



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 BOD Regular Meeting August 12, 2025

Meeting was called to order by Mr. John Curless at 9:40 a.m.

Item #1. Roll Call: Dr. Anne Matula, Ms. Marcy Thormaehlen, Mr. Bill Wilson, Mr. John Curlee, and Ms. Michelle Koesema were present

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

Item #2. Public Comments - None

Item #3. Discussion and/or Action regarding the Approval of Minutes for July 1, 2025, Special Meeting – Dr. Anne Matula made a motion to approve the minutes as presented, seconded by Mr. Bill Wilson. All were in favor of the motion. The motion passed unanimously.

Item #4. Discussion and/or Action regarding the Approval of Minutes for July 8, 2025, Regular Board Meeting – Ms. Marcy Thormaehlen made a motion to approve the minutes as presented, seconded by Ms. Michelle Koesema. All were in favor. The motion passed unanimously.

Item #5. Discussion and/or Action regarding the Approval of Minutes for July 22, 2025, Special Meeting – Mr. Bill Wilson made a motion to approve the minutes as presented, seconded by Dr. Anne Matula. All were in favor. The motion passed unanimously.

Item #6. Discussion and/or Action Regarding Appraisal District Survey Cards – The Board took notice.

Item #7. Presentation and Discussion regarding Changes Made Under 25.25b (Tax Code 25.25(b)) – Mr. Robert Cenci mentioned that this item is presented quarterly. There were no changes to report.

Item #8. Unfinished Business –

- a) **Discussion and/or action regarding the establishment of a written annual procedure to properly execute movement of funds Pursuant to GAAP and GASB standards. (Handout) –** This item will be presented at the next regular BOD meeting to allow the Board to review the documents.

Item #9. New Business –

- a) **Discussion and/or Action on Matters discussed in the PUBLIC HEARING Pertaining to the Approval of the 2026 Proposed SPCAD Budget –** Mr. Bill Wilson made a motion to approve the 2026 SPCAD Budget as presented, seconded by Ms. Marcy Thormaehlen.



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Minutes of the San Patricio County Appraisal District (cont.)

Voice Vote was taken:

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

Motion passed unanimously – 5-0

Item #10. Financial Report

- a) **Review of Statement of Net Position** – Mr. Robert Cenci went over the Statement of Net Position report. He mentioned that he is questioning the depreciation amount with the auditor. He will let the Board know what he finds out. The Board took notice.
- b) **Review of Statement of Net Position by Fund** – Mr. Robert Cenci went over the report. The Board took notice.
- c) **Review of Budget vs. Actuals** – Mr. Robert Cenci went over the report, and the Board took notice.
- d) **Review of A/P Aging Summary** – Mr. Robert Cenci went over the report, there were no questions from the Board. The Board took notice.
- e) **Review of Expenses by Vendor Summary** – Mr. Cenci went over the report. Mr. Curlee asked if there were any unusual amounts. Mr. Cenci replied that there were no unusual amounts. The Board took notice.
- f) **Review of 90 Degree P & L** – Mr. Cenci mentioned that there were no unusual activities. The Board took notice.
- g) **Monthly Bank Investment Report** – Mr. Cenci mentioned that all was normal. No unusual activities. The Board took notice.

The Board took a recess at 10:16 a.m. and went into the Executive Session at 10:17 a.m.

Item #11. Move into Executive Session pursuant to the Texas Government Code Section 551.

- a) **Pursuant to Texas Government Code Section 551.071, consult with the district's attorney regarding all matters authorized under this section of the Texas Open Meetings 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. Matt Setliff, Cheryl Ermis, Ronnie Setliff, Et Al
 - 2. Gunvor USA, LLC
 - 3. Vitol Inc.- Crude Inventory
 - 4. Marathon Petroleum, LP-Crude Inventory
 - 5. EOG Resources Marketing, LLC-Crude Inventory
 - 6. Devon Gas/Glencore LTD



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Minutes of the San Patricio County Appraisal District (cont.)

7. Houston Pipeline Co.
8. Papalote Creek I LLC
9. Papalote Creek II LLC
10. BP North America – Crude Inventory
11. ComCapp Pavilions LLC
12. Contigo Apartments LLC

- b) Pursuant to Texas Government Code Section 551.074, discuss all matters authorized under this section of the Texas Open Meetings Act, including but not limited to deliberating the appointment, employment, evaluation reassignment of duties as follows:
- Office Personnel

Item #12. Consideration and/or action regarding any matter deliberated in the executive session provided by Texas Government Code Section 551.

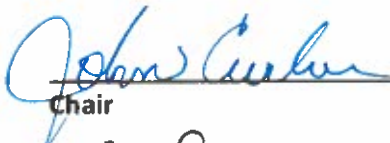
The Board went into open session at 12:33 p.m. Action and discussion of financial terms regarding Mr. Robert Cenci working on an interim, part-time basis. Financial terms were discussed and they will have it in writing to be accepted by Mr. Cenci.

Item #13. Chief Appraiser Report

- **2025 Certification** – Mr. Cenci mentioned that we had a double certification. District met the deadline and certified on time. The Board took notice.
- **2025 Property Value Study** – Mr. Cenci mentioned that we are in a Property Value Study this year. The Values were sent to the Comptroller. The market has been relatively calm and will be okay this year. The Board took notice.
- **2025 TAAO Conference** – Mr. Cenci mentioned that Frances will be the only person going to the conference. She will leave on Friday and will return on Thursday, the following week.

Item #14. Discussion and/or action regarding Items to be discussed at the next regular BOD meeting on September 9, 2025. The Board agreed that September 9, 2025, will be okay for the meeting. Mr. John Curlee mentioned that the meeting agenda needs to be posted on Wednesdays now.

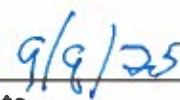
Item #15. Adjourn – Mr. John Curlee adjourned the meeting at 12:43 p.m.



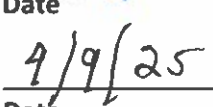
Chair



Secretary



Date



Date