MINUTES

OF THE

SAN PATRICIO COUNTY APPRAISAL DISTRICT

REGULAR MEETING OF THE BOARD OF DIRECTORS

JANUARY 21, 2020

Meeting called to order by Mr. John Curlee at 8:30 am.

Item #1. Invocation was delivered by Mr. Robert Cenci, Chief Appraiser.

Item #2. Pledge of Allegiance Led by Mr. John Curlee, Chairman.

Item #3. Texas Pledge Led by Mr. John Curlee

Item #4. Roll Call: Mr. John Curlee, Ms. Billie Joe Tennill, Dr. Anne Matula, and Mr. Bill Wilson.

Absent: Ms. Dalia Sanchez

Also, in attendance; Mr. Robert Cenci - Chief Appraiser, Shirley Madej – Assistant Chief Appraiser, Melinda Garza – HR and Financial Coordinator and Ms. Julie Overstreet - Recording Secretary.

Item #5. Execution of Statement of Officers: Board members read and signed the statement.

Item #6. Swear in Board Members: Administered by Julie Overstreet, recording secretary.

Item #7. Election of Officers: Dr. Matula moved to elect by acclamation the following officers: John Curlee as Chairman, Bill Wilson as Vice Chairman and Billie Joe Tennill as Secretary, motion was seconded by Mr. Wilson. Voice vote taken; Dr. Matula, for the motion, Ms. Tennill, for the motion, Mr. Curlee for the motion and Mr. Wilson, for the motion. Motion passed unanimously.

Item #8. Public Comments: none

Item #9. Approval of the Minutes of the December 17, 2019 Board of Directors Regular Meeting: Ms. Tennill moved to approve, seconded by Dr. Matula, motion passed unanimously.

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

Item #11. Discussion and/or Action Regarding Auditor/Auditing Firm: Michael Kieschnick with Lovvorn & Kieschnick explain the time action calendar. He will be stopping by as information from our office is ready for them. They will get started after April 15th and have the report ready by the end of May. They use a very straight forward approach, work with our staff, do some planning, do preliminary work, come on site for a day or so, get the report finished with the staff and have it ready for presentation to the board. They expect things to go smooth. Mr. Cenci ask that he touch on the history of his firm's workings with SPCAD and address the issues that came up at that time. Mr. Kieschnick stated that they had just come off working with Ms. Vermillion for quite some time and there was a bit of a transition time working with the new staff, with the new chief appraiser, things had gotten behind. Their

understanding was that there had been reassignment of duties and were short staffed therefore progress was not made timely with the audit. The firm thought everyone was on board but found out, that was not the case. The report was slow coming to the board. Mr. Cenci stated that perhaps it was a lack of communication on some level because the staff was not producing the information for them therefore the firm figured everyone (BOD) was on board. Mr. Cenci assured both the BOD and the firm that they will be producing the information for them in a timely manner. Mr. Kieschnick went over the new terminology with the board.

The SPCAD Board recessed from open session and for a break at 9:05 and will return to Executive session.

Item #12. Consideration and/or Action regarding any matter that may take place in executive session as provided by Texas Government Code Section 551.

Item #13. Executive Session:

a). 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, to include pending and contemplated litigation; or a settlement offer; or on a matter in which the duty of the District under the Texas Disciplinary Rules of Professional Conduct clearly conflict with the open's meeting act.

- **Pending Lawsuits (See Attached Document)**

Item #14. Return to Open Session at 11:38

Item #15. Discussion and/or Action on Matters Discussed in Executive Session: no action taken.

Item #16. Financial Report.

a. **Review of Balance Sheet**: Chief Appraiser reported; the agency fund should be wrapped up soon. The balance is $55,845.00. School taxes were double paid.
b. **Accounts Payable**: Mr. Cenci reported that the fuel man is working out well.
c. **Review of P&L:** Mr. Cenci reported that all payments are in from everybody, possible surplus to discuss.
d. **Monthly Bank Investment Report:** The was Board satisfied.
e. **Review of Entrust P&L:** The Board was satisfied.

Item #17. Unfinished Business.

a. **Discussion and/or Action Regarding San Patricio County Tax Collector's Office to Complete planned Software Conversion:** Mr. Cenci did not have anything new to report.

Item #18. New Business.

a. **Discussion and/or Action Regarding Increasing the Committed Litigation Fund**: Mr. Cenci, suggested, if necessary, budgeting for an increase next year, as a line item. Per Mr. Curlee, keep this as an item on the agenda.

b. **Discussion and/or Action Regarding Active:** P&A is on a four-year contract. The board requested adding a column or two for effective and expiration dates to reports.

Item #19. Chief Appraiser Report.

a. **Status of Vehicle Delivery**: Mr. Cenci reported that the truck was delivered.
b. **2020 Rendition Status**: Mr. Cenci explained that the mail out for renditions will take place in 2-week, standard timing, deadline changed back to May 15, 2020.
c. **Annual Chief Appraiser Evaluation:** Mr. Cenci stated that he will check when it was executed, generate the paperwork and forward to members.

Item #20. New Business.

Committed Fund.

Contract – expert appraisal

Item #21. Set date and time for next meeting: February 18, 2020 at 8:30 am.

Item #22. Adjourn: 12:18 pm

John Cenci
Chairman

2-18-2020
Date

Billie Jo Zemitzsch
Secretary

2-18-2020
Date