



# 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

## San Patricio County Appraisal District Notice of Regular Meeting

**BOARD/COMMITTEE:** Board of Directors

**DAY AND DATE OF MEETING:** Tuesday, December 10, 2024 @ 8:30 am

**MEETING LOCATION:** 1301 East Sinton, Suite B  
Sinton, Texas 78387

### AGENDA:

1. Invocation
2. Pledge of Allegiance
3. Texas Pledge
4. Roll Call
5. Introduction of New Staff member
6. Public Comments
7. Discussion and/or Action regarding the Approval of Minutes for November 12, 2024, Regular Board Meeting
8. Discussion and/or Action Regarding Appraisal District Survey Cards
9. Unfinished Business
  - a) Discussion and/or Action Regarding Appraisal District Board of Directors selection of new board member to fill the current vacancy. (Exhibit 1- RESUMES)
  - b) Move into Executive Session pursuant to the Texas Government Code Section 551.074. to discuss all-purpose authorized under this section of the Open Meeting Act, including but not limited to deliberating the appointment, employment, evaluation reassignment of duties as follows:
    - The board will conduct interviews of entity nominees.
  - c) Consideration and/or action regarding any matter deliberated in the executive session provided by Texas Government Code Section 551 District Board of Directors as follows:
    - Selection of new board member by majority vote
    - Execution of Statement of Appointed Officer
    - Administration of Oath of Office to new Board Member
  - d) Higginbotham HR Consulting Services.
    - Zoom Call with Representative
    - Employee Handbook (Exhibit 2)
    - Acknowledgement (Exhibit 2a)
    - Dress Code (Exhibit 2b)

FILED  
AT 4:09 PM O'CLOCK

DEC 06 2024

GRACE ALVARO GONZALES, Public Clerk  
SANTO DOMINGO, TEXAS  
BY:



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#### Unfinished Business (Continued)

- e) Move into Executive Session pursuant to the Texas Government Code Section 551.074. to discuss all-purpose authorized under this section of the Open Meeting Act, including but not limited to deliberating the appointment, employment, evaluation reassignment of duties as follows:
    - Office Personnel - Anonymous Complaint Letter
  - f) Consideration and/or action regarding any matter deliberated in the executive session provided by Texas Government Code Section 551 District Board of Directors
10. New Business
- a) Discussion and/or Action to amend the 2024 Christmas Holiday Schedule to include Friday, December 27, 2024.
  - b) Discussion and/or Action to Approve the District's 2025 Holiday Schedule **(Exhibit 3)**
  - c) Discussion and/or Action Related to Active Contracts and Leases Review **(Exhibit 4)**
  - d) Discussion and/or Action to Update Bank Signature Cards
    - Remove Melinda Garza
    - Add New BOD Member
  - e) Discussion and/or Action to consider moving funds from the Committed Litigation Fund to the 2024 Litigation line item.
11. Financial Report
- a) Review of Balance Sheet
  - b) Review of P&L
  - c) Review of Accounts Payable
  - d) Review of 90 Degree P&L
  - e) Monthly Bank Investment Report
12. 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.
- 1. Gunvor USA, LLC
  - 2. Vitol Inc.- Crude Inventory
  - 3. Marathon Petroleum, LP-Crude Inventory
  - 4. EOG Resources Marketing, LLC-Crude Inventory
  - 5. Devon Gas/Glencore LTD



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6. ArcelorMittal, LLC
7. Setliff
8. Houston Pipeline Co.
9. ComCapp Pavilions LLC-Northshore Apt
10. PDRAP, Et al.
11. Portland 121 Hospitality
12. CVS
  
13. Consideration and/or possible action regarding any matter deliberated in the executive session provided by Texas Government Code Section 551.
  
14. Chief Appraiser Report
  - Financial Auditor Update
  
15. Discussion of New Business for Next Month's Agenda
  
16. Set the date and time for the next meeting.
  
17. Adjourn

ADDITIONAL INFORMATION OBTAINED FROM: Robert Cenci, Chief Appraiser, P.O Box 938,  
Sinton, TX 78387

A handwritten signature in black ink, appearing to read "Robert Cenci".

NAME: Robert Cenci

TITLE: Chief Appraiser

SIGNATURE OF CERTIFYING OFFICIAL:

DATE: December 6, 2024

TELEPHONE NUMBER: (361) 364-5402; FAX NUMBER: (361) 364-1198