



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 DECEMBER 10, 2024

Meeting called to order by: Vice Chair, Bill Wilson at 8:35 a.m.

AGENDA:

1. **Invocation** – Led by Mr. Robert Cenci
2. **Pledge of Allegiance** – Led by Mr. Bill Wilson
3. **Texas Pledge** – Led by Mr. Bill Wilson
4. **Roll Call** -

Present - Ms. Marcy Thormaehlen, Dr. Anne Matula, and Mr. Bill Wilson

Absent – Mr. John Curlee

Also in attendance – Mr. Robert Cenci, Chief Appraiser, Ms. Frances DeLeon, Assistant Chief Appraiser, and Ms. Sylvia Yglesias, Recording Secretary

5. **Introduction of New Staff member** – Mr. Cenci introduced Mr. Ruben Ramirez, Residential Appraiser. He started on 11/18/2024. The board took notice and welcomed him.
6. **Public Comments** – No public comments
7. **Discussion and/or Action regarding the Approval of Minutes for November 12, 2024, Regular Board Meeting** – Dr. Anne Matula made a motion to approve the Minutes for November 12, 2024, as presented and Ms. Marcy Thormaehlen seconded the motion.

Voice vote was taken:

Ms. Thormaehlen – for the motion

Dr. Matula – for the motion

Mr. Wilson – for the motion

Motion passed 3-0

8. **Discussion and/or Action Regarding Appraisal District Survey Cards** – Mr. Wilson made a comment that there were only a few cards. Dr. Matula mentioned that they were all positive. Ms. Thormaehlen agreed and mentioned that that was good considering about 4,000 notices were mailed out through their tax office. – The Board took notice.



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9. Unfinished Business

- a) **Discussion and/or Action Regarding Appraisal District Board of Directors selection of new board member to fill the current vacancy.** – The board members agreed to interview 2 candidates by phone and one in person. Ms. Amanda Garcia will go first, by phone, then Mr. Steven Emerson will go next, in person, and Ms. Michelle Koesema will go last, by phone.
- 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.** –
The board moved into executive session at 8:42 a.m.
- 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**

The Board came out of Executive Session at 10:20 a.m. and went into open session at 10:24 a.m. Dr. Anne Matula moved to invite Michelle Koesema to become a member of the board and fill in the vacant position as Board of Director. Ms. Marcy Thormaehlen seconded the motion. Mr. Bill Wilson mentioned that they were very pleased with the candidates that were nominated and that they were very well qualified and appreciate their interest and the taxing entities that put the names forward. Michelle Koesema was selected as the new board member. The next meeting we will continue the process to put Ms. Michelle Koesema in her position.

Voice vote taken:
Ms. Marcy Thormaehlen – for the motion
Dr. Anne Matula – for the motion
Mr. Bill Wilson – for the motion
Motion passed 3-0
- d) **Higginbotham HR Consulting Services.**
 - Zoom Call with Representative
 - Employee Handbook
 - Acknowledgement
 - Dress Code



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Unfinished Business (Continued)

Ms. Mary Ann Fulgium presented information regarding how Higginbotham was created and how they came to business. Also, that the Whitney Smith company is part of Higginbotham and carries the HR part of the company. They advise on how to handle HR situations and do investigations when something does come up. Mr. Cenci mentioned that the Exhibits are part of the packet being created for the organization. He also mentioned that they provided a sample of what the Employee handbook will be like. Higginbotham has a lot of experience. It will be a joint effort to work on the handbook section by section to update all parts of the handbook. Likewise, on the Acknowledgement and Dress Code. They will work on them section by section until it is all finished. The acknowledgement in the packet is the Acknowledgement that employees signed acknowledging the Higginbotham ombudsman part of the packet. The Exhibit in the packet is what we currently have in place. It is also being updated. Mr. Cenci mentioned that the Dress Code is very important in this office. He mentioned he did watch a video for his CE credit on "Dress for success" presented by Tracey Foster and it was a very good video. It was to dress conservatively and professionally. The policy manual is coming along and it is still not finished. Mr. Bill Wilson mentioned that it does not mention anything about tattoos. Ms. Frances DeLeon stated that our policy states that tattoos are to be covered. Mr. Bill Wilson also asked, "what triggers an investigation when someone complains to the ombudsman and who makes the decision to start an investigation"? Mary Ann said that it would depend on what the complaint is and they would advise appropriately; either to discuss with Mr. Cenci or if it is something that needs to be further investigation. Each complaint is taken very seriously. Mr. Cenci mentioned that they would advise us in any situation.

- 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**
- The Board went into Executive Session at 10:58 a.m.
- f) **Consideration and/or action regarding any matter deliberated in the executive session provided by Texas Government Code Section 551 District Board of Directors**
The Board went into open session at 11:33 a.m. No action was taken.



