

MINUTES
OF THE
SAN PATRICIO COUNTY APPRAISAL DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
September 12, 2018

Meeting called to order by: Mr. John Curlee at 9:00 am

Present: Mr. John Curlee, Mr. Bill Wilson, Ms. Dalia Sanchez, Dr. Anne Matula, and Ms. Billie Jo Tennill.

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

Invocation: Robert Cenci, Chief Appraiser

Pledge of Allegiance: Mr. John Curlee, Chairman

Item #2. Public Comments: none

Item #3. Approval of minutes of August 21, 2017 BOD Public Hearing Meeting: Dr. Matula moved to approve, Ms. Tennill seconded the motion. Motion passed unanimously.

Item #4. Approval of minutes of August 21, 2017 BOD Regular Hearing Meeting: Ms. Tennill moved to approve, Ms. Sanchez seconded the motion. Motion passed unanimously.

Item #5. Consideration regarding Appraisal District Survey Cards: Board took notice, no action taken.

Item # 6. Discussion and /or Action Related to Resolution for Budget Amendment: Board approved it last month at the August regular BOD meeting. Mr. Wilson moved to approve the resolution, Dr. Matula seconded the motion. A voice vote was taken:

Ms. Sanchez – no

Mr. Wilson – yes to approve

Mr. Curlee – yes to approve

Ms. Tennill – yes to approve

Dr. Matula – yes to approve

Motion passed 4 to 1.

Item #7. Discussion and/or Action on addressing San Patricio County Commissioner's Court to reallocate the appropriate funding for the Tax Collector and Assessor's office to complete the planned software conversion: Mr. Wilson attempted to find out if the current budget in the county commissioner office included reallocation of the funding for the Tax collector's office to complete the planned software conversion. He mentioned that the AD had spent almost \$ 300,000 several years ago,

a joint selection of a firm took place, the software conversion was done. The primary objective was to get the tax office and the AD on the same software. The Tax Office would implement with the same vendor. Monies were allocated several years ago, but the process has not taken place.

Ms. Sanchez stated that the money is in the budget, that the conversion will be considered once a clean conversion takes place and proper training is done. She discussed the following issues; UDI accounts were missed, UDI's with wrong account numbers, HS caps problems and that the report did not match her records. The system is not working properly.

Mr. Wilson spoke to Manny with True Automation he stated that the accounts between the AD and the Tax Office have been able to be balanced to the penny for the first time. The understanding is that until the Tax Office gets on the same system those issues will not get reconciled. Mr. Wilson mentioned that the taxing entities have voiced great concerns that the Tax office is not on the same software.

Dr. Matula read a statement dictated to her from Dr. Paul Clore Superintendent for Gregory Portland ISD.

The statement read;

"The present situation with different software platforms between the Appraisal District and the Tax collector's office seriously compromises our ability to determine an accurate financial / fiscal position for our district. If this problem is not corrected, our district will be pursuing the development of our own Tax Collection function using software compatible with the Appraisal District."

Ms. Sanchez stated that Dr. Clore refuses to listen to her side. Ms. Sanchez claims Brazoria, Harris, Dallas, Montgomery and other small offices, use ACT and True Automation and everything works well. She stated that if the information is not entered correctly on the Appraisal District side then she will experience issues on her side. She claims it took weeks to get the abatement accounts corrected, manually.

Mr. Wilson asked if the software (ACT) the Tax Office is currently utilizing is owned by Linebarger, who collects delinquent taxes, if so that it could be considered a conflict of interest. There were commitments from the Tax Office and the County Judge years ago to move forward with the conversation. If the Tax Office and the County were not committed to convert, then the Appraisal District would not have spent tax payer money for the new software. Mr. Wilson asked for a commitment from Ms. Sanchez to move forward with the conversion because it is the right thing to do for all involved. Ms. Sanchez claims it will cost the taxpayers 500k. Dr. Matula asked why she had agreed in the past. Ms. Sanchez claims there are low income taxpayers who will be affected. She claims she collects over 100% for GPISD. Mr. Wilson asked if she is going to come up with a plan to move forward with the transition or if she is going to stall and not go through with it. Ms. Sanchez claims that until everything is being done properly .. Mr. Wilson interjected and said he has no confidence in her word. Dr. Matula stated, regarding the business of spending all the money for it when discussed in the past Ms. Sanchez was in perfect agreement that everything needed to be compatible, your office the county judge, they went through all these interviews and this business of doing it when it suits Ms. Sanchez's' satisfaction. Ms. Sanchez stated that until the system worked property and the taxpayers are the ones who are being affected. Mr. Wilson asked Ms. Sanchez if she had any game plan to move forward, yes or no. Ms. Sanchez answered "not right now" when we are getting ready to send out the bills.

