

MINUTES
OF THE
SAN PATRICIO COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS PUBLIC HEARING MEETING
JANUARY 15, 2019

Meeting called to order by: Mr. John Curlee @ 8:30 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, Mr. Bill Wilson and Ms. Dalia Sanchez. present

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

Item #4. Public Comment: none

Item #5. Approval of minutes of December 18, 2018 BOD Regular Hearing Meeting: Ms. Tennill moved to approve the minutes, motion was seconded by Dr. Matula, motion passed unanimously.

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

Item #7. Discussion and / or Action Regarding Annual Vision Insurance for San Patricio County Appraisal District Employee's: There was a slight increase. The district does not pay – 100% is paid by the employee, pre-taxed before deduction, available as part of the package. Mr. Wilson moved to approve, seconded by Dr. Matula. Motioned passed unanimously.

Item # 8. Discussion and / or Action Regarding Chief Appraiser Annual Evaluation:

Item # 9. Discussion and / or Action Regarding the Renewal of BIS Service Contract: BIS provides good support on what they sold us and other items we need assistance with as well. They take care of the Appraisal District website which is very user friendly. This is an annual service renewal contract (28,760) billed quarterly. The board reviewed the services they provide and commented they do a great job. Dr. Matula moved to approve the contract, seconded by Ms. Tennill. Motion passed unanimously.

Item #10. Discussion and / or Action Related to waiving the late payment penalty on the 1st Quarter Allocation for "Good Cause" to the City of Mathis: Letters were proved by the entity. Mr. Curlee asked if the payment had been received and posted properly even though the payment was late. Dr. Matula moved to waive the late payment penalty, seconded by Mr. Wilson. Motion passed unanimously.

Item #11. Discussion and / or Action Related to waiving the late payment penalty on the 1st Quarter Allocation for "Good Cause" to the San Patricio County and the Road & Bridge: Mr. Wilson moved to waive the late payment penalty, seconded by Ms. Tennill. Motion passed unanimously.

Item # 12. Discussion and / or Action Regarding Appointment of Secretary for the Appraisal Review Board: Per the tax code, it is the responsibility to the BOD to appoint the ARB Secretary. Mr. Martinez, ARB chairman, discussed that a vice chair (Ms. Hausted) was appointed at the last ARB meeting Ms. Diamante Ramirez attended and accepted the appointment of secretary. Ms. Tennill moved to approve the appointment, seconded by Dr. Matula. Motion passed unanimously.

Item # 13 Financial Report;

- A. Review of Accounts payable:** A few straggler bills left to pay. Final payment to fee appraiser related to Berry Island lawsuit. Board took notice.
- B. Review of Balance Sheet:** Per Mr. Cenci we are ready to pay HEB. Per tax rep and a secretary who is still employed with HEB who had detailed notes on this matter: A double payment was made. HEB and the landlord both paid tax bill in 2004. A check will be made to HEB in the amount of \$19,994.12 with no interest.
- C. Review of P&L:** Mr. Cenci reported that all but 3 entities have paid their 1st quarter allocation. Over budget items; True Automation, over due to the 12k for the finance of the M&O update. True Automation confirmed change in software to be released in February and is now available to all entities.
- D. Monthly Bank Investment Report:** District is adequately collateralized. Board satisfied.

***** List of (BOD) Polices- when approved and date of revisions. Board requests to see once a year.**

Item # 8. Discussion and / or Action Regarding Chief Appraiser Annual Evaluation: Per Mr. Curlee a time table needs to be set up within the next 60 days. Firstly, the review of the form to make sure it meets the Boards standards, to make changes if necessary. The board approved of the form Melinda passed out. Mr. Wilson asked for a deadline to submit the forms. Mr. Cenci will evaluate himself. Mr. Curlee asked the forms to be submitted to him by **February 15, 2019.**

Meeting broke at 9:27

Item # 14. Consideration and / or Action regarding contemplated litigation (discussion may take place in executive session): no action taken.

Item # 15. Executive Session:

Item # 16. Return to Open Session: 10:27

Item # 17. Discussion and / or Action on Matters Discussed in Executive Session: No action taken during executive session. Nothing to discuss, no action taken.

Item # 18. Chief Appraiser Report;

- a. P&A update, 12-digit value accommodation:** Confirmation from Jason, via email, was received that this was implemented.
- b. ARB alternate:** The District has advertised for the alternate position.
- c. Office Expansion:** Information was received on an architect and Mr. Cenci will contact the of city Sinton as to who the contractor was who worked on this building.
- d. Health Insurance Status:** everything is up and running and in place.
- e. List of Active contracts:** Board as already reviewed.

f. **Business Personal Property Rendition Mail Out:** Three thousand were mailed out last week. Deadline; is April 4, 2019.

Item #19. Discussion of New Business for Next Month's Agenda:

*** (Old business) County software conversion update to be included on the agenda monthly.

Ms. Dalia Sanchez left meeting at 10:45.

** License to add computer to Dalia's office.

**Prepare a draft of a proposed revision of agenda, forward to members in a week.

** Appoint Ms. Preston as regular / full time member.

Item #20. Set date and time for next meeting: February 19, 2019 8:30 am


Item # 21. Adjourn: 11:15




Chairman



Date



Secretary



Date