



San Patricio County Appraisal District

1301 E. Sinton, Ste. B ★ P. O. Box 938 ★ Sinton, Texas 78387-0938
(361) 364-5402 ★ Fax (361) 364-1198
www.sanpatcad.org

MINUTES
OF THE
SAN PATRICIO COUNTY APPRAISAL DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
June 06, 2023

Meeting called to order by Mr. John Curlee at 9:35 am.

Item # 1. Roll Call: Mr. John Curlee, Mr. Bill Wilson, Dr. Anne Matula, and Ms. Joan McKaughan were present.

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

Absent: Marcy Thormaehlen

Item # 2. Public Comments – No one present to comment.

Item # 3. Approval of the Minutes of the April 11, 2023, Board of Directors Regular Meeting.
Dr. Matula moved to approve, seconded by Ms. McKaughan. The motion passed unanimously.

Item # 4. Discussion and/or Action Regarding Appraisal District Survey Cards – The board took notice. Dr. Matula stated that it's a credit to management and staff that people reflect positivity. Mr. Curlee asked if survey cards are shared with staff. Ms. Garza stated that an email was sent to staff letting them know that after the board meeting that if a survey card had their name on it, she would return the survey card to them. Mr. Curlee also asked if survey cards are handed out to the public, Ms. DeLeon stated they were and that the appraisers also have blank survey cards at the desks.

Item # 5. Unfinished Business –
a) None

Item # 6. New Business –

- a) **Discussion and/or Action Regarding Consent of the Appointed Agricultural Appraisal Advisory Board members –** Chief Appraiser is required to get advice and consent from the board of directors to appointment of Mr. Lane and Mr. Whatley to the AG board. Mr. Wilson made a motion to approve appointment of the five AG advisory board members, seconded by Dr. Matula. The motion passed unanimously.



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- b) **Discussion and/or Action Regarding Board of Directors Vacancy (Texas Property Tax Code 6.03 (I))** – Ms. McKaughan submitted her resignation as of June 30, 2023. Chief Appraiser stated that per tax code, the District must advise participating entities of a board vacancy. Mr. Swinney confirmed that once the governing bodies of the CAD's entities are notified of the vacancy, they have 45 days to submit a nominee. Once the existing BOD receives nominations via a resolution, amongst themselves they will choose a new board member. Mr. Swinney also mentioned that since this is an election year for the BOD, we could potentially wait till the end of the year. Dr. Matula understood that we must notify the governing bodies immediately of Ms. McKaughan's resignation. Dr. Matula also stated that if we don't notify entities, we are not doing what we are supposed to do. We would look negligent if we do not follow the process. BOD requested we send a letter advising of resignation and vacancy, Chief Appraiser concurred, letter will be sent out today.
- c) **Discussion and/or Action Regarding the Submission of the 2024 Proposed Budget (Texas Property Tax Code 6.06)** – Board did not want an increase of more than 8% over last year. The biggest increase in the proposed budget is legal. Valuation may be cause for potential lawsuits in 2024, and the expiration for 313's. Mr. Wilson stated that we need to stay with the 7.11% increase in the proposed 2024, which will include an increase of \$ 135,000.00 over last year and will bring the legal line item to \$400,000.00. The operations side of the budget is doable and conservative. Mr. Wilson made a motion to approve the proposed 2024 budget in the amount of \$3,277,973.00 which is a 7.11% increase over the 2023 approved budget.
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.
- d) **Discussion and/or Action Regarding the 2022 Budget Surplus**- Since the 2022 audit has not been completed, the BOD wanted to know if there is a surplus estimate. CA stated that the surplus is approximately \$148,000.00. BOD reviewed our current committed litigation fund and would like to bring that fund close to \$3 million. Ms. Garza stated that in the last few years our budget has been very conservative, which means the surplus will be smaller and smaller in the future. Dr. Matula asked if we would put the current surplus into the litigation fund, all BOD members agreed. CA stated a budget amendment will need to be made and that he will notify entities that the Board has elected to keep the 2022 surplus which will be dedicated to the committed litigation fund. Mr. Wilson moved to take the projected surplus in the amount of approximately \$148,000.00 from the 2022 budget and dedicated it to the committed litigation fund. Seconded by Ms. McKaughan. Motions pass unanimously.



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- e) **Discussion and/or Action Regarding the Increasing the Committed Litigation Fund-Dr. Matula** suggested we tabled till after audit. CA stated that the District may need to add additional funds in the legal line item. Anticipated 2022 surplus will be added to committed litigation fund.

Item # 7. Financial Report -

- a). **Review of Balance Sheet** – The Board took notice.
- b). **Review of Accounts Payable** – The Board to notice.
- c). **Review of P&L** – The Board took notice.
- d). **Monthly Bank Investment Report** – Adequately collateralized.
- e). **Review of 90 Degree P&L** – Nothing to report.

Item # 8. Move into Executive Session as provided by Texas Government Code Section 551. The Board recessed the regular open session at 10:17 am to move into executive session.

- a) **Texas Government Code Section 551.074. To discuss all-purpose authorized under this section of the open meetings act, including but not limited to deliberating the appointment, employment, evaluation reassignment and duties of:**

- a. **Office Personnel**

- 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 the attorney of the District under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the open meetings act.**

- a. **Setliff**
- b. **Vitol Inc.**
- c. **Sharps RV Park**
- d. **DPC Sandhills**
- e. **Woodlands Capital Groups**
- f. **Marathon Crude**
- g. **EOG Resources-Crude**

Item #9. Consideration and/or Action Regarding any matter that may take place in executive session. The board returned to open session at 11:24 am; Mr. Wilson made a motion that on the DPC Sandhills lawsuit that the CA be authorized to engage an appraiser on a cooperative basis. Seconded by Dr. Matula. Motion passed unanimously.

Item #10. Chief Appraiser Report.

- a) **Status Updated regarding Appraisal Notices & Protest-** All regular notices have gone out, there are about 4,000 left to be sent out, which include some AG, mobile home/ RV parks and business personal property.



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- b) **2023 Preliminary Values Update-** Values were sent on time to entities, Sinton ISD questioned why the larger values for Steel Dynamics were not in the numbers we sent. P & A had not worked their numbers that included Steel Dynamics before we sent out our values. We did send an updated report with P&A's numbers.


Item #11. Discussion of New Business for Next Month's Agenda.

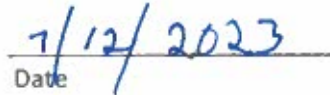
Item #12. Set date and time for next meeting: July 12, 2023

Item #13. Adjourn: 12:15 pm


Chairman


Date


Secretary


Date