

MINUTES
OF THE
SAN PATRICIO COUNTY APPRAISAL DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS

MAY 21, 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, and Mr. Bill Wilson and Ms. Dalia Sanchez all members present.

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 #6. Approval of minutes of May 08, 2019 BOD Regular Hearing Meeting: Dr. Matula moved to approve the minutes; motion was seconded by Mr. Wilson. The motion passed unanimously.

Item #5. Approval of minutes of April 16, 2019 BOD Regular Hearing Meeting: Ms. Tennill moved to approve the minutes, seconded by Ms. Sanchez. The motion passed unanimously.

Item #7. Consideration regarding Appraisal District Survey Cards: Board took notice.

Item 13. Unfinished Business:

c. Discussion and/ or Action Related to waiving the late payment penalty on the 2nd Quarter Allocation for "Good Cause" to the City of Mathis; Mr. Mike Barrera, City Manager of Mathis spoke regarding late allocation payments. He apologized and stated they will pay timely from now on. They were confused with the invoice quarterly due date. Dr. Matula explained the Maps Review Audit requirements on allocation payments and late fees. Mr. Curley suggested updating the invoice to show the specific due date. Mr. Wilson moved to waive the late fees for the 2nd quarter allocation payment for the city of Mathis, seconded by Ms. Sanchez. Voice vote taken; Voice vote passed to waive the late penalty.

Dr. Matula - for the motion

Ms. Tennill - for the motion

Mr. Curly - for the motion

Mr. Wilson - for the motion

Ms. Sanchez - for the motion

Item 14. New Business:

- a. **Discussion and/ or Action Regarding 2018 Audit:** Mr. Curley, Mr. Cenci, Ms. Madej, Ms. Garza and Mr. Snedeker met last week. They had some questions for Mr. Snedeker regarding the fund balance. He gave a recap of the 2018 Audit. He discussed the fund balance, deferred revenue and accounts receivable. He discussed the 2016 and 2018 surplus. Mr. Cenci mentioned that the 2016 surplus of \$199,000 was included in the fund balance. Mr. Cenci wants transparency with the 2016 surplus. Mr. Snedeker stated that the cleanest thing to do, would be to refund the 2016 and 2018 surplus to the entities. He will submit a final draft; checks will be cut after the board approves the 2018 Audit. The Unrestricted Fund Balance will be at zero once the refund is done. Mr. Snedeker discussed fixed assets and reviewed the depreciation schedule with the board.

Board took a break @ 9:50

Back in session after a brief recess: 10:06

Item #8. Financial Report:

- A. **Review of Accounts payable:** Board reviewed expenses by vendors. The alarm security company was paid \$10,000, 24 cameras are in place, store up to 2 months of video. Mr. Cenci discussed bills that were paid.
- B. **Review of Balance Sheet:** Agency fund is the same, at a standstill on what to do with the remaining money.
- C. **Review of P&L:** Billed for 3rd quarter, everyone paid for the 2nd quarter. Board satisfied.
- D. **Monthly Bank Investment Report:** District is adequately collateralized. Board satisfied.

Item # 9. Discussion and / or Action Regarding any matter that may take place in executive session as provided by Texas Government Code Section 551: no action taken

Item # 10. Executive Session: 10:17 am

- 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 Litigation**

- 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;**

- **District Personnel**

Item 11. Return to Open Session: 11:06

Item # 12. Discussion and / or action on Matters Discussed in Executive Session: Mr. Wilson moved to authorize chief appraiser to settle the 12 pending lawsuit cases on heavy equipment listed on the document dated 05/17/2019, Ms. Tennill seconded the motion. Motion supported by a list. Motion

passed unanimously. Dr. Matula moved to allow the Chief Appraiser to negotiate and settle cases under 14 million dollars, seconded by Ms. Sanchez which will be supported by an attachment prepared by the CAD attorney. Motion passed unanimously.

Ms. Sanchez left the meeting at 11:10.

Item # 13. Unfinished Business:

- a. **Discussion and /or Action Regarding the San Patricio County Tax Collector's Office to Complete Planned Software Conversion:** As per Mr. Cenci, no progress. True Automation is declining to move forward with anything. They are not willing to take on a client who refuses to be their client. Mr. Wilson intends to continue to push until the County is on the same system.
- b. **Discussion and/or Action Related to the Board of Directors Complaint Procedures, Employee Manual and Entity Late Payment Waiver:** Tabled at the request of Mr. Cenci.

Item #15 Chief Appraiser Report:

- a. **2019 Appraisal Notices:** Final 18,000 notices mailed out, Commercial, Business Personal Property, Ingleside on the Bay.
- b. **2019 ARB Appraisal Roll Submission:** May 13 submitted partial records to the ARB.
- c. **Status on Linebarger Analytical Homestead Audit Project:** Delayed until June. They will have an answer / information on Chapter 41.

Mr. Cenci has communicated with Gregory Portland, Ingleside and City of Ingleside on increases in values.

Mr. Cenci was invited by Bobby Nedbalek to speak at the Farm Bureau. He was also invited to speak to the San Patricio Association of Realtors at the Country Club which went well.

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

June 7, 2019 meeting –

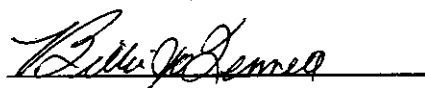
Item #17. Set date and time for next meeting: June 18, 2019 @ 8:30

July Meeting will be held July 16, 2018.

Item # 18. Adjourn: 11:41


Chairman

6-18-2019
Date


Secretary

6-18-2019
Date