



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

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**DATE:** October 08, 2019

**PLACE:** 99 Slade St, Coldspring, TX 77331

**MEMBERS PRESENT:** Chairman Susan Bailes, Secretary Steve Roberts, Director Jay Phillips, Director Jeff Washburn and Tax Assessor Collector Betty Davis.

**OTHERS PRESENT:** Chief Appraiser Sherri Schell and 2 guests

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Minutes:

- **Call meeting to order**
  - Chairman Susan Bailes called the meeting to order at 6:00 P.M.
- **Establish A Quorum**
  - Chairman Susan Bailes stated to let the record reflect a quorum was present with Vice-Chairman Richard Boudreaux not in attendance.
- **Approve and Adopt an Agenda**
  - Director Jay Phillips 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.
- **Consent Agenda**
  - Review and approve minutes from the September 17, 2019 regular meeting.
    - Director Jeff Washburn made a motion to approve the minutes from the September 17, 2019 regular meeting. Director Jay Phillips seconded the motion. Motion passed unanimously.
  - Review and approve the financial reports and budget transactions for September 2019.
    - Director Jeff Washburn made a motion to approve the financial reports and budget transactions for September 2019. Director Jay Phillips seconded the motion. Motion passed unanimously.
- **Action Items**
  - A. Review and Approve Budget Amendment 01-2019.
    - Chief Schell outlined the specifics of the amendment. Secretary Steve Roberts made a motion to approve Budget Amendment 01-2019. Director Jay Phillips seconded the motion. Motion passed unanimously
  - B. Update and Approve Board Policy #131 concerning qualifications and appointment of ARB members.
    - Secretary Steve Roberts made a motion to approve Board Policy #131 concerning qualifications and appointment of ARB members. Director Jeff Washburn seconded the motion. Motion passed unanimously.
  - C. Take action of bid proposal for new building addition.



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- After discussion amongst BOD members with the Contractor who placed the bid, Secretary Steve Roberts made a motion to accept the bid with the modifications discussed in the meeting. Director Jeff Washburn seconded the motion. Motion passed unanimously.

- **Discussion Items**

- A. Chief Appraiser Report on the District:

- Chief Schell discussed the Interest and Investment balance report, and it was reviewed by all Board of Directors members. Chief Schell provided the BOD with the 3<sup>rd</sup> Quarter Report on Property Tax Code Section 25.25. She then announced that the December BOD meeting should be held 12/03/19 in order to approve bids for the District financial institution.

- **Adjourn**

- Director Jay Phillips made a motion to adjourn. Director Jeff Washburn seconded the motion. Motion passed unanimously. Meeting adjourned at 7:02 P.M.

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Chairman, Board of Directors

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Date

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Secretary, Board of Directors

\_\_\_\_\_  
Date