

MINUTES
OF THE
SAN PATRICIO COUNTY APPRAISAL DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
SEPTEMBER 14, 2021

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

Item #1. Invocation: Led by Mr. 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, Mr. Bill Wilson, Dr. Anne Matula, Ms. Marcy Thormaehlen, and Ms. Joan McKaughan were present.

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 Comments: No public comment.

Item #6. Approval of the Minutes of the August 10, 2021, Board of Directors Regular Meeting. Dr. Matula moved to approve, with the amendment of item 9 (b), seconded by Mr. Wilson. The motion passed unanimously.

Item # 7. Discussion and/or Action Regarding Appraisal District Survey Cards. The Board reviewed and discussed the survey cards. A good report was submitted for Residential Appraiser, Ross Leserio.

Item #8. Unfinished Business

a). **Discussion and/or Action Regarding San Patricio County Tax Collector's Office to Complete the Software Conversion:** Mr. Cenci stated there is nothing new to report on the subject.

b). **Discussion and/or Action Regarding Commitment of the 2020 Surplus to the Appraisal District Committed Assigned Litigation Fund:** Mr. Cenci mentioned that he notified the entities that the surplus would be placed in a committed fund. He stated that a resolution would have to be drawn up with the BOD to move the money to the litigation line item. Dr. Anne Matula moved to transfer \$394,943.00, which is the unassigned amount shown in the audit, to the committed litigation fund, seconded by Mr. Bill Wilson. Voice vote taken; Dr. Anne Matula – for the motion – Mr. Bill Wilson – for the motion – Mr. John Curlee – for the motion and Ms. Joan McKaughan – for the motion. The motion passed unanimously.

c). **Discussion and/or Action Regarding Vacant Regular ARB Member Appointment:** Dr. Matula mentioned someone showed interest but has not applied. She asked if we could hold off on filling the position for another month. Mr. Cenci mentioned the ARB is running with one person short at this time. He stated we could wait. Ms. Garza stated that the purpose of this meeting is that there are two auxiliary members who are interested in the regular ARB member position. She included their

applications in the meeting packet. She stated that the Board would decide which of the two to appoint if they choose to take that route. Ms. McKaughan stated that because there are two auxiliary members who applied that they should be considered and that the other candidate as the next auxiliary. Dr. Matula mentioned that one of the applicants had more experience than the other. Dr. Matula moved to move Diamantina Ramirez to the regular ARB Member position due to her years of service, Ms. McKaughan seconded the motion. The motion passed unanimously.

d). Discussion and/or Action Regarding a Policy pertaining to Fund Balances and the order of Legal Expenditures: Mr. Cenci discussed the mechanics of how to handle the surplus money on an accounting / tax code standpoint, but he thinks he has the answers. He spoke to the district's accountant and he consulted with Mr. Swinney on the tax code side. Mr. Cenci took the counties policy as the framework and worked through each category and listed the definition of the different categories that we have available to us to handle the money. The policy states what Mr. Cenci recommends. Mr. Wilson moved to adopt the fund policy as it was presented, seconded by Ms. McKaughan. Voice vote taken; Dr. Anne Matula – for the motion, Mr. Bill Wilson – for the motion, Mr. John Curlee – for the motion, Ms. Joan McKaughan – for the motion. The motion passed unanimously.

Item # 9. New Business:

Item #10. Consideration 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 #11. Executive Session: The Board recessed the open session and moved into executive session at 8:55.

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 conflicts with the open's meetings act.

- a). Nashtec**
- b). Papalote Creek I & II**
- c). Matthew Setliff, ET AL**
- d). Wolverine Mathis, LP**
- e). Subsea 7 (US) LP**

Item # 12. Discussion and/or Action on Matters Discussed in Executive Session: The Board resumed the regular open meeting at 10:24am. No action taken

Item #13. Financial Report:

- a). Review of Balance Sheet:** Board reviewed the balance sheet.
- b). Review of Accounts Payable:** Mr. Cenci mentioned payments of \$7,500.00 to Just Appraised, \$87,000.00 for legal fees to Sansoucy and a \$43,000.00 quarterly payment to P&A.
- c). Review of P&L:**
- d). Monthly Bank Investment Report-** Mr. Cenci stated that the district is fully collateralized.
- e). Review of Entrust P&L –** Mr. Cenci did not have anything to report.

Item #14. Chief Appraiser Report.

a). **Board of Directors Election Update:** Mr. Cenci stated it that time again, biannual BOD's are up for reelection. The documents are updated and ready to send out.

b). **2021 PVS:** Mr. Cenci went over the information. The 2019 PVA came back with two invalid ISD's, Mathis and Sinton. We remedied that in 2020. We will have a full blow PVS for 2021.

c). **CAD Staff Update –** Mr. Cenci discussed staff changes beginning with Frances DeLeon who was a senior appraiser to manager, responsible for her department Commercial & Business Personal Property. Also, Lauren Saenz and Ross Leserio who are the more senior appraisers as Coordinators. Ross will handle commercial and residential land and he will be over the AG appraiser, Candace Deiber. Lauren who was deep in the Ag appraisals since Lisa Carbajal left is now the Coordinator over Residential. Mr. Cenci mentioned we will be fully staffed this year.

Item #15. Discussion of New Business for Next Month's Agenda

Include a line item regarding the ARB Auxiliary Member.

Mr. Wilson requested the budget history on the litigation line item for the past 4 years.

Item #16. Set date and time for next meeting: October 12, 2021.

Item #17. Adjourn: 11:50 am


Chairman

10/20/2021
Date


Secretary

10/20/2021
Date