



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

DATE: December 03, 2019

PLACE: 99 Slade St, Coldspring, TX 77331

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

OTHERS PRESENT: Chief Appraiser Sherri Schell and 2 guests

Minutes:

- **Call meeting to order**
 - Chairman Susan Bailes called the meeting to order at 6:23 P.M.
- **Establish A Quorum**
 - Chairman Susan Bailes stated to let the record reflect a quorum was present with Director Jeff Washburn not in attendance.
- **Approve and Adopt an Agenda**
 - 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.
- **Consent Agenda**
 - Review and approve minutes from the October 08, 2019 regular meeting.
 - Vice-Chairman Richard Boudreaux made a motion to approve the minutes from the October 08, 2019 regular meeting. Secretary Steve Roberts seconded the motion. Motion passed unanimously.
 - Review and approve the financial reports and budget transactions for October and November 2019.
 - Vice-Chairman Richard Boudreaux made a motion to approve the financial reports and budget transactions for October and November 2019. Secretary Steve Roberts seconded the motion. Motion passed unanimously.
- **Action Items**
 - A. Approve 2020 Holiday Schedule.
 - Director Jay Phillips made a motion to approve the 2020 Holiday Schedule. Secretary Steve Roberts seconded the motion. Motion passed unanimously
 - B. Review and approve proposal for 2020-2021 financial institution.
 - