

MINUTES
OF THE
SAN PATRICIO COUNTY APPRAISAL DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
JULY 16, 2019

Meeting called to order by Mr. John Curlee @ 8:37 am

Item #1. Invocation was delivered by 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.

Also, in attendance; Mr. Robert Cenci - Chief Appraiser, Assistant Chief Appraiser – Shirley Madej, Melinda Garza – HR and Financial Coordinator and Ms. Julie Overstreet - Recording Secretary.

Item #4. Public Comment: None.

Item #5. Approval of minutes of June 21, 2019 BOD Regular Hearing Meeting: Ms. Tennill moved to approve, seconded by Dr. Matula, motion passed unanimously.

Item #6. Discussion and/or Regarding Appraisal District Survey Cards - The board took notice.

Item #7. Financial Report;

- A. Review of Accounts payable:** The Board reviewed and took notice of accounts payable.
- B. Review of Balance Sheet:** No change on the agency fund. The intent is to mail checks to the individuals who are owed on the base tax, without attorney fees or interest. The \$48,000.00 in attorney fees will be returned to the entities involved at the time. The non-available funds on the balance sheet is earned interest, rendition penalties and fees charged for printing maps and appraisal cards during the year. The funds in this account is not returned to the entities as part of the surplus and is being identified separately as money available to be used on onetime non-budgeted items or may be used toward the office expansion project should it go over budget.
- C. Review of P&L:** All entities are current with their quarterly allocation.
- D. Monthly Bank Investment Report:** District is adequately collateralized. Board satisfied.

Item #8. Unfinished Business;

(a). Discussion and /or Action Regarding the San Patricio County Tax Collector's Office to Complete Planned Software Conversion – No changes with the Tax office collections software conversion. Currently there is not a True Automation product that is viable for the Tax Collector's Office, therefore the software conversion is on hold until a viable option is available.

Item #9. Consideration and/or Action regarding any matter that may take place in executive session as provided by Texas Government Code Section 551; Mr. Cenci discussed the double assessed docks and the lawsuits he settled with the board's permission, Ingleside Beach Club.

Item #11. Executive Session - Executive session was not necessary.

- 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.**

- **Pending Lawsuit Discussion/Possible Settlements**

Item #12. Return to Open Session -

Item #13. Discussion and/or Action on Matters Discussed in Executive Session -

Item #14. New Business -

Item #15. Chief Appraiser Report;

- a) **Status on Linebarger Analytical Homestead Audit Project** – Mr. Cenci received a status report from Peter Slover. They are in process, not ready to bring forth this month. They are working on contracts. Mr. Cenci received contract drafts which he passed on to Mr. Lowe to review. Mr. Slover stated that Chapter 41 will be a non-issue as not enough dollars are involved.
- b) **Surplus Checks Status** – Surplus checks for 2016 and 2018 have been issued and mailed out.
- c) **Final Audit Sent to Entities Certified Mail** – Final audit was sent out to the entities.
- d) **Audit Adjustments** – Adjustments were made, audit finalized. Ms. Joann Ehmann accounting assistance will be coming to an end on September 1st, 2019 per legislation that was passed this past session.
- e) **2019 Certification/ARB Status** – Overall things are going well. We have received the taxable roll from P&A.
- f) **Outsourcing GIS to Harris Govern** – Both GIS technicians left within the last few months. One technician has been replaced. We have been trying to replace the second technician with no luck. Mr. Cenci has been talking to Manny with True Automation as they have a full-service GIS technician available to replace the second technician, cost would be \$23,000 per year. We currently have a part time deeds clerk which we will be doing away with. We will be hiring a full-time deeds clerk to work the simple deeds.
- g) **Communication w/ ISD's Regarding SB3** – The highlight of this bill is the nervous mindset of the school districts in setting a tax rate which is either too low or too high and the affect the rate will have on teacher salaries. School districts are calling, asking about values.
- h) **Update on Office Expansion** – Is on track. Chris with Weaver & Jacobs came to do an on-site visit and will be submitting a bid. Project should be completed by November.
- i) **Department of Labor Visit** - We received a surprise notification from the Department of Labor stating they would be conducting an on-site audit. Investigator interviewed two of the new appraisers. His major focus was on understanding the job function and limitation of the new appraisers. After meeting with him, the investigator's assessment is that the senior

appraisers should be exempt and all other appraisers should be non-exempt. The investigator does not believe that appraisers should be classified as professionals or administrators as sited in the CFR. The investigator will let us know the outcome of his audit and how to proceed.

Item #16. Discussion of New Business for Next Month's Agenda

Invite attorney to discuss current legislature.

HS audit update.

Budget - Public Hearing @ 9am, Regular meeting to follow immediately after.

Send invites to entities, 10 days prior to public hearing.


Publish notice of public budget hearing in newspaper.

Item #17. Set date and time for next meeting – August 20, 2019 @ 9:00am

Item #18. Adjourn – 10:04 am




Chairman



Date



Secretary



Date