

SAN PATRICIO COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS MEETING

January 12, 2016

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, January 12, 2016, at 9:30 a.m.

Present: John Curlee, Bill Wilson, Dalia Sanchez, Jan Whiteley, Rufino Lozano-Chief Appraiser, Diana Moss-Secretary.

Absent: Dr. Anne Matula

Oath of Office: Mr. Lozano administered the Oath of Office to the Board.

Organize the Board; Elect Officers: Mrs. Sanchez made the motion to appoint Mr. Curlee as chairman with a second to the motion by Mr. Wilson. The motion carried unanimously. Mrs. Sanchez made the motion to appoint Mr. Wilson as vice-chairman with a second to the motion by Mr. Curlee. The motion carried unanimously. Mr. Wilson made a motion to appoint Mrs. Sanchez as secretary with a second to the motion by Mrs. Whiteley. The motion carried unanimously.

Visitors: – David Oehler – Oehler Appraisal Consultant, Jo Ann Ehmann – DIJO Services, Inc., Rhoda Poenisch-Ingleside on the Bay, Pete Perkins-Mayor of Ingleside.

Public Comments: No public comments.

Update Related Party Disclosure Forms for 2016: After a short question and answer time it was decided that the Board would hand in the forms at the close of the meeting.

Minutes: The Board considered and reviewed the minutes from the regular meeting on December 8, 2015. A motion was made by Mr. Wilson to approve all minutes with a second to the motion by Mrs. Sanchez. The motion carried unanimously.

Accounts Payable: The Board considered and reviewed the accounts payable. A motion was made by Mrs. Sanchez to approve the accounts payable with a second to the motion by Mr. Wilson. The motion carried unanimously.

Annual Auditor's Report: Mr. Streatly annual auditor's report needs to be continued on the agenda until the 2015 audit is complete.

Survey Cards: The Board considered and reviewed the Appraisal District Survey Cards. The Board acknowledged the report on the survey cards for December, 2015.

The minutes from the Board of Directors meeting on Tuesday, January 12, 2016 continued.

Ratification or Reaffirmation of Policies, Contracts, and Lease Agreements: Mr. Wilson asked that an additional column be added to include the cost commitment of each lease/contract. The policies, contracts, and lease agreements were tabled until the February meeting.

Selection of Appraisal Review Board Chairperson and Secretary for 2016: A motion was made by Mrs. Sanchez to appoint Billie Jo Tennill as chairperson with a second to the motion by Mrs. Whiteley. The motion carried unanimously. A motion was made by Mrs. Sanchez to appoint Irma Cantu as secretary with a second to the motion by Mrs. Whiteley. The motion carried unanimously.

Selection of Appraisal Review Board Legal Services for 2016: Mr. Lozano informed the Board that the Appraisal Review Board had previously approved the selection of Mr. Roy Armstrong for Legal Counsel for the 2016 year. Mr. Low stated that he knew Mr. Armstrong and he is one of the few attorneys that is knowledgeable on the rules that governs the Appraisal Review Board. A motion was made by Mr. Wilson to approve Roy Armstrong for legal services for the 2016 year. A second to the motion was made by Mrs. Sanchez. The motion carried unanimously.

Bank Depository Bid for 2016-2017: Mr. Lozano informed that Board that he has reviewed the new bank bid from Prosperity Bank for the years 2016-2017. He stated that the only difference was the interest rates have gone up from our previous bid. A motion was made by Mrs. Sanchez to approve Prosperity Bank bid for 2016-2017 years with a second to the motion by Mrs. Whiteley. The motion carried unanimously.

Litigation: Mr. Low stated he had no new information to discuss in open session. We will consider this in executive session.

Update Report from Consultant David Oehler: Mr. Oehler stated that he is no longer employed as a Chief Appraiser of Gillispie CAD as of December 31, 2016. Mr. Low stated that we will discuss this during the executive session.

Executive Session: The Board went into Executive Session at 10:25 am.

Open Session: The Board went into Open Session at 10:57 am.

Report on CAD Financial and Operations Report: The Financial and Operations report was given by Mr. Lozano.

Report on Status of Re-Appraisal Plan: Mr. Lozano stated that he is working on reconciling the sales for the ratio studies and we have been sending out randomly selected updates for the homestead applications and agriculture applications. This has generated calls questioning the forms. They were sent certified so after we received the cards they will be attached to the letters. The Board discussed that the homestead form can cause some confusion with taxpayers. Mr. Lozano asked the Board if they want him to send out the Notice of Appraised values to all taxpayers in the county. The Board stated they want the forms to go to all taxpayers.

The minutes from the Board of Directors meeting on Tuesday, January 12, 2016 continued.

Report on MAP Review: The Comptroller sent a list of requested information in January for review and we have responded. We are waiting to hear when they will be coming in for the office visit.

Report on Software Conversion: We are still working on providing the data for the software conversion. We will need to purchase two new laptops for myself and Diana Moss. The new software will require updated equipment for each of us. We also need to purchase two other laptops for the additional staff we will be hiring. I anticipate the cost to be approximately \$1000 per computer.

Report on District's Telephone System: Mr. Lozano asked the Board to consider allowing us to add Caller ID to our four telephone lines. The cost to implement this will be \$100 per line for the year. A motion was made by Mr. Wilson to approve the purchase with a second to the motion by Mrs. Sanchez. The motion carried unanimously. Mr. Curlee asked that this item be on the agenda for the next two months.

Report on District's Website: The Board has requested that we add additional information to our website. This is to include the Board of Directors names, agendas and minutes, the Appraisal Review Board agenda, the public inspection summary of the protest data found in the Local Report and the statement that the Board meets monthly.

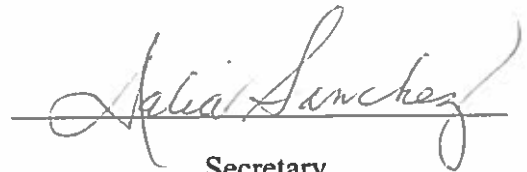
New Business for Following Agenda: The items to be added to February's meeting are software conversion, annual audit report, ratification or reaffirmation of policies, contracts and lease agreements, comp time and vacation time, and the Odem-Edroy ISD letter.

Set Date and Time of Meeting: Mr. Wilson stated that he would not be able to attend the second Tuesday at 9:30 am meetings in February, March or June which conflicts other schedule meetings. He stated that a later meeting time or change to another day would work for him. Mrs. Sanchez agreed that a later time would work for her. The Board agreed to leave the meetings on the second Tuesday of each month and begin the meetings at 4:00 pm.

The meeting was adjourned by Mr. Curlee at 11:47 am.



Chairman



Secretary