Mr. Wilson spoke to the software vendor, the best time to implement the conversion plan would be in February. He went on to say that we need to do all we can to encourage and broaden the discussion to the commissioner's court, to the public at large, he's ready to write an editorial, a letter to the editor, to go very public with this conversation, to do anything we can for political pressure to get the tax collector's office to move forward with the software conversion.

Mr. Wendell, county auditor, stated the funds have been budgeted. He stated a lot of discussion has taken place regarding software issues, the one that has not been brought up and that came to light this year and last year when trying to work with the numbers, is that it appears that the software is incapable of providing information in a format that will work for county operations. The county operations and the abatement of which there is only one. We are abating the MNO portion of the taxes but not the debt service, the software will not track the difference and it must be done manually and has caused an extreme amount of grief these past 2 years.

Mr. Cenci stated the software will not split the MNO & INS except for the ISD's at this time but all issues will be addressed and resolved. True Automation has committed to fix the issues, which with, hopefully minimal cost to the AD, by April 2019.

Mr. Cenci addressed issues Ms. Sanchez brought up regarding notion that TA assured or told the county that account numbers would not change when creating UDI's. UDI issues can be addressed with competent people working together on both sides. Ms. Sanchez still claims UDI account were still changed. Mr. Cenci stated that common sense wise both offices will work more efficiently if they are on the same software. He stated that all info from his side needs to be accurate and timely so that she is getting the most current info possible.

Mr. Baen asked Ms. Sanchez if she will transition over once the system can handle County MNO, INS, Ms. Sanchez answered yes.

Dr. Matula made a point, that if as it was explained, the abatement agreements that SP has, which differentiates between MNO, INS (debt service), her conclusion from what Mr. Cenci and others said that it is probably a unique service for a county in the state of Texas. It was commented that yes, it is. She went on to say that how can it be expected that any software would already be doing that. She mentioned that if it did it for school districts that it ought to do for the county. She went on to say that if the cart is before the horse and it is being said this software is so terrible because it doesn't give the county what it needs. It is preposterous for us to say shame on the software that it does not work for the county when it is the first time it will be used. The software will be changed to make it compatible. Ms. Sanchez stated that she never said the software was terrible. Dr Matula stated that that was she was hearing. Mr. Wendell spoke out and said he did not recall using the word terrible. He claimed that change software for will place them in a better place so why spend the money until they are certain it will work. Dr. Matula said that to say that the software is so terrible or ineffective given that no software has had to do that for any county in Texas. Ms. Sanchez interjected and said that no one had said that. Mr. Wendell state his only reason for attending the meeting was to discuss the issues he is experiencing. Mr. Curley spoke and said that there was a commitment from True Automation, the fees would come out of our pocket. He asked Mr. Cenci if he had a timetable from True automaton, Mr. Cenci said he did not have one from TA, but by the beginning of April for primary values are due.

Mr. Wilson spoke and said we need to do everything we can to follow thru with the commitment everyone made to get both sides on the same software as this could be the decided factor if another competing tax office opens. Everyone has an interest from that happening. Two things laid out by Dr. Clore was to get on the same software, that if they open their own collections office that they will be on the same software as the Appraisal District. The money the tax office and the county will lose, if they move forward with that, will pay for the software and more. The is real financial incentive to get this done because there is no reason that we should not be serving the tax payer and the entities, as this our job. If we don't do this, we will have made a major financial commitment to something we should not have done. Mr. Curly stated the conversion from P&A needed to happen. True Automation is much more current in their technology. He feels the right decision was made.

Mr. Wilson asked that no Action be taken, that this item should remain as a standing item on the agenda for further discussion the progress of tax collectors software so that we can continue to have a conversation and continue to discuss the appropriate actions this board or individuals of this board may take in order to facilitate conversations and moving forward to improvement of operations. He mentioned he was surprised that more conversation had not taken place with tax office and the school district about what they can do to keep their business.

Dr. Matula interjected and said that the point from the standpoint she understands from GPISD that a compatible software issue is not that is a manifestation of the problems that they have had in getting accurate information and mistakes that have cost them some financial damage... Ms. Sanchez interjected with EXCUSE ME, that that was a wrong accusation. Dr. Matula suggested she speak to Dr. Clore. Ms. Sanchez stated she would visit Dr. Clore today. Dr. Matula stated the software from their standpoint is something that is needed, she stated Dr. Clore regretted not being here today but will be at the next meeting. Ms. Sanchez asked Mr. Wendell that they have had internal and external auditors and has anything been found of anything she has done wrong? Mr. Wendell answered that he was not aware of any. Dr. Matula and Mr. Wilson interjected and suggested she speak to the school district that they had plenty of information. Mr. Curley asked that if there was a list of particulars that Dr. Clore needed to bring it. Ms. Sanchez stated the accusation directed to her are unacceptable. Dr. Matula that Dr. Clore could speak for himself. Ms. Tennill stated that a discussion should not take place without that person being present. **The subject was closed, and it will be reviewed with updates from True Automation.** Mr. Wendell left the meeting and thanks everyone for listening.

