



# **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 March 10, 2026**

Meeting was called to order by - Mr. Bill Wilson at 8:31 a.m.

Item #1 Invocation was led by - Jordan Light

Item #2 Pledge of Allegiance was led by - Bill Wilson

Item #3 Texas Pledge was led by - Bill Wilson

Item #4 Roll Call – Marcy Thormaehlen, Dr. Anne Matula, and Bill Wilson were present.  
Terry Stansberry and Mark Roach were absent. There was a quorum.

Also present: Jordan Light, Chief Appraiser, Benjamin Ramon, Deputy Chief Appraiser, and Sylvia Yglesias, Recording Secretary

Item #5 Public Comments – There were no comments.

Item #6 Discussion and/or Action regarding the Approval of Minutes for February 10, 2026, Regular Board Meeting. Dr. Anne Matula made a motion to approve the minutes as presented. Marcy Thormaehlen seconded the motion. Mr. Wilson asked if there were any questions. There were no questions. He asked if all in favor, say Aye. All said Aye. No one opposed the motion. Motion passed 3-0.

Item #7 Discussion and/or Action regarding the Approval of Minutes for February 27, 2026, Legislative Initiative Workshop – This meeting date was moved to March 5, 2026.

Item #8 Discussion Regarding Appraisal District Survey Cards – The Board took notice.

Item #9 Unfinished Business –

- a) Discussion and/or action regarding SPCAD Employee Handbook – Mr. Light mentioned that this was still a work in progress. He is looking at other CADs and other businesses including the County Tax Office handbook to seek the best information to create/update our handbook. Mr. Bill Wilson and Dr. Anne Matula mentioned that it needs to be clear when it comes to behavior in the office setting, compensation, and leave. No action taken. This will be discussed at next month's meeting.



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### **San Patricio County Appraisal District Notice of Regular Meeting (cont.)**

#### **Item #10 New Business –**

- a) **Discussion and/or Action RFP for Auditor** – Mr. Jordan Light mentioned that the RFP will state that we will get an engagement letter prior to the time we do our budget in June. They will be GASB and GAAP compliant. In the document there will be disclaimers. The auditors will submit their proposal by June 1<sup>st</sup>. This request for audit bids will go out on April 1<sup>st</sup>. We will get the proposal by June 1<sup>st</sup> so that we know the cost for budget purposes. Mr. Bill Wilson asked if we are also to get references or prior work experience. Mr. Light said it is in the RFP along with references. Dr. Matula asked if there will be suggestions on procedures if needed by the auditor. Mr. Wilson suggested that it should be noted in the RFP. He also asked if we are required to advertise. Mr. Light said that we will post it on our website.
- b) **Discussion and/or Action Regarding adding Benjamin Ramon, Deputy Chief, to the Bank Account and Credit Card Account** – Dr. Anne Matula made a motion to add Benjamin Ramon to Prosperity Bank account and Prosperity Credit Card account. Marcy Thormaehlen seconded the motion. Mr. Wilson asked any questions. There were no questions. He asked all in favor, say Aye. All said Aye. None opposed. Motion passed 3-0.

#### **Item # 11 - Financial Report**

- a. **Review of Statement of Net Position** – Mr. Jordan Light presented some highlights. The Board took notice.
- b. **Review of Budget vs. Actuals** – Mr. Light mentioned that there are two entities that paid in full for the year. He also mentioned that our manpower requirement is going to slightly decrease. We are going to utilize time and manpower by using technology to our advantage. We are going to leverage technology by using iPads, etc. There was a slight increase due to BIS. The Board took notice.
- c. **Review of Expenses by Vendor Summary** – Mr. Light said that there were no outstanding amounts.
- d. **Review of 90 Degree P&L** – The Board took notice.

The Board recessed at 9:14 a.m. and went into Executive Session at 9:15 a.m.

#### **Item # 12 - Move into Executive Session pursuant to the Texas Government Code Section 551.**

- a) **Texas Government Code Section 551.074 to discuss all-purpose authorization 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**
- b) **Texas Government Code Section 551.071. Consultation 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.**



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### **San Patricio County Appraisal District Notice of Regular Meeting (cont.)**

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. Houston Pipeline Co.
7. Papalote Creek I LLC
8. Papalote Creek II LLC
9. ComCapp Pavilions LLC
10. Contigo Apartments LLC
11. Karankawa Wind Project LLC

**Item # 13 - Consideration and/or action regarding any matter deliberated in the executive session provided by Texas Government Code Section 551.** – The Board came out of Executive Session and back into open session at 11:38 a.m. There were no actions taken during Executive Session.

#### **Item # 14 - Chief Appraiser Report**

- **MAP Status Update** – Mr. Light went over the MAP outcome. He explained the process. He also went over the items that were of concern and mentioned that we have time to correct any items that were missed. The Board took notice.
- **ARB Auxiliary Member Opening** – Mr. Jordan Light said that there was an auxiliary member opening. Dianne Garcia from Taft will take that position. Mr. Harold Johnson became a full time member due to Mr. John Panek’s expired term.
- **Deputy Chief Appraiser Update** – Mr. Jordan Light mentioned that Mr. Benjamin Ramon is the Deputy Chief Appraiser. The Board took notice.
- **2025 Audit Status Update** – Mr. Light mentioned that Lovvorn & Kieschnick has merged its audit practice with GreenGrowth CPAs. The Board took notice.
- **2026 Certified Estimates** – Mr. Light said that these will go out mid-April 2026.
- **All Vehicle and Doors Decals** – Mr. Light mentioned that the vehicle and door decals need to be replaced. We are waiting for the sand blasting to get finished across the street before we get decals done.
- **Discussion and/or Action Regarding Translations** – Mr. Light mentioned that our board procedures require us to have a translation policy. We will use google translate to help us with this requirement. This has to do with public comment translation to the Board.
- **Finalized Organization Chart** – Mr. Light presented the organization chart. The Board took notice.



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### San Patricio County Appraisal District Notice of Regular Meeting (cont.)

**Item #15 Discussion of New Business for Next Month's Agenda** – RFP's, Employee Handbook, the Workshop Minutes for March 5, 2026, and a draft of Board procedures. Mr. Bill Wilson mentioned, relative to the Workshop, that there should be a conversation regarding the legislation. Kevin Kieschnick can do the first item. He also said that we may want to have a conversation with Ingleside ISD, GP ISD, and Taft ISD, and ask what the proper solution should be to address this problem. Mr. Wilson mentioned we can have a proper meeting with Adam Hinojosa's staff. We need to produce three or four versions of legislation to present to address the lawsuits. We need to get these on paper. Mr. Light mentioned that we may seek out the counties that have a large (30%) of value in Industrial, they may choose to join us in creating this legislation.

**Item #16 Set the date and time for the next meeting** – Mr. Bill Wilson said that the date for next meeting is scheduled for Tuesday, April 14, 2026.

**Item #17 Adjourn** – Mr. Bill Wilson adjourned the meeting at 12:45p.m.

*Bill T. Wilson*

Chairman

*4.14.2026*

Date

*Marufa B. Thormahlen*

Secretary

*4-14-26*

Date