

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

Meeting called to order by Mr. John Curlee at 8:35 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. John Curlee**

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

**Absent:** Ms. Dalia Sanchez

**Also, in attendance;** Mr. Robert Cenci - 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 November 19, 2019 Board of Directors Regular Meeting:** Dr. Matula moved to approve, seconded by Ms. Tennill. Motion passed unanimously.

**Item #7. Approval of the Minutes of the December 03, 2019 Board of Directors Special Called Meeting:** Ms. Tennill moved to approve, seconded by Mr. Wilson. Motion passed unanimously.

**Item #8. Discussion and/or Action Regarding Appraisal District Survey Cards – Board took notice.**

**Item #9. Consideration and/or Action regarding any matter that may take place in executive session as provided by Texas Government Code Section 551.**

**Item #10. Executive Session:** Executive session was not necessary.

a). Texas Government Code Section 551.071. (a). Personnel matters.

(1) Interview Applicants for the San Patricio County Appraisal Review Board Positions.

b). 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 Professional Conduct clearly conflict with the open's meeting act.

**Item #11. Return to Open Session:**

**Item #12. Discussion and/or Action on Matters Discussed in Executive Session:**

**Item #13. Financial Report.**

- a. **Review of Balance Sheet:** Chief Appraiser reported; agency fund balance was \$38,336.00, not including the attorney fees.  
47 checks were issued out for a total of \$34,291.00 to include HEB, so far 4 checks totaling \$1126.00 returned as unclaimed or undeliverable, \$4,000.00 not able to pay out due to not having enough information. Attorney fee balance \$48,263.00.
- b. **Accounts Payable:** Paid Amstar. The office expansion complete, with some last-minute touch ups. Furniture should be delivered December 26<sup>th</sup>.
- c. **Review of P&L:** The entities are paid up for 2019. Five entities have not paid for the first quarter of 2020.
- d. **Monthly Bank Investment Report:** Board satisfied.
- e. **Review of Entrust P&L:** The board reviewed the report.

**Item #14. Unfinished Business.**

- a. **Discussion and/or Action Regarding San Patricio County Tax Collector's Office to Complete planned Software Conversion:** Mr. Cenci has not heard from True Automation.

**Item #15. New Business.**

- a. **Discussion and/or Action Related to Approval of the District's 2020 Holiday Schedule:** Dr. Matula moved to approve the 2020 holiday schedule, seconded by Ms. Tennill. Motion passed unanimously.
- b. **Discussion and/or Action Related to MAPS Review:** SPCAD successfully passed the MAPS review. Dr. Matula moved to recognize the success of the MAPS review and that it is substantially complete as per letter from the Comptroller dated November 22,2019. The motion was seconded by Ms. Tennill. Motion passed unanimously.

**Item #16. Chief Appraiser Report.**

- a. **Status of BOD Elections:** The ballots were received, total of 5000 votes. They were allocated amongst the 23 entities, based on levy, out of 5000, 4811 were cast. Four entities did not cast a vote, one being Banquete. CCISD did not either. Mathis ISD should have voted but did not. Skidmore did not cast a vote either. All BOD members were reelected. Dr. Matula feels her job is much easier and feels more confident due to the current staff. Members will be sworn in at January meet.
- b. **Status of Vehicle Delivery:** Waiting on truck.
- c. **Auditor Update:** Mr. Cenci had an in-depth conversation with Mike Kieschnick he stated that both he and Mr. Lovvorn will be engaged in the audit. Mr. Cenci discussed with Mr. Kieschnick his approach on line item transfers. Mr. Kieschnick agrees that a budget amendment is not necessary on small transfers, if it does not go over the bottom-line budget, with certain exceptions common sense wise, such as an increase in salaries which was not budgeted for, that would require one. The BOD is very engaged therefore if something questionable was noticed, the board members would question it. Mr. Cenci felt that Mr. Kieschnick understands everything he needs to understand working with this office.

Mr. Cenci and the BOD's discussed the possibility of future Windfarm lawsuits.

**Item #17. New Business.**

**Litigation Fund - Add money (Windfarm lawsuits).**

Litigation

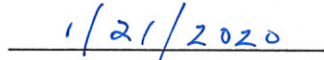
Swearing in of Members

Election of officers

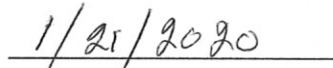
**Item #18. Set date and time for next meeting:** January 21, 2020 at 8:30 am.

**Item #19. Adjourn:** 10:30 am

  
Chairman

  
Date

  
Secretary

  
Date