

**MINUTES**  
**OF THE**  
**SAN PATRICIO COUNTY APPRAISAL DISTRICT**  
**BOARD OF DIRECTORS PUBLIC HEARING MEETING**  
**APRIL 16, 2019**

**Meeting called to order by Mr. John Curlee @ 8:35 am**

**Item #1. Invocation – Mr. Robert Cenci, Chief Appraiser**

**Item #2. Pledge of Allegiance Led by Mr. John Curlee, Chairman**

**Item #3. Roll Call:** Mr. John Curlee, Dr. Anne Matula, and Ms. Billie Jo Tennill, and Mr. Bill Wilson and Ms. Dalia Sanchez all members present.

**Also, in attendance;** Mr. Robert Cenci - Chief Appraiser, Assistant Chief Appraiser – Shirley Madej and Ms. Julie Overstreet - Recording Secretary.

**Item #4. Public Comment:** Mr. Cenci introduced the newly hires staff member. Three permanent clerical employees; Alex Candelario from Sinton, Texas, Joyce Andrade from Corpus Christi, Texas and Ruby Gonzales from Taft, Texas. Three new appraisers; Lauren Saenz from Corpus Christi, Texas, Ross Leserio from Sinton, Texas and Robert Nau from Corpus Christi, Texas.

**Item #5. Approval of minutes of April 16, 2019 BOD Regular Hearing Meeting:** Ms. Tennill moved to approve the minutes; motion was seconded by Mr. Wilson. Motion passed unanimously.

**Item #6. Consideration regarding Appraisal District Survey Cards:** Board took notice.

**Item # 7 Financial Report;**

- A. Review of Accounts payable:** Expenses by vendor detail; larger more significant payments were made, along with standard quarterly routine maintenance to BIS, Esrie, Harris Govern. Legal expenses were also paid.
- B. Review of Balance Sheet:** Mr. Cenci discussed the Agency fund is down to \$66,000, minus \$20,000 paid to HEB. Mr. Cenci met with Paul Chapa and office manager Mr. Cueva and discussed the 48,000 attorney fees which do not coincide with the money owed. Mr. Cenci is considering returning the attorney money to the entities involved and returning at least the base amount to individuals.
- C. Review of P&L:** Board satisfied.
- D. Monthly Bank Investment Report:** District is adequately collateralized. Board satisfied.

**Item # 8. Discussion and / or Action Regarding any matter that may take place in executive session as provided by Texas Government Code Section 551:** Nothing to discuss.

**Item # 9. Executive Session: Nothing to discuss.**

- a) **Texas Government Code Section 551.071. To consult with the district's attorney regarding all purposes authorized under this section of the open meeting 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 the Texas Disciplinary Rules of Professional Conduct clearly conflict with the open's meetings act.**
- b) **Texas Government Code Section 551.074. To discuss all-purpose authorized under this section of the open meeting act, including but not limited to deliberating the appointment, employment, evaluation reassignment and duties of;**

- (1) Interview Applicants for San Patricio County Appraisal Review Board Alternates**
- (2) Chief Appraisers Annual Evaluation**

**Item 10. Return to Open Session:**

**Item # 11. Discussion and / or action on Matters Discussed In Executive Session:**

**Item # 12. Unfinished Business;**

- a. **Discussion and /or Action Regarding the San Patricio County Tax Collector's Office to Complete Planned Software Conversion:** Mr. Wilson asked for progress from Ms. Sanchez. Per Dalia Sanchez, they are not going there until they offer the same services the county has. **Per Mr. Wilson, keep this item on agenda.**
- b. **Discussion and/or Action Related to the Board of Directors Policy Manual:**  
Mr. Cenci discussed policies in board manual. He feels the Complaint step by step procedures need to be clarified as they are confusing. Mr. Cenci is recommending changes to the employee manual regarding discipline and zero tolerance on certain topic.  
**Per Mr. Curly, add to next month's Agenda; BOD Manual, Complaint procedures, Personnel manual changes, zero tolerance on some things. Also, per Mr. Curley, verify with counsel on employee changes. He would like to see a draft at next months meeting.**

