

SAN PATRICIO COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS MEETING

February 9, 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, February 9, 2016, at 4:00 p.m.

Oath of Office: Mr. Lozano Administered the Oath of Office to Dr. Anne Matula.

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

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

Public Comments: No public comments.

Minutes: The Board considered and reviewed the minutes from the regular meeting on January 12, 2016. The Board held a short discussion concerning the changes made to the date and time of the monthly meetings. Mr. Curlee asked the Board to look at their schedules. This will be added to the agenda for consideration at the next meeting. A motion was made by Mr. Wilson to approve the minutes with a second to the motion by Mrs. Whiteley. The motion carried unanimously.

Accounts Payable: The Board considered and reviewed the accounts payable. The Board discussed the security for the foyer area. Mr. Curlee asked that Mr. Lozano look into this and add this to the next agenda. A motion was made by Dr. Matula to approve the accounts payable with a second to the motion by Mr. Wilson. The motion carried unanimously.

Annual Auditor's Report: Mrs. Ehmann informed the Board that we have just received the January, 2016 bank statement and Mr. Streatly likes to have this as part of the audit. We should be able to send the required information this week. Mr. Curlee asked that the word "annual" be removed this is just an update on a monthly basis until it is complete. Mr. Lozano stated that the Mr. Streatly will be coming in on March 16th to start the 2015 audit.

Survey Cards: The Board considered and reviewed the Appraisal District Survey Cards and letter. The Board discussed the availability of the staff during lunch time. The office is normally closed from 12-1 and they informed Mr. Lozano to look into being more available to the public. Mr. Curlee asked that an agenda item be put on the next meeting if Mr. Lozano wanted to consider the 4 day work week option. The Board acknowledged the report on the survey cards for January, 2016.

Ratification or Reaffirmation of Policies, Contracts, and Lease Agreements: The Board considered and reviewed the policies, contracts and lease agreements for 2016. A motion was

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made by Mrs. Whiteley to approve them with a second to the motion by Dr. Matula. The motion carried unanimously.

Personal Policy for Vacation and Comp Time: Mr. Lozano stated this for the additional hours of vacation and comp time at the end of 2015 for Diana Moss and Rufino Lozano. Diana Moss has 21 days, 1 hour and 16 minutes of comp time and 3 days, 1 hour and 30 minutes of vacation. I have 8 days and 15 minutes of vacation. The policy will only allow us to carry over 3 days. The policy from Texas Workforce Commission states that an employee can carry over 240 hours of comp time and we are looking at 169 hours. The Appraisal District normally works that we close anything out by the end of the year. We would like get the Board's approval to carry over at least the comp time as a liability for 2016 or the Board can pay those for 2015 expense. Mr. Wilson asked what the policy states. Mr. Lozano stated he is the only employee that is exempt and does not accrue comp time. The policy also states it has to be approved and it was approved by me during protest season. Mrs. Sanchez asked if we have funds allocated for this expense and Mr. Lozano stated "no". Mr. Wilson asked Mr. Lozano you are the only person on a salary basis that is not paid time and half. Mr. Lozano stated that is correct he is the only professional employee here. Mr. Wilson stated that the salaries are way too high and that any registered appraiser should be an exempt employee. He stated he was quite surprised that isn't the case. Mrs. Ehmann stated that we were well under budget and some line items could be moved to offset that amount. Mrs. Sanchez stated that she feels it should be paid and cleared, because there will be a lot of comp time accrued this year. Dr. Matula stated it should have been cleared in 2015. Mr. Wilson stated that if we do a policy change it should be for this year not retroactive. He asked if we do not make a change would Mrs. Moss lose reimbursement if we continue with the current policy. Mr. Lozano stated that the policy only addressed the loss of vacation but does not say anything about comp time. Mr. Curlee stated that we should table this until the next meeting for further clarification.

Texas Department of Licensing and Regulation on investigation from Pattye and Don Miller, Ingleside on the Bay: The Board considered and reviewed the letter from TDLR concerning the investigation into a complaint filed by Pattye and Don Miller. A motion was made by Mr. Wilson to accept the findings with a second to the motion by Mrs. Whiteley. The motion carried unanimously.

Third Party Printing of Notice of Appraised Values: The Board considered and reviewed the estimate from Variverge to print, stuff and mail out the appraisal notices for 2016. Mr. Lozano informed the Board that he planned to mail out the notices by the middle of April. A motion was made by Dr. Matula to accept the estimate with a second to the motion by Mrs. Whiteley. The motion carried unanimously.

Litigation: Mr. Lozano informed the Board concerning the arbitration for Mr. C M Collier is set for February 19th and Port of Corpus Christi LLC is set for February 16th in Corpus Christi.

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Update Report from Consultant David Oehler: This will take place in Executive Session.

Executive Session: The Board went into Executive Session at 5:17 pm.

Open Session: The Board went into Open Session at 8:59 pm.

No action was taken in Executive Session. We are setting a special meeting to continue the discussion of Mr. Oehler's report. The meeting is set for Friday, February 26, 2016 at 1:30 pm. The agenda is limited to the report and any other requirements.

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 the cutoff date for the notices will be the end of March, the 1st of April will be cleanup work for the appraisers. He said he would be running the test on April 2nd through the 6th. The final test will be the April 13th then send over to the Variverge to print, stuff and mail by the middle of April.

Report on MAP Review: Mr. Lozano stated that we have already sent in our documentation for review to the Comptroller. We have heard back that they have received the first part, but we have not been informed whether we have passed. They will be in April for the onsite review. Enclosed in your binder is a copy of the ARB Survey from the Comptroller office.

Report on Software Conversion: We have received the hardware and software from True Automation (Harris Govern).

Report on District's Telephone System: The Appraisal District is set up with a specific manager to handle our account. We are waiting for a call back to implement the caller ID.

New Business for Following Agenda: The next Board meeting is scheduled for March 9, 2016 at 4:00 pm. Some of the items on the agenda will be the meeting times, alternative flex hours, and personal time.

The meeting was adjourned by Mr. ~~Curles~~ ^{OKAY ✓} at 9:00 pm.

Bill Twiss II

VICS - Chairman

Alia Sanchez

Secretary