seconded the motion. Audit time table will be 90 days as soon as he starts with a pdf draft to be sent for approval. The board discussed the timesheet issues mentioned in the last audit and time clock. Dr. Matula brought up the subject of personnel policies, comp time, and legal assistance to make certain the budget can support it. The motion carries unanimously. **Add discussion of exempt employee qualifications to agenda for next month.**

Meeting broke at 9:50

Meeting resumed at 10:00

**Consideration and / or Action on 2018 Holiday Schedule:** Ms. Sanchez motioned to accept the holiday schedule, Mr. Wilson seconded. The motion passed.

**Consideration and / or Action for the 2018 – 2019 Bank Depository:** Mr. Cenci discussed sending out proposals to 7 county banks with only 1 response from Prosperity Bank. Mr. Wilson motioned to execute the 2018-2019 contract with Prosperity Bank, Ms. Sanchez seconded the motion. The motion passed.

**Update Resolution and Signature Cards for Prosperity Bank:** Mr. Wilson motioned to adding, Robert Cenci Chief Appraiser, John Curlee board member, Melinda Garza authorized signer, Shirley Madej Assistant Chief Appraiser, Dr. Ann Matula board Member, Dalia Sanchez Secretary, Jan Whiteley, board member, Mr. Bill Wilson board member as signers on the Appraisal District bank account. Dr. Matula seconded the motion. The motion passed. Mr. Wilson motioned to remove all other names to include Diana Moss as signers on the Appraisal District bank account, Ms. Sanchez seconded the motion. The motion passed.

**Consideration and or Action on Appointment of Appraisal Review Board Member:** Mr. Cenci informed the he had plenty of applicants to select from but suggested posting the position again to give the board more choices. The ARB decided at the December meeting to meet again in March 2019. The board suggested Mr. Cenci encourage the ARB to meet in January as they could still meet and act. The Chairman suggested the ARB meet at the end of December with a full board. This item was tabled for a special meeting on the December 29<sup>th</sup> to allow to advertise again in the hope to attract more applicants.

**Consideration and / or Action on Purchase of Additional Vehicles:** Mr. Cenci passed out the auto quotes to the Board members. They approved the purchase of a four door Sedan and a full-size four door pickup. Ms. Sanchez motioned to purchase the 2017 Ford Fusion priced at \$18,487 from Commercial Motor Company Dr. Matula seconded the motion. Motion passed. Dr. Matula motioned to purchase the 2018 four door Ford F150 truck for \$26,875 from Commercial Motor. Ms. Whiteley seconded the motion. Motion passed.

**Consideration and / or Action on Construction for Additional Space:** Mr. Wilson reviewed the lease from an operational and practical point of view. He mentioned two unexpected things that do not work for this building the way it is configured such as; the lease states, the Appraisal District is responsible for the maintenance and repair of the fire suppression system and fire sprinkler system specifically. The sprinkler system serves the whole building and not just serves this space. It is not a reasonable item in the lease as the whole system must be maintained. The fire suppression system must be tested and drained yearly for the entire building. This should be a landlord responsibility. Mr. Wilson feels that the Fire alarm system cannot be easily modified. The fire alarm system is probably serving the entire building. He has not located the fire alarm panel to check if there is a separate fire alarm to serve this space. The investment will be around 25,000 to 35,000 in order for the fire alarm system to meet code. The improvements will have to serve the city as well. He suggested renegotiating some of the details with the city before renewing, discuss the cost of impact of the infrastructure to serve the entire building. Any kind of conversation of their share of financial responsibility could be negotiated in the context of a reduction of the rate increase of rent. He also mentioned that the reason for the lingering odor in the restrooms is that there is no exhaust system which is a code requirement. He suggested documenting exterior building issues of which the landlord should be dealing with. It was suggested that the council members be made aware of the lease negotiations. Mr. Wilson and Mr. Cenci will do some investigating of the building. **As per the board: No action, Keep this item on the agenda for next month.**

**Chief Appraiser Report by Robert Cenci, Chief Appraiser:** Mr. Cenci discussed the following topics;

**Entity Debt:** Outstanding balances, city of AP and city of Taft, looking into those to get them figured out. He discussed the allocation payments, presented the cover letter to the board for review, which will be mailed today. Mr. Cenci will confirm actual outstanding balances.

**Entity Visits:** He is taking a proactive approach, visited Odem Edroy ISD twice this month. He communicated to the entity about their losses. He informed them of possible refunds for the ISD.

**Electrical Service Contract:** Board to sign contract which expires in May 2018 or authorize him to do so. The company's goal is to lock in a good rate.

**Add to January agenda, have a quote as well.**

**BOD Election Status:** 2 entities have not submitted their final votes. He should have results by the end of the week. Deadline to cast votes is December 15<sup>th</sup>.

**PVS is Underway:** We are providing information to the comptroller's office. The office has done well in past PVS.

**Policy Manual:** Discussion is underway with the attorney to update the manual. He will take the due diligence to take care of it.

**Staffing update:** Hired 2 new appraisers and one position that is posted at this time and 5 clerks coming in a couple of weeks. Funding will come from shifting salaries.

**Interim Chief Recommendations Status:** Implement policy on credit card usage, appraiser and clerical training, purchase of plotter w/ computers. Departmentalize the office. ARB sign in ducat, keeping office open during lunch of which have been implemented.

**Planned Purchases:** Front door access, (keypad entry), monitoring of driving records, upgrading computers, yellow caution lights for vehicles, expenses for appraisal analysis.

Mr. Cenci plans to provide a Notice of decrease in value form from the comptroller's office mainly to residential property owners to give the Appraisal District an advance notice of damage that is not visible from the street. He plans to mail out around the 27<sup>th</sup> of December.

**Executive Session:** No need for closed session.

**Next Month's agenda:**

Discuss building improvements and Lease in executive session.

Lawsuit settlements.

Summary of service contract agreement update.


**Special meeting date:** December 29<sup>th</sup>, 2017 at 9 am

**Set date for next meeting:** January 9, 2018 @ 9 am

**Adjourn:** 12:10 pm

  
Chairman

1-9-2018  
Date

  
Secretary

1/09/18  
Date