

MINUTES
OF THE
SAN PATRICIO COUNTY APPRAISAL DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
MARCH 16, 2021

Meeting was called to order by Mr. John Curlee @ 8:30.

Item #1. Invocation was delivered by Mr. Robert Cenci.

Item #2. Pledge of Allegiance led by Mr. John Curlee.

Item #3. Texas Pledge led by Mr. John Curlee.

Item #4. Roll Call: Mr. John Curlee, Dr. Anne Matula, Ms. Dalia Sanchez, Marcy Thormaehlen (Current Tax Assessor, Collector) and Mr. Bill Wilson were in attendance.

Absent: Ms. Dalia Sanchez

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

Item #5. Public Comment: No Public Comments.

Item #6. Approval of the Minutes of the, January 26, 2021 Board of Directors Regular Meeting. Dr. Matula moved to approve, seconded by Mr. Bill Wilson, motioned passed unanimously.

Item #7. Unfinished Business

- a). **Discussion and/or Action Regarding San Patricio County Tax Collector's Office to Complete planned Software Conversion:** Mr. Cenci did not have anything new to report.
- b). **Discussion and/or Action Regarding Just Appraised Contract (PAC's Legal Description Data Project).** Mr. Cenci stated that the final revision is done, and he has approved them. Mr. Cenci asked the board to approve it. The first payment will be 50% up front and 40% towards the end of the project. The contract price is a total of \$15,000.00. Mr. Wilson moved to accept the Just Appraised contract, seconded by Ms. Tennill. The motion passed unanimously.

Item #8. New Business.

- a). None

Item #9. Consideration and/or Action regarding any matter that may take place in executive session as provided by Texas Government Section 551. No executive session needed.

Item #10. Executive Session:

- 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
1. **Chief Appraisers Annual Evaluation:** Tabled for next month.

Item #11. Discussion and/or Action on Matters Discussed in Executive Session:

Item # 12. Financial Report.

- a. **Review of Balance Sheet:** Mr. Curlee asked how much was left in the fund, Melinda stated, \$643. Ms. Garza brought up a line item of \$28,856.00 sitting in the account. She explained that it is remanence from the 2016 audit. The auditors did some research and figured to remove from the books by doing a prior period adjustment.
Mr. Cenci discussed moneys accumulated in the account from money collected from fees for maps from the public and from 10% rendition penalty late fees. This money is not income received from the entities. He stated there is a balance of \$77,668.67, of which \$25,000.00 will be used to purchase another vehicle, \$15,000.00 will be used to pay the Just Appraised contract and \$36,000.00 a year is paid to a part time GIS employee.
- b. **Accounts Payable:** Mr. Cenci discussed supplemental charges; retainer fee paid to the arbitrator on the Marine Fabricator case. The districts portion was 1/3 of the fee.
- c. **Review of P&L:** Mr. Cenci discussed an issue with quick books related to the entity payments. Quick books' update caused a glitch. The amounts have not carried over.
- d. **Monthly Bank Investment Report:** Adequately collateralized.
- e. **Review of Entrust P&L:** Mr. Cenci did not have anything to report. The Board was satisfied.


Item #13. Chief Appraiser Report.

- a. **Covid-Office procedures Update:** Mr. Cenci stated the we are in a transition period and his intention is to not change anything. He intends to continue with the mask requirement and to not allow taxpayer to come back inside the office. Mr. Cenci is hoping to keep it this way through the protest season. He is not getting pressure from property owners to come into the office. Mr. Cenci stated that he may open the office if Covid improves.
- b. **Assistant Chief Appraiser Update:** Shirley Madej is still recovering from surgery. She is two weeks behind where she should be with the recovery. She is working from home. She will probably be back to work in two weeks.
- c. **2020 Audit Status:** Mr. Cenci stated that we will gathering information the auditors will need. The auditors will stay with the April 15th deadline. They will be coming into the office April 21st and 22nd. The audit should not take long.
- d. **2021 Appraisal Notices:** Mr. Cenci stated that by law notices should go out by April 1st or soon thereafter as practical, on HS properties only, for everything else May 1st. The first set of notices will be sent out the third week of April which fits the "soon thereafter as practical" statement in the tax code.
- e. **2021 Preliminary Values:** Mr. Cenci stated that by law they should be sent to the entities by April 30th. Mr. Cenci stated he will get the values out on time.


Item #14. New Business: Chief Appraiser's Evaluation, Lawsuit Settlement Proposals, Budget Timeline

Item #15. Set date and time for next meeting: April 20, 2021

Item #16. Adjourn: 10:25


Chairman

4/20/2021
Date


Secretary

4/20/2021
Date