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- g) **Consideration and/or action regarding any matter deliberated in the executive session provided by Texas Government Code Section 551 District Board of Directors**
The Board went into open session at 11:33 a.m. No action was taken.

10. **New Business**

- a) **Discussion and/or Action to amend the 2024 Christmas Holiday Schedule to include Friday, December 27, 2024.**- Mr. Cenci mentioned that Friday, December 27, 2024 the county decided to close their office. Dr. Matula made a motion to approve to amend the 2024 Christmas Holiday Schedule to include Friday December 27, 2024. Ms. Thormaehlen seconded the motion.

Voice vote was taken:

Ms. Marcy Thormaehlen – for the motion

Dr. Anne Matula – for the motion

Mr. Bill Wilson – for the motion

Motion passed 3-0

- b) **Discussion and/or Action to Approve the District's 2025 Holiday Schedule**

Dr. Matula made a comment that it was good to state that it is subject to change if the County closes. Dr Matula made a motion to approve District's 2025 Holiday Schedule. Ms. Thormaehlen seconded the motion.

Voice vote was taken:

Ms. Marcy Thormaehlen – for the motion

Dr. Anne Matula – for the motion

Mr. Bill Wilson – for the motion

Motion passed 3-0

- c) **Discussion and/or Action Related to Active Contracts and Leases Review**

Mr. Cenci went over the active contracts and leases. Mr. Wilson mentioned that the list looks simple to review. Dr. Matula mentioned that Higginbotham is very reasonable. Ms. Thormaehlen mentioned that she had to deal with auto renewals with some contracts and mentioned that we need to be aware of auto renewals when reviewing contracts and leases. The Board took notice.



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d) Discussion and/or Action to Update Bank Signature Cards

- **Remove Melinda Garza**

Ms. Thormaehlen made a motion to remove Melinda Garza from the Bank Signature Card.
Dr. Matula seconded the motion.

Voice vote was taken:

Ms. Marcy Thormaehlen – for the motion

Dr. Anne Matula – for the motion

Mr. Bill Wilson – for the motion

Motion passed 3-0

- **Add New BOD Member**

Dr. Matula made a motion to add Michelle Koesema to the Bank Signature Card as a new member of the Board of Directors. Ms. Thormaehlen seconded the motion.

Voice vote was taken:

Ms. Marcy Thormaehlen – for the motion

Dr. Anne Matula – for the motion

Mr. Bill Wilson – for the motion

Motion passed 3-0

e) Discussion and/or Action to consider moving funds from the Committed Litigation Fund to the 2024 Litigation line item.

Dr. Matula made a motion to approve moving \$250,000 from the Committed Litigation Fund to the 2024 Litigation line item. Ms. Thormaehlen seconded the motion.

Voice vote was taken:

Ms. Marcy Thormaehlen – for the motion

Dr. Anne Matula – for the motion

Mr. Bill Wilson – for the motion

Motion passed 3-0

11. Financial Report

- Review of Balance Sheet** – Mr. Cenci mentioned the funds are good. The Board took notice.
- Review of P&L** – Mr. Cenci mentioned that 11 entities have paid their invoices for the quarter. We are still working with quick books to get the categories correct. The Board took notice.
- Review of Accounts Payable** – All is well, nothing unusual. The Board took notice.



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Financial Report (Continued)

- d) **Review of 90 Degree P&L** – Mr. Cenci is looking into budget GL# 6010 to explain why it's higher than budget. This is a pending item for the next meeting. The Board took notice.
- e) **Monthly Bank Investment Report** – Nothing unusual or outstanding to report. The Board took notice.

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.**

The Board went into the Executive Session at 12:12 p.m.

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
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.**

The Board went into open session at 12:59 p.m. There are no action items in the Executive session.

14. **Chief Appraiser Report**

- **Financial Auditor Update** – Mr. Cenci mentioned that Mr. Patrick Kieschnick is replacing David Wendel for County. Mr. Cenci said he spoke to Mr. Lovvorn and he said that they would still be able to do the audit for us. There is a letter of engagement dated March 2024. The audit will be completed in May or June. He will keep in contact with him to get things done for the audit.

15. **Discussion of New Business for Next Month's Agenda** – No New Items

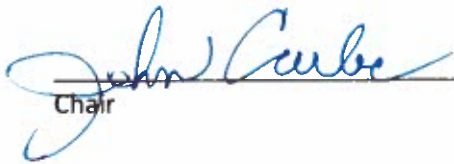
16. **Set the date and time for the next meeting** – January 14, 2025




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17. **Adjourn** – Meeting adjourned at 1:03 p.m.



Chair

1-14-2024
Date 2025 



Secretary

1-14-2025
Date