



MINUTES
Of the
SAN JACINTO COUNTY APPRAISAL DISTRICT – Regular Meeting
BOARD OF DIRECTORS

DATE: January 15, 2019

PLACE: 99 Slade St, Coldspring, TX 77331

MEMBERS PRESENT: Chairman Susan Bailes, Vice-Chairman Richard Boudreaux, Secretary Steve Roberts and Tax Assessor Betty Davis.

OTHERS PRESENT: Deputy Chief Cindy McClure and 8 guests

Minutes:

- **Call meeting to order**
 - A. Chairman Susan Bailes called the meeting to order at 6:00 P.M.
- **Nominate** and vote for Chairman, Vice-Chairman and Secretary of the Board of Directors for 2019.
 - A. Director Steve Roberts made a motion to nominate Susan Bailes for Chairman, Richard Boudreaux for Vice Chairman and Jay Phillips for Secretary. Chairman Bailes stated that the nominations for Chairman and Vice-Chairman would be taken and asked for a second. Vice-Chairman Richard Boudreaux seconded the motion. Motion passed unanimously. Chairman Bailes then asked for a nomination for Secretary. Vice-Chairman Richard Boudreaux nominated Director Steve Roberts. Chairman Bailes seconded the motion. Motion passed unanimously.
- **Establish A Quorum**
 - A. Chairman Susan Bailes stated to let the record reflect a quorum was present with Director Jay Phillips and Director Jeff Washburn not in attendance.
- **Approve and Adopt an Agenda**
 - A. Vice-Chairman Richard Boudreaux made a motion to approve and adopt the agenda. Secretary Steve Roberts seconded the motion. Motion passed unanimously.
- **Public Comments**
 - None.
- **Board of Directors Comments**
 - None.
- **Request for Waiver**
 - A. Request for waiver for penalty incurred for delinquent 1st quarter 2019 payment for San Jacinto County by Judge Fritz Faulkner.
 - Judge Fritz Faulkner requested a waiver for the penalty incurred for the delinquent 1st quarter 2019 payment. Secretary Steve Roberts made a motion to waive the 1st quarter 2019 payment delinquency fee for San Jacinto County. Vice-Chairman Richard Boudreaux seconded the motion. Motion passed unanimously.
 - B. Request for waiver for Penalty incurred for delinquent 1st quarter 2019 payment for San Jacinto County ESD by Denise Lewis.
 - Secretary Steve Roberts made a motion to waive the 1st quarter 2019 payment delinquency fee for San Jacinto County ESD. Vice-Chairman Richard Boudreaux seconded the motion. Motion passed unanimously.



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- **Consent Agenda**

- Review and approve minutes from the October 09, 2018 regular meeting.
 - Vice-Chairman Richard Boudreaux made a motion to approve the minutes from the October 09, 2018 regular meeting. Secretary Steve Roberts seconded the motion. Motion passed unanimously.
- Review and approve the financial reports and budget transactions for October, November and December 2018.
 - Vice-Chairman Richard Boudreaux made a motion to approve the financial reports and budget transactions for October, November and December 2018. Secretary Steve Roberts seconded the motion. Motion passed unanimously.

- **Special Item**

- A. Review ARB applicants.
 - ARB applicants James Booth, Douglas Lawson, Sandra Nelson and R.W. Rush were in attendance. The Board of Directors asked each applicant a series of questions pertaining to Appraisal Review Board service.

- **Action Items**

- A. Approve Budget Amendment 2-2018 to retain surplus funds from 2018 budget.
 - The Board of Directors discussed the plans for the retained 2018 surplus funds and how they would be applied. Vice-Chairman Richard Boudreaux made a motion to approve Budget Amendment 02-2018. Secretary Steve Roberts seconded the motion. Motion passed unanimously.
- B. Approve 2019 Holiday Schedule.
 - Vice-Chairman Richard Boudreaux made a motion to approve the 2019 Holiday Schedule. Secretary Steve Roberts seconded the motion. Motion passed unanimously.
- C. Approve District Employees outside employment disclosures.
 - Vice-Chairman Richard Boudreaux made a motion to approve District employees outside employment disclosures. Secretary Steve Roberts seconded the motion. Motion passed unanimously.
- D. Appoint by resolution two new Appraisal Review Board members for the 2019-2020 term.
 - Secretary Steve Roberts made a motion to appoint by resolution Randy Rush and James Booth as the two new ARB members, and to also add Douglas Lawson as an alternate ARB member for the 2019-2020 term. Vice-Chairman Richard Boudreaux seconded the motion. Motion passed unanimously.
- E. Appoint Chairman, Vice-Chairman and Secretary of Appraisal Review Board.



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- Secretary Steve Roberts made a motion to appoint Sharon Daugherty as Chairman, Carrie Dailey as Vice-Chairman and RW Rush as Secretary. Vice-Chairman Richard Boudreaux seconded the motion. Motion passed unanimously.

F. Appoint Financial Auditor for 2018 Financial Audit.

- The Board of Directors opened and discussed the two quotes presented by potential auditors. Vice-Chairman Richard Boudreaux made a motion to appoint Axley & Rode, LLP as the auditor for the 2018 financial audit. Secretary Steve Roberts seconded the motion. Motion passed unanimously.

G. Re-appoint Ag Advisory Board members Joey Adams, S.L. Cowart and L.C. Hillhouse for the 2019-2020 tax years.

- Vice-Chairman Richard Boudreaux made a motion to re-appoint Ag Advisory Board members Joey Adams, S. L. Cowart and L.C. Hillhouse for the 2019-2020 tax years. Secretary Steve Roberts seconded the motion. Motion passed unanimously.

• **Discussion Items**

A. Chief Appraiser Report on the District:

- Deputy Chief McClure discussed the Interest and Investment balance report, and it was reviewed by all Board of Directors members. Deputy Chief McClure then discussed the 4th Quarter report on Property Tax Code Section 25.25. Deputy Chief McClure then presented the BOD with a request to open a new safe deposit box at People’s State Bank. The BOD asked that the matter be put on the next month’s agenda as an action item. Deputy Chief McClure then informed the BOD that Homestead reapplies were sent out to Region 3. Also, she informed the BOD that there were 5 arbitrations filed in 2018, 4 of them had been completed with one still pending.

B. Board of Directors to complete 2019 Conflict of Interest Disclosures.

- The Board of Directors that were in attendance completed their Conflict of Interest disclosures.

• **Adjourn**

A. Vice-Chairman Richard Boudreaux made a motion to adjourn. Secretary Steve Roberts seconded the motion. Motion passed unanimously.

B. Meeting adjourned at 7:42 P.M.

Chairman, Board of Directors

Date

Secretary, Board of Directors

Date