***** Mr. Cenci is to update the board monthly.**

Break: 9:53 am.

Back from break at 10:10 am.

The Board broke for recess from regular meeting.

The public hearing will reconvene to vote on item (b) to be deferred to the regular BOD meeting.

Mr. Wilson moved to postpone the public meeting to defer the item (b) to the regular board meeting, Dr. Matula seconded the motion. Motion passed unanimously.

Public meeting adjourned at 10:15 am 09/12/2018.

Regular meeting is back in session: 10:14 am

An action item differed from the public meeting is now before the board; **Item # 5 Public Hearing Agenda:**

B. Discussion and/or Action on matters discussed in the PUBLIC HEARING: Mr. Wilson moved to approve the proposed 2019 budget of 2,764,968.48. The motioned was seconded by Ms. Tennill. Motion passed unanimously. Budget approved

Item #8. Financial Report:

- a. **Review of accounts payable** - Entities are paid up.
- b. **Balance Sheet** - Mr. Cenci discussed the benefits of Lexis Nexis access which allows detection of and avoidance of fraudulent exemptions and update accounts with good addresses. The proper documents were filled out, a site inspector stopped by the office. the use of this program must be part of the employee policy manual for employee awareness of possible termination if misused.
- c. **P&L** –
- d. **Monthly bank investment Report-** board took notice.
- e.

Item # 9. Discussion and/or Action with Regard to SPCAD Employee Policy Manual: Dr. Matula moved to approve the Employee Policy Manual subject to changes, Ms. Tennill seconded the motion. to become effective October 1, 2018. Motion passed unanimously.

Item # 10. Discussion and/or Action regarding contemplated litigation (discussion may take place in executive session). No executive session.

Item #11. Executive Session - No executive session.

- a. **Section 551.071 to consult with the district’s attorney regarding all purposes authorized under this section of the open meetings act, to include pending and contemplated litigation; or a settlement offer; or on a matter in which the duty of the attorney of the district under Texas Disciplinary Rules of Professional Conduct clearly with the open meetings act.**

Pending Lawsuit Discussion:
Possible Settlements:

Item #12. Return to Open Session: No executive session.

Item #13. Discussion and/or Action on Matters Discussed in Executive Session: No executive session.

Item #14. Chief Appraiser Report;

- a. **Lexis Nexis** – site inspection took place and policy manual changes, waiting to hear back after inspection.
- b. **Alarm security** –front door access, 2 keypads will be installed for entering and leaving the building, keys will be collected.
- c. **Update on budget amendment response letter:** had only 6 responses.

Item #15. Consideration of New Business for Next Month’s Agenda:

True Automation update in relationship with the Tax Office.
Ag Committee – Mr. Miller terming out
ARB – 3 reappointments – post for candidates, website and local paper.
Check on who can be reappointed.
November meeting interview ARB candidates and select.

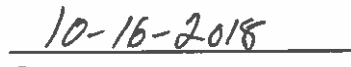
Item # 16. Set date for next meeting: Tuesday, October 16, 2018 8:30 am

Meeting Adjourned: at 10:43 am


Chairman


Date


Secretary


Date

**RESOLUTION SUPPORTING THE RENEGOTIATION OF CONTRACTS FOR TAX
COLLECTION SERVICE BETWEEN TAXING ENTITIES AND THE SAN PATRICIO
COUNTY COMMISSIONERS COURT**

WHEREAS, the operating costs of the San Patricio County Tax Office are paid by all the taxing entities in the County based upon a contract arrangement that has been in place for many years; and,

WHEREAS, with the recent massive industrial investment in our County, the tax base for the County has changed drastically; and,

WHEREAS, the continued growth in the industrial tax base is creating a disproportionate cost for tax collection services for certain taxing entities within the County; and,

WHEREAS, if those taxing entities which have the major industrial complexes within their taxing jurisdiction choose to begin collecting their own taxes due to the disparity in the cost of contracting those services with San Patricio County, it will significantly increase the cost of tax collection to all remaining taxing entities; and,

WHEREAS, such an action by those public taxing entities is both predictable and avoidable; and,


WHEREAS, it will neither serve the interests of the taxpayers of San Patricio County nor the interests of the remaining taxing entities if this occurs;

THEREFORE, it is hereby resolved that the San Patricio County Appraisal District Board of Directors strongly urges the San Patricio County Commissioners Court to renegotiate the agreement(s) for tax collection with those public entities which are experiencing massive increases to their tax base and thus paying a growing disproportionate share of tax collection costs in our County.

