

MINUTES
OF THE
SAN PATRICIO COUNTY APPRAISAL DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
SEPTEMBER 17, 2019

Meeting called to order by Mr. John Curlee at 8:32 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, Ms. Billie Jo Tennill, Mr. Bill Wilson and Ms. Dalia Sanchez.

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

Item #4. Public Comment: None.

Item #5. Approval of minutes of August 20, 2019 Public Hearing Regarding the 2020 Proposed Budget: Dr. Matula moved to approve, seconded by Mr. Wilson, motion passed unanimously.

Item #6. Approval of the Minutes of the August 20, 2019 Board of Directors Regular Meeting: Ms. Tennill moved to approve, seconded by Ms. Sanchez. Motion passed unanimously.

Item #9. Unfinished Business:

b). Discussion and/or Action Related to Approving a Quote for Office Expansion Contractor:

Three contractors submitted bids. A third bid came in that we did not have at the last meeting. Several things were pointed out at the last meeting by Mr. Wilson, due diligence was done as requested, checked references and asked all the right questions. Melinda was able to speak to all reference submitted by Alpha. Mr. Wilson moved to accept the contract with Alpha, seconded by Dr. Matula.

Discussion; Board and Mr. Cenci discussed change orders. Mr. Wilson suggested to making certain liability and workman's comp insurance is included in the contract. Voice vote taken; Dr. Matula – for the motion, Ms. Tennill – for the motion, Mr. Curlee – for the motion, Mr. Wilson – for the motion, Ms. Sanchez – for the motion. Motion passed unanimously.

Item #14. New Business:

a). Discussion and/or Action Related to Accepting a Bid for a New District Vehicle:

Quotes were requested from three dealerships in San Patricio County, Always, Williford and Commercial Motors. 2 vehicles will be purchased, one is a replacement and the other was

budgeted. Mr. Curlee reviewed the quotes on a ½ ton truck and 2 sedans.

Item Tabled. Dr. Matula moved to go out for bids on smaller lower trim trucks, seconded Ms. Sanchez. Motion passed unanimously. Board suggested improving the requests, specify what is needed. Mr. Curley reviewed the quotes on sedans; 2019 Ford Fusion and a 2019 Malibu LS. Mr. Cenci suggested resending quotes with clearer specifications. Ms. Tennill moved to reject bids and to reach out to vendors in our area, seconded by Dr. Matula. Motion passed unanimously.

**** only one vehicle was mentioned on the Agenda.**

Ms. Sanchez left the meeting at 9:25.

Item #7. Discussion and/or Regarding Appraisal District Survey Cards - The board took notice.

Item #8. Financial Report:

- A. Review of Accounts payable:** Large payments were made in August to P&A (quarterly) and Pictometry (annual).
- B. Review of Balance Sheet:** Nine people were located to send checks to out of 70. Mr. Cenci suggested returning the rest to the entities involved. ****board requests Mr. Cenci come up with a way to divide and return funds to the entities for the next meeting.**
- C. Review of P&L:** Looking good, payments received, missing 2. City of Mathis has not paid yet.
- D. Monthly Bank Investment Report:** District is adequately collateralized. Board satisfied.

Item #9. Unfinished Business:

- a). Discussion and/or Action Regarding San Patricio County Tax Collector's Office to Complete planned Software Conversion:** No movement.
- b). Discussion and/or Action Related to the Updates on the SPCAD Employee Manual;** Certain parts of employee manual were updated in results of the DOL audit, clarifying categories, exempt or not exempt status. Appraisers are on annual salary, clerical on hourly. Dr. Matula moved to approve the changes to employee manual, seconded by Ms. Tennill. Motion passed unanimously. Motion withdrawn. Dr. Matula clarified motion. Dr. Matula moved to approve changes to personnel manual relating to classification, exempt status effective 8/26/2019, seconded by Ms. Tennill. Motion passed unanimously. Dr. Matula moved to approve changes to personnel policy under Sections 5 & 8 effective October 1, 2019, seconded by Ms. Tennill. Motion passed unanimously.

Item #10. Consideration and/or Action regarding any matter that may take place in executive session as provided by Texas Government Code Section 551.

Meeting broke at 11:07

Item #11. Executive Session: 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.**

Item #12. Return to Open Session:

Item #13. Discussion and/or Action on Matters Discussed in Executive Session: None taken

Item #15. Chief Appraiser Report:

- a) **Board Appointments** - Two-years since the last election, by Oct 1, voting entitlement need to go out to entities, waiting on tax rates from handful of municipalities for % of allocations, looking for nominations from the entities for board members.
- b) **ARB Appointments** - Staggered terms, will advertise deadline is Oct 14, BOD will conduct interviews.
- c) **AG Appointments** - Three official members, most likely farmers will want to stay on.
- d) **Dental, Health and Life Insurance Renewals for 2020** - Renewals are up. We are happy with service provided by Entrust. Entrust will begin to research previous year claims in order to determine possible rate change with current plan and they will also look for other options. There have been some large claims, therefore premiums may go up. We have budgeted in 2020 for possible increase. Dental and Vision cycle together with main health insurance.
- e) **Discussion on RFQ for District Auditor** – Current auditor here for 2 years. Will send out RFQ's. Board suggested the following; Mr. Snedeker, Kieschnick & Lovvorn, Judy A. Clifford, Fields & Nemec, Ernest Garza, Darnell Thompson, Paul Peeler and Leslie A. Ratliff.

****Send RFQ responses to BOD for review. Form a committee next month.**

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

Vehicle Bids

Auditor RFQ's – send out by 9/18, deadline of 10/11 to respond. Mr. Cenci will prescreen, do not discuss fees, rank in order to create a short list. Create Agenda Item "Discussion and/or Action", board will review if any respond by the next meeting.

Item #17. Set date and time for next meeting – October 15, 2019 @ 8:30


Tentative end of year dates;

November meeting – November 19, 2019

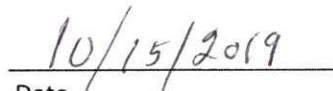
December meeting – December 17, 2019

Item #18. Adjourn - 10:36 am


Chairman


Date


Secretary


Date