



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 JANUARY 14, 2025

Meeting was called to order by Mr. John Curlee at 8:38 a.m.

1. **Invocation** – Led by Mr. Robert Cenci
2. **Pledge of Allegiance** – Led by Mr. John Curlee
3. **Texas Pledge** – Led by Mr. John Curlee
4. **Roll Call** - Ms. Marcy Thormaehlen, Dr. Anne Matula, Mr. Bill Wilson, and Mr. John Curlee were present.

Also, in attendance: Mr. Robert Cenci, Chief Appraiser, Ms. Frances De Leon, Assistant Chief Appraiser, and Ms. Sylvia Yglesias, Recording Secretary
5. **Execution of Statement of Officer for Michelle Koesema** – Led by Judge David Krebs
6. **Administer Oath of Office to Board Member Michelle Koesema** – Led by Judge David Krebs
Ms. Michelle Koesema is now present and part of the Board of Directors.
7. **Public Comments** – Matthew Setliff addressed the Board regarding his concerns. The Board took notice.
8. **Discussion and/or Action regarding the Approval of Minutes for December 10, 2024, Regular Board Meeting** – Dr. Anne Matula made a motion to approve the Minutes for December 10, 2024. Ms. Marcy Thormaehlen seconded the motion.

Voice vote was taken:

Mrs. Marcy Thormaehlen – For the motion
Dr. Anne Matula – For the motion
Mr. Bill Wilson – For the motion
Mr. John Curlee – For the motion
Ms. Michelle Koesema - For the motion

Motion passed 5-0



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9. **Discussion and/or Action Regarding Appraisal District Survey Cards** – The Board took notice.
10. **Presentation and Discussion regarding Changes Made Under 25.25b (Handout)** – Mr. Cenci reported on this item and described what 25.25b was and it was to report corrections being made or “catch all” any kind of error made. The one thing in the “catch all” is a change of address, as an example. The tax code requires the Chief appraiser to report any type of change to the Board quarterly. The Board took notice.
11. **Unfinished Business**
 - a) **P&L Payroll Line Item #6010 Explanation (Exhibit 1)** – Mr. Cenci explained that this is a follow up and the expense was a payroll expense. It was not labeled properly. The documents show the before and after. It is now coded correctly. Mr. Curly asked if it was cleaned up. Mr. Cenci replied, yes.
12. **New Business – None**
13. **Financial Report**
 - a) **Review of Balance Sheet** – Mr. Cenci mentioned that in the litigation part, the number of \$250,000 transfer amount should be an increased amount on the total. QuickBooks would not allow us to show the change in the amount. We are looking into that matter. The funds are in there, but it does not reflect the change from the committed fund to show the moving to the line item. Dr. Matula mentioned that QuickBooks does not recognize a budget amendment. It does not recognize the moving from one fund to the line item, Fund 6052. She also mentioned that they do not want to show a deficit. Mr. Cenci agreed. Dr. Matula asked if the transaction done of the funds that were approved to be moved? She wanted to be sure that the line item is reflecting correctly before December 31, 2024. Mr. Cenci mentioned that the back pages are reflecting correctly. Dr. Matula said that at the next meeting, she wants to be shown that everything is correct for December 31, 2024, and January 31, 2025. Mr. Cenci agreed to show the balances for December 2024 and January 2025.
 - b) **Review of P&L** – The Board took notice.
 - c) **Review of Accounts Payable** – The Board took notice.
 - d) **Review of 90 Degree P&L** - The Board took notice.
 - e) **Monthly Bank Investment Report** – The Board took notice.
14. **Move into Executive Session pursuant to the Texas Government Code Section 551.** – The Board took a recess and went into Executive Session at 8:46 a.m.
 - a) **Texas Government Code Section 551.074 to discuss all purposes 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 – Investigation Report/Results**



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- 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, 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
6. ArcelorMittal, LLC
7. Matt Setliff, Cheryl Ermis, Ronnie Setliff, Et Al
8. Houston Pipeline Co.
9. ComCapp Pavilions LLC-Northshore Apt
10. PDRAP, Et al.
11. Portland 121 Hospitality
12. CVS
13. Portland Retail Group
14. Wolverine Mathis
15. Papalote Creek I LLC
16. Papalote Creek II LLC
17. Contigo Apartments LLC
18. William Flaggert & Teresa Flaggert
19. CC Tugs
20. ZJZ Holdings LLC, Portland Hospitality & PDRAP
21. Absolute Hospitality, LP
22. Virari Lodging
23. Euler Squared Ingleside
24. Ranjitkumar N Bhakta
25. LE Associates dba Lands End Association (Lands End Apartments)
26. Estebanon Barnes

15. **Consideration and/or action regarding any matter deliberated in the executive session provided by Texas Government Code Section 551.** – The Board went into open session at 11:26 a.m. No action was taken during Executive Session.
16. **Chief Appraiser Report**
- **Financial Auditor Update** – Mr. Cenci reported that we signed an agreement in March 2024. There are no issues with doing the 2024 fiscal audit. The auditor sent us a checklist and we need to go through it and get them the items mentioned. The Board took notice.



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- **ARB Applicants** – Mr. Cenci mentioned that there were three members that are wanting to get reappointed to their positions. More than likely, they will be coming back. The Board took notice.
- **P & A Industrial Inspections** – Mr. Cenci mentioned that he was not able to attend the Industrial Inspections. He is one of the few Chief Appraisers that go on the inspections. The Board took notice.
- **2024 & 2025 PVS** – Mr. Cenci mentioned that in 2024 we were a non-PVS county. They do not visit us in even numbered years. They do give us an opportunity to submit any corrections or changes that will affect the school district. We had a couple of changes in 2024. There is a \$46 M account that did not transfer over. It is going to affect the M&O budget for Sinton ISD. It is still being investigated. It was a computer glitch during the conversion process that is done, and the account did not transfer over like it should from 2023 to 2024. On P&A's list, it does not show on their sheet. Mr. Cenci has placed a call to Harris Govern asking about the conversion file. The account disappeared from one year to another. Mr. Curly asked if the P&A software is antiquated. Mr. Cenci said, yes. They are not up to date on technology. Dr. Matula said she is concerned regarding this situation with P&A's involvement and not catching this account. Mr. Cenci mentioned that he is speaking with Sinton ISD's accountant. The Board took notice.
- **Renditions** – Mr. Cenci mentioned that renditions will be sent out this month. The Board took notice.
- **Public Investment** – Mr. Cenci mentioned that Marcy has taken the training on that and that maybe the new Board member, Michelle Koesema, may need to take the training.
- **End of year Processing** – Mr. Cenci mentioned that end of year processing has started regarding posting the public notice (comprehensive press release), homestead mailouts, abatement and exemptions for their annual applications, doing homestead audits.

17. **Discussion of New Business for Next Month's Agenda** – Financial Report, Bank signature cards
18. **Set the date and time for the next meeting.** – February 11, 2025
19. **Adjourn** – The meeting adjourned at 12:24 p.m.


Chair

2/11/25
Date


Secretary

2/11/25
Date