ADOPTED as of this 16th day of OCTOBER in the year Two Thousand Eighteen.



Presiding Officer



Secretary

**RESOLUTION SUPPORTING THE IMPLEMENTATION OF A SOFTWARE
TRANSITION AT THE SAN PATRICIO COUNTY TAX OFFICE**

WHEREAS, the San Patricio County Appraisal District and the San Patricio County Tax Office operate in order to provide efficient, fair and timely valuation and collection of ad valorem taxes in our County; and,

WHEREAS, in order to achieve the best service to *both* the taxpayers of San Patricio County and the public taxing entities, it is imperative that both the San Patricio County Appraisal District and the San Patricio County Tax Office work together collaboratively, share data and minimize the opportunity for mistakes, errors and other discrepancies; and,

WHEREAS, the opportunity to increase accuracy, reduce errors, increase transparency and streamline the work to improve overall efficiency will be greatly enhanced by the use of a shared software system.

WHEREAS, in 2015, the San Patricio County Appraisal District and the San Patricio County Tax Office agreed to transition to a common software platform and jointly selected the software products and vendor which would be used by both offices; and,

WHEREAS, the San Patricio County Appraisal District has made the transition and have used this new software platform for approximately three (3) years and, further, the San Patricio County Appraisal District has invested several hundred thousand dollars in implementing that transition and training staff; and,

We, the San Patricio County Appraisal District Board of Directors, HEREBY strongly urge the San Patricio County Commissioners Court and the San Patricio County Tax Office to implement the final transition to a common software system with all due speed and care.

ADOPTED as of this 16th day of OCTOBER in the year Two Thousand Eighteen.


Presiding Officer


Secretary

**SAN PATRICIO COUNTY APPRAISAL DISTRICT
RESOLUTION
TO APPOINT A RECORDS MANAGEMENT OFFICER**

WHEREAS, Title 6, Subtitle C, Local Government Code (Local Government Records Act), provides that each local government must establish an active and continuing records management program; and

WHEREAS, the SAN PATRICIO COUNTY APPRAISAL DISTRICT desires to adopt a plan for that purpose and to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost-effective and efficient recordkeeping; **NOW THEREFORE**:

SECTION 1. DEFINITION OF RECORDS OF THE SAN PATRICIO COUNTY APPRAISAL DISTRICT. All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic tape, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by the SAN PATRICIO COUNTY APPRAISAL DISTRICT or any of its officers or employees pursuant to law or in the transaction of public business are hereby declared to be the records of the SAN PATRICIO COUNTY APPRAISAL DISTRICT and shall be created, maintained, and disposed of in accordance with the provisions of this ordinance or procedures authorized by it and in no other manner.

SECTION 2. RECORDS DECLARED PUBLIC PROPERTY. All records as defined in Sec. 1 of this plan are hereby declared to be the property of the SAN PATRICIO COUNTY APPRAISAL DISTRICT. No official or employee of the SAN PATRICIO COUNTY APPRAISAL DISTRICT has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files, or use of such records is prohibited.

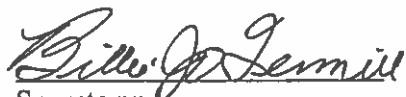
SECTION 3. POLICY. It is hereby declared to be the policy of the SAN PATRICIO COUNTY APPRAISAL DISTRICT to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use, and disposition of all records of this office through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Local Government Records Act and accepted records management practice.

SECTION 4. RECORDS MANAGEMENT OFFICER. The Chief Appraiser will serve as records management officer for the SAN PATRICIO COUNTY APPRAISAL DISTRICT as provided by law and will ensure that the maintenance, destruction, electronic storage, or other disposition of the records of this office are carried out in accordance with the requirements of the Local Government Records Act.

SECTION 5. RECORDS CONTROL SCHEDULES. Appropriate records control schedules issued by the Texas State Library and Archives Commission shall be adopted by the records management officer for use in SAN PATRICIO COUNTY APPRAISAL DISTRICT, as provided by law. Any destruction of records of the SAN PATRICIO COUNTY APPRAISAL DISTRICT will be in accordance with these schedules and the Local Government Records Act.


Presiding Officer:

10-16-2018
Date:


Secretary:

10-16-2018
Date: