

**MINUTES**  
**OF THE**  
**SAN PATRICIO COUNTY APPRAISAL DISTRICT**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
**OCTOBER 15, 2019**

**Meeting called to order by Mr. John Curlee at 8:30 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. Texas Pledge Led by Mr. Bill Wilson**

**Item #4. Roll Call:** Mr. John Curlee, Dr. Anne Matula, and, Mr. Bill Wilson

**Absent:** Ms. Billie Joe Tennill 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 #5. Public Comment:** None.

**Item #6. Approval of the Minutes of the September 17, 2019 Board of Directors Regular Meeting:** Mr. Wilson moved to approve, seconded by Dr. Matula, motion passed unanimously.

**Item #7. Discussion and/or Action Regarding Appraisal District Survey Cards –** Board took notice

**Item #8. Financial Report;**

- B. Review of Balance Sheet:** The agency fund balance is \$66,666.66. Dr. Matula volunteered to help further analyze the documents to try to make more progress. We had a list of nine people whom we found to have a good address and was no doubt we could refund the base tax to. Dr. Matula worked on the list for a few days and we now have 50 individuals, out of the 70 totals, to refund. The portion that is attorney fees is \$42,000 of the \$6666.66 the remainder is for the individuals who will be paid. Documentation indicates that \$36,000 is owed to Aransas Pass CED, the remainder will possibly be returned to the entities involved at that time. Documentation shows that 90% of the attorney fees was refunded to the district. Mr. Cenci asked the Board if the \$36,000.00 out of the \$42,000 may be refunded to the CED. **\*\*Mr. Cenci suggested to have an action item next month to decide who to refund the \$42,000 to.** Dr. Matula moved to authorize the Chief Appraiser to issue checks, on the base tax, to individuals whom we located a good address for, seconded by Mr. Wilson. Voice vote taken; Dr. Matula – for the motion, Mr. Curley – for the motion, Mr. Wilson – for the motion. Motion passed unanimously.

- A. **Review of Balance Sheet:** 76,000 paid to BIS. \$8,200.00 paid to the attorneys for several months. Mr. Lowe is still delinquent in billing. Mr. Curley asked to get this cleared by the end of the year.
- C. **Review of P&L:** Everyone is paid up.
- 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:** Nothing to report.
- B. **Discussion and/or Action Related to Accepting a Bid for Two New District Vehicles;**  
 The board reviewed quotes for a Mid-size Sedan and a Truck.  
 Truck – Always Chevrolet - 2020 Colorado \$24,440.00  
 Truck – Williford Ford - 2020 Ford Ranger - \$24,328.75  
 Dr. Matula moved to purchase the Ford Ranger for \$24,328.75, seconded by Mr. Wilson. Voice vote taken; Dr. Matula – for the motion, Mr. Curley – for the motion, Mr. Wilson – for the motion. Motion passed unanimously.  
 The Board reviewed the quotes for a Sedan:  
 Sedan – Always Chevrolet – 2019 Malibu  
 Sedan – Commercial Motors – 2020 Ford Fusion \$19,374.00  
 Mr. Wilson moved to purchase the 2020 Ford Fusion \$19,374.00 from Commercial Motors. Voice vote taken; Dr. Matula – for the motion, Mr. Curley – for the motion, Mr. Wilson – for the motion. Motion passed unanimously.
- C. **Discussion and/or Action Related to the Updates on the SPCAD Employee Manual - Tabled for next meeting**

**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 9:45

Back in open session from break at 9:55

**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 –**

**Item #14. Discussion and/or Action Related to Auditors RFQ's for 2019 Audit –**

- A. A total of 7 or 8 RFQ's were sent out, 2 responses were received, from Lovern & Kechnec and Mr. Snedeker. Mr. Cenci recommended going with a new auditor. Mr. Wilson moved to authorize the Chief to begin negotiations with Lovern & Kechnec for the 2019 audit with an option for a second year, seconded by Dr. Matula. Motion passed unanimously.

**\*\* Create Item Agenda when/ if the auditor requests to speak to the BOD regarding audit findings. Mr. Cenci will confer with the SPCAD attorney on how to handle that type of situation.**

- B. Discussion and/or Action Regarding Appraisal Review Board Applicants (discussion may take place in executive session) -** Dr. Matula asked if a BOD member can serve on ARB. Mr. Cenci will investigate. ARB member applicants were few.

Opening available;

Beatriz Cruz – will not be returning.

Vicky Preston – terming out as auxiliary member.

Mr. Pflugher – terming out, reapplied.

The Board would like to see more applications.

**\*\* Post job again. Schedule interviews for next month.**

**Item #15. Chief Appraiser Report;**

- A. Bank Depository** – Provision in prior engagement document provided for a renewal option. Mr. Cenci had letter from Olga Cavazos with Prosperity Bank which requires signatures, Mr. Cenci suggested Mr. Curly should sign. Mr. Cenci recommended to continue with them.
- B. AG Board Members** – Serve 2-year terms. We have 3 official member, farming participants. Mr. Nedbolick and Mr. Chopolas would like to serve again. Dr. Matula moved to reappoint Mr. Nedbolick and Mr. Chopolas to the Ag Advisory Board, seconded by Mr. Wilson. Motion passed unanimously.
- C. Status of BOD Nominations** - the latest information on that is that we have nomination from various entities to nominate 4 of the 5 members. The fifth one to be nominated is Mr. Curley. The next step is to prepare the ballots along with voting entitlement details before the end of the month.

Mr. Cenci brought up a formal complaint sent to the TDLR against Lisa Carbajal, senior appraiser and Julie Overstreet was mentioned. Julie is not registered with the TDLR so that is meaningless. The property owner came to the ARB and did not like the results. In the case of Lisa, the taxpayer claims she knowingly presented evidence during the ARB hearing that was false. We turned it over to our attorney, he responded to TDLR. We don't think such a thing happen. We provided the audio recording of the hearing along with supporting documentation. Any objective person listening to that would agree that no violations were committed. We don't feel this will go anywhere.

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

Employee Manual update

ARB Applicant Interviews

Research on pervious BOD members serving on the ARB

**Item #17. Set date and time for next meeting – November 19, 2019 @ 8:30**

**December meeting - December 17, 2019**

**Item #18. Adjourn - 10:58 am**

John Curley  
Chairman

11-19-2019  
Date

Billie Jo Semmel  
Secretary

11-19-2019  
Date