



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 Notice of Regular Meeting September 9, 2025

Meeting was called to order by – Mr. John Curlee at 8:30 a.m. Mr. Curlee mentioned that the attorneys requested to be the first of the items on the agenda.

Item #1 Invocation was delivered by – Mr. Robert Cenci

Item #2 Pledge of Allegiance was led by – Mr. John Curlee

Item #3 Texas Pledge was led by – Mr. John Curlee

Item #4 Roll Call: Marcela Thormaehlen, Dr. Anne Matula, John Curlee, Bill Wilson, and Michelle Koesema was in attendance.

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

Item #5 Introduction of New Staff – Mr. Robert Cenci introduced Gracie Gonzalez, Financial Assistant who started on September 2, 2025. The Board took notice and welcomed her.

Item #6 Public Comments – Matthew Setliff expressed his concerns regarding his case to the Board. The Board took notice.

Item #7 Discussion and/or Action regarding the Approval of Minutes for August 12, 2025, Public Hearing for 2026 Proposed Budget – Dr. Anne Matula made a motion to approve the minutes for August 12, 2025, Public Hearing for 2026 Proposed Budget as presented and Ms. Marcy Thormaehlen seconded the motion. Mr. Curlee asked if any questions or discussion. All in favor say Aye. All said aye. Motion passed 5-0.

Item #8 Discussion and/or Action regarding the Approval of Minutes for August 12, 2025, Regular Board Meeting – Bill Wilson made a motion to approve the minutes for August 12, 2025, Regular Meeting as presented and Ms. Michelle Koesema seconded the motion. Mr. Curlee asked if any questions or discussion. All in favor say Aye. All said aye. Motion passed 5-0.

Item #9 Discussion and/or Action regarding the Approval of Minutes for August 29, 2025, Special Board Meeting – Ms. Marcy Thormaehlen made a motion to approve the minutes for August 29, 2025, Special Board Meeting as presented, and Dr. Anne Matula seconded the motion. Mr. Curlee asked if any questions or discussion. All in favor say Aye. All said aye. Motion passed 5-0.



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

Item #10 Discussion and/or Action Regarding Appraisal District Survey Cards – The Board took notice.

The Board recessed the open session at 8:42 a.m. and will go right into Executive Session with the attorneys due to a time conflict and is in Executive Session at 8:45 a.m.

The Board ended Executive Session and returned to open session at 8:53 a.m. The Executive Session ended due to not being able to contact our attorney by phone. No action taken during the Executive session.

Item #11 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)** – Mr. Cenci mentioned that he wanted to give the Board time to review the handouts given at the last regular meeting and the documents are still a work in progress. Mr. Cenci wanted to get feedback from the Board and was still working on the documents to make the procedures clear. Mr. John Curlee suggested this item be tabled for the next regular BOD meeting.

The Board recessed at 9:56 a.m. and went into the Executive Session.

The Board recessed at 9:56 a.m. and reconvened immediately in the Executive session at 9:56 a.m.

Executive session concluded at 10:17 a.m. and went into open session. No action taken during the Executive session.

Item #12 New Business – None

Item #13 Financial Report

- a) **Review of Statement of Net Position** – Mr. Robert Cenci went over the Statement of Net Position. He focused on balances on Budget vs. Actual. He mentioned that as we get towards the end of the quarter, we look at Legal and Salaries. We look at the financial cost to see where we stand. Mr. Cenci went over several budget codes percentages. The Board took notice.
- b) **Review of Statement of Net Position by Fund** – Mr. Cenci went over items in the reports. The Board took notice.
- c) **Review of Budget vs. Actuals** – Mr. Robert Cenci went over the codes that were over budget and let the Board know the reason they went over budget. Mr. Cenci will bring an explanation of Budget code 6048 & 6049 and produce a schedule of depreciated items for the next meeting. Also, separate the Chief Appraiser pay from the Interim Chief pay. The Board took notice.
- d) **Review of A/P Aging Summary** – Mr. Cenci went over several items on the report. The Board took notice.
- e) **Review of Expenses by Vendor Summary** – Mr. Cenci went over this report. 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 there were no unusual activities. The Board took notice.



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Item #14 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.
 - a) Matt Setliff, Cheryl Ermis, Ronnie Setliff, Et Al
 - b) Gunvor USA, LLC
 - c) Vitol Inc.- Crude Inventory
 - d) Marathon Petroleum, LP-Crude Inventory
 - e) EOG Resources Marketing, LLC-Crude Inventory
 - f) Devon Gas/Glencore LTD
 - g) Houston Pipeline Co.
 - h) Papalote Creek I LLC
 - i) Papalote Creek II LLC
 - j) BP North America – Crude Inventory
 - k) ComCapp Pavilions LLC
 - l) 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 # 15 Consideration and/or action regarding any matter deliberated in the executive session provided by Texas Government Code Section 551.

The Board reconvened and went into open session at 11:28 a.m. No action taken during the Executive session. Mr. John Curlee mentioned that they decided to have a Special BOD meeting on September 16, 2025, at 8:30 a.m. and asked to get the agenda ready to be filed timely for that meeting to occur. (Go to item #17)

Item #16 Chief Appraiser Report

- **Tax Rate Communication with Entities** – Mr. Cenci mentioned that the taxing entities have their deadlines to set the Tax Rates. He also mentioned that cities' deadlines are Sept. 30th and School District deadline to set tax rates are Sept. 30th.



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- **Board of Directors Election** – Mr. Robert Cenci mentioned that we are to send out the voter entitlement estimates to entities by October 1, 2025, and then get nominations from the entities which are due October 15, 2025. Mr. Cenci also mentioned that we need to recruit 3 members into the Ag Board Committee.
- **(Interim) Chief Appraiser Schedule** – Mr. Cenci mentioned that the schedule is working for him. He comes on Tuesday and Wednesday of every week while on contract.

The Board recessed at 10:22 a.m. and went into the Executive Session at 10:28 a.m. (Go to item #15)

Item #17 Discussion and/or action regarding Items to be discussed at the next regular BOD meeting on October 14, 2025. – The Board members agreed that October 14, 2025, works for them for the next monthly Regular BOD meeting.

Item 18 Adjourn – Mr. John Curlee adjourned the meeting at 11:59 a.m.


Chair


Date


Secretary


Date