



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, April 14, 2026

Meeting was called to order by Bill Wilson at 8:30 a.m.

Item #1 Invocation was given 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, Bill Wilson, Mark Roach, and Terry Stansberry were present.

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

Item #5 Introduction of New Staff Members – Mr. Jordan Light introduced Claudia Hurtado, Data Entry Clerk and Lillian Cadena, Commercial Appraiser. The Board welcomed them.

Item #6 Public Comments – There were no public comments.

Item #7 Discussion and/or Action regarding the Approval of Minutes for March 5, 2026, Legislative Initiative Workshop – Dr. Anne Matula made a motion to approve the Minutes for the Legislative Initiative Workshop on March 5, 2026, as presented. Mark Roach 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 unanimously. 5-0

Item #8 Discussion and/or Action regarding the Approval of Minutes for March 10, 2026, Regular Board Meeting – Marcy Thormaehlen made a motion to approve the Minutes of the March 10, 2026, Regular Board Meeting as presented. Mr. Mark Roach seconded the motion. Mr. Bill Wilson asked for a voice vote.

Voice Vote:

Marcy Thormaehlen – For the motion

Dr. Anne Matula – For the motion

Bill Wilson – For the motion

Mark Roach – For the motion

Terry Stansberry – For the motion

Motion passed 5-0.



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

Item #9 Discussion Regarding Appraisal District Survey Cards – The Board expressed how happy they are that the district is receiving consistent positive comments and want to be sure that the staff members know how much the Board appreciates their hard work and professionalism. The Board took notice.

Item #10 Receive Changes Made Under 25.25b – Mr. Light explained what 25.25b involves. He presented the sheets that had the accounts whose circumstances pertain to 25.25b. He explained the changes resulted in a decrease or no change in tax liability and are reported in compliance with the statutory requirements.

Item #11 Unfinished Business –

- a) **Discussion and/or action regarding SPCAD Employee Handbook** – Mr. Light suggested that the Board review the employee handbook for about 2 weeks and that the Board send him recommendations and changes. He also mentioned that Team 1 and our CA review the handbook as well. Mr. Wilson suggested that Mr. Light ask that Higginbotham review the handbook once it reaches the final stage to be sure all areas are covered. This item is tabled for a future meeting.

- b) **Discussion and/or action regarding RFP for Auditor** – A draft of the RFP for Auditor was handed out and Mr. Light mentioned that he wanted the Board to go over it and make notes of changes or recommendations to the RFP handbook. Mr. Light mentioned that this document will be ready on June 1, 2026. Dr. Anne Matula made a motion to accept the RFP handbook with changes being made. Marcy Thormaehlen seconded the motion. The Board approved the RFP with revisions.

Voice Vote:

Marcy Thormaehlen – For the motion

Dr. Anne Matula – For the motion

Bill Wilson – For the motion

Mark Roach – For the motion

Terry Stansberry – For the motion

Motion passed 5-0.

- c) **iPad Discussion with Manny Araujo** – Mr. Jordan Light introduced Mr. Manny Araujo. Mr. Araujo went over the bid for four iPads for appraisers to make changes out in the field directly to the appraisal card. Changes will be made and saved actively while out on the field. Appraisers will be able to draw/sketch and make changes to the property while at that property. The upfront cost will be around \$75K and will be worth it because it will be saving manpower and the length of time to update accounts. This is a True Automation. The Board asked questions and Mr. Araujo answered their questions. The Board thought this was an excellent idea. Mr. Light will be bringing this item back to the table as an action item in the next meeting.



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Item #12 New Business –

- a. **Legislative Initiative Update Group Volunteers** – Mr. Light said that the volunteer list was good, and the first meeting for Committee #1, Kevin Kieschnick Legislative push on SB 1051/HB 3093 rewrite is scheduled for Thursday, April 23, 2026, at 1:30 pm. The meetings for Committee #2 and #3 are TBA. He said he will let the Board know when the meetings are scheduled so that if they want to participate, they will be able to do so.
- b. **Board of Directors Handbook** – Mr. Jordan Light handed out the Board of Directors Policy Handbook. He mentioned that it was a draft. He asked the Board of Directors to make edits and changes and send those edits and changes to him via email so that he can make the changes and present the handbook as an action item at the next meeting.

Item #13 Financial Report

- a- **Review of Statement of Net Position** – Mr. Light went over the Statement of Net Position balances.
- b- **Updated 2026 Budget Adjustments** – Mr. Light went over the 2026 Budget Adjustments and explained the adjustments to the Board. The board took notice.
- c- **Review of Budget vs. Actuals** – Mr. Light mentioned that there were no unusual amounts. We have spent 23.40% of our 2026 budget as of the end of March 2026. The Board took notice.
- d- **Review of Expenses by Vendor Summary** – Mr. Light mentioned that there were no unusual expenses. The Board took notice.
- e- **Review of 90 Degree P&L** – Mr. Light mentioned that the stop loss covers any overages on the expenditures for any expenses that go over the amount in the balance.
- f- **Quarterly Public Funds Investment Report** – Mr. Light went over the report. The Board took notice.

The Board went into recess at 11:11 a.m. and went into the Executive session at 11:16 a.m.

Item # 14 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. 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.**



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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 # 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 12:06 pm. No action was taken during the Executive Session.

Item #16 Chief Appraiser Report

- **AG Committee Annual Meeting** – Mr. Jordan Light mentioned that the Ag Committee meets at least once per year. The meeting will be held in the Spring, showing Fall calculations.
- **2026 Appraisal Notices** – Mr. Light mentioned that the Appraisal Notices will be going out soon. Batches will start going out May 1, 2026, and then be sent in about three other batches.
- **2026 Preliminary Values** – Mr. Light mentioned that the preliminary values will be sent out.
- **2027 Proposed Budget Timeline** – Mr. Light said that the 2027 Proposed budget should be ready by June 15, 2026.
- **2025 Audit Update** – Mr. Light said that the 2025 Audit is underway. They have started asking for documentation.
- **April Newspaper Articles** – Mr. Light mentioned that the article regarding “Understanding Non-Profit Tax Exemptions” was sent to the newspapers as well as placed on our website. He is trying to get the public to apply for exemptions that are available. The Board took notice and was pleased to hear that we are making public announcements to help taxpayers.

Item #16 Discus New Business for Next Month’s Agenda -

Item#17 Set the date and time for the next meeting – The next meeting is scheduled for May 12, 2026.

Item #18 Adjourn – Mr. Bill Wilson adjourned the meeting at 12:28 p.m.

Bill T. Wilson

Chairman

5-12-2026

Date

Marcela D. Thormahlen

Secretary

5-12-2026

Date