

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

Meeting called to order by Mr. John Curlee at 8:34

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 Joan McKaughan were present

Absent – Ms. Dalia Sanchez

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

Item #5. Public Comments: None

Item #6. Approval of the Minutes of the November 16, 2021, Board of Directors Regular Meeting. Dr. Matula moved to approve, seconded by Mr. Wilson. The motion passed unanimously

Item # 7. Discussion and/or Action Regarding Appraisal District Survey Cards. Ms. Garza stated that there were no survey cards to review

Item# 8. Financial Report

- a) **Review of Balance Sheet** - Mr. Cenci stated it was business as usual. The committed litigation fund of \$1,394,998.99 is now reflected on the equity side of the balance sheet. The committed operations fund has not changed. We have not had any reason to add to that, it is over funded for a three months' worth of operations. Assigned fund is the money received in interest, rendition late penalty fees and other non-entity revenue. Mr. Cenci stated there are three entities who have not made their January payments.
- b) **Review of Accounts Payable** - Mr. Cenci mentioned accounts payable show Pictometry and the attorney fees as the largest expense. He praised the new cleaning crew, Swept Away, as they are doing a great job of cleaning the office.
- c) **Review of P&L** - Mr. Cenci stated that the litigation line item will show negative by the end of the year. The money will be moved from the committed fund as per the auditors advise. The board suggested inviting the auditor to the January meeting to layout what can or cannot be done to transfer / move the money.
- d) **Monthly Bank Investment Report** – Adequately collateralized
- e) **Review of Entrust P&L** – Nothing to report

Item # 9. 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 to report.

Item # 10. New Business

- b) **Discussion and/or Action Regarding Appointment of Agricultural Appraisal Advisory Board** Mr. Cenci stated there is one applicant, Mr. John Whatley. He recommended he be appointed. Dr. Matula moved to approve, seconded by Ms. McKaughan. The motion passed unanimously. Dr. Matula recommended a letter be written referring to geographical balance to avoid nepotism charges since Mr. Whatley is brother to Judge Whatley.
- c) **Discussion and/or Action Regarding Bank Depository** - Mr. Cenci stated there were two interested parties, Frost, and Prosperity Banks. Mr. Cenci recommended Prosperity Bank. Mr. Wilson moved to approve a two-year plan with a two-year option to renew, effective January 1, 2022, seconded by Ms. McKaughan. Voice vote taken: Dr. Anne Matula – for the motion, Mr. Bill Wilson – for the motion, Mr. Johan Curlee – for the motion and Ms. Joan McKaughan – for the motion. The motion passed unanimously.
- d) **Discussion and/or Action Regarding Active District Contracts** – Mr. Wilson asked about the Pictometry contract and payment due. Mr. Cenci stated we are paid up with them. Mr. Wilson also asked about the P&A contract. Mr. Cenci went over the appraisal breakdown and decisions made as to which appraisals they will handle. They discussed the four-year contract dollar amount the annual payment break down.
- e) **Discussion and/or Action Regarding 2021 Year End Budget Line Items Transfers** – Mr. Cenci stated this was covered this topic earlier during the litigation fund discussion and would like to discuss it more at the January meeting.
- f) **Discussion and/or Action Regarding Fund Balance Appropriations** – Mr. Cenci stated this will be discussed in more detail during the January meeting.

Item # 11. Move into Executive Session as provided by Texas Government Code Section 551. The Board recessed the regular open session, to go into executive session at 9:31.

- 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.
- b) Nashtec
- c) Papalote Creek I & II

Item #12. Consideration and/or Action Regarding any matter that may take place in executive session. The board returned to open session at 10:43; no action was taken during the executive session.

Item #13. Chief Appraiser Report.

- a) **Board Election Update** – Mr. Cenci stated that three entities that have not cast their ballots but will by midnight. He stated that next week he will tally the votes.

- b) **Network wiring Upgrade** – Mr. Cenci stated we have been in contact with the phone technicians with the issues we are having due to outdated wiring. We have switches that are not working. We therefore decided to upgrade with modern updated wiring. The cost is approximately \$19,000.00 which may come out of the assigned fund. They will start during the holidays.
- c) **Tax Liaison Office** – Mr. Cenci stated we will not be hiring anyone; Julie Overstreet will be the point of contact with the Judge.
- d) **Creating Board Policy for Assigned Operations Expenditures** – Mr. Cenci stated there is a policy in place at this time.

Item #14. Discussion of New Business for Next Month's Agenda

Invite the Auditor

Remove Dalia from Bank Depository.

Discussion and/or Action Regarding 2021 Year End Budget Line Items Transfers

Discussion and/or Action Regarding Fund Balance Appropriations

Item #15. Set date and time for next meeting: January 11, 2022 @ 9:00 am

Item #16. Adjourn: 10:57 am


Chairman

2-8-2022
Date


Secretary

2-8-2022
Date