**Item # 13. New Business:**

- a. **Discussion and/or Action Regarding Linebarger Homestead Audit Project:** HS Audit Project is a subsidiary of Linebarger. Pete Slover attorney with Linebarger and director of Linebarger Analytical and David Lyons founder of the program gave the presentation. Services have been offered since 2012. The pilot program took place with Nueces County. They are near completion on their seventh HS Audit on counties that are twice the size by accounts of Homesteads than San Patricio. San Patricio has over 13,000 HS exemptions, largest being Galveston. Utilizing this company cuts out legal services, unless the district required legal advice then the full audit service is available. They have been able to repackage the various components, elements which makes it financially viable for a District of this size to pursue a HS Audit. The cost is a fixed cost. A package was created for a district this size to consider doing the homestead exemption audit. Linebarger analytical is partnered with Transunion. David Lyons Assistant Deputy Director for Audit and Discovery spoke and mentioned that they started this program several years ago and they had a successful pilot with Corpus Christi. Mr. Lyons discussed the process / timeline. Transunion is on

the front end of the timeline. An extraction of the current roll of information is done, ideal time to start is in August. The data is sent to Transunion and they do a data cleansing. A list then comes back from Transunion with potential removals, then the analytical work begins with auditing candidates. Letters are sent out to solicit information from taxpayers. Next, removal guidance, case transmittal data will be sent to the CAD with corrections. Scope of work will be covered in the contract with pricing. This Appraisal District would be a model for other small appraisal districts. Cost; Transunion would have to be paid, no flexibility - \$26,000 initially, for them, with a separate contract for Linebarger Analytical. Quarterly payments can made to them. Timeline; execution would be in August, completion in 18 months with transmittals, changes to the tax office. They would start out with deceased cases first.

Mr. Cenci suggested a two-part payment, budgeting the remaining fees in the 2020 budget. Mr. Wilsons moved to authorize the Chief Appraiser to begin negotiations on the HS Exemption Audit Project contract, seconded by Dr. Matula. Voice Vote taken; Motion passed unanimously.

Ms. Sanchez – yes  
Mr. Wilson – yes  
Mr. Curly – yes  
Ms. Tennill – yes  
Dr. Matula – yes

**Break: 10:40**

**Back to Open session: 10:54**

- b. Discussion and/or Action Related to waiving the late payment penalty on the 2<sup>nd</sup> Quarter Allocation for "Good Cause" to the City of Mathis:** Written request submitted for good cause wavier of late allocation payment from the City of Mathis. The payment was 9 days late. This is the second time a waiver has been requested by this entity. This entity in the past has paid late. Dr. Matula suggested setting a precedence. Ms. Tennill moved to deny the waiver of the late fee request, Dr. Matula seconded the motion for discussion. Mr. Cenci agreed with Mr. Wilson to have them come in and explain in person why the late payment penalty waiver should be approved. Mr. Cenci suggested giving them the opportunity to come in person. Ms. Tennill moved to withdraw her motion, Dr. Matula seconded the motion. **Mr. Cenci asked to table this item for next month.**
- c. Discussion and/or Action regarding Proposed 2020 Budget:** Mr. Cenci spoke of a timeline for events to take place; He feels everything worked well last year. Actual deadline for the proposed budget is before June 15. Mr. Cenci proposed a budget workshop on May 9<sup>th</sup>, Mr. Curly suggested the 8<sup>th</sup>, Mr. Cenci mentioned a possible conflict with the Review Board. He mentioned separating the rooms if there was a conflict with ARB. They decided on May 8<sup>th</sup>, at 8:30 for the workshop meeting. June 5, 2019 at 8:30 for a special called meeting.
- d. Discussion and/or Action Related to Quarterly Investment Committee Report:** Dr. Matula moved in the capacity of the board as a whole serving as the Investment Committee to accept the investment report. Ms. Tennill seconded the motion. Dr Matula amended her motion as follows; in the capacity of the board as a whole serving as the Investment Committee to accept the investment report dated March 31, 2019. Ms. Tennill seconded the amended motion. Motion passed unanimously.

**Item #14 Chief Appraiser Report;**

- a. **2019 Appraisal Notices:** 18,000 notices mailed out.
- b. **2018 Audit Status:** Mr. Snedeker working on the audit, information has been provided to him Mr. S will attend the May meeting, provide a draft.
- c. **Preliminary Values Delivery Status:** ETD of April 30, 2019.P&A will provide values next week. Residential values going up significantly.
- d. **Office Space Construction Update:** Design draft layout received.
- e. **Status of "Lemon Law" outcome and Purchasing a Replacement Vehicle:** District will be refunded 20,355.32 for a new vehicle. The vehicle has not been returned yet.
- f. **Status of Computer and Installation at the Tax Office:** Mr. Cenci spoke with Raul with the County IT.

**Item #15. Set date and time for next meeting:** May 21, 2019 @ 8:30 am

**Item #16. Agenda items for Next Month's Agenda:**

Policies regarding; Complaints / Personnel Manual/ Late Allocation Payments

Mathis request

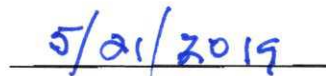
HS Audit Project Negotiations

Draft consideration from Linebarger Analytical on the HS Audit Project

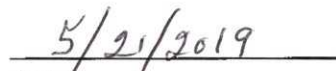
Action on the Quarterly Investment Report

**Item # 17. Adjourn:** 11:51

  
Chairman

  
Date

  
Secretary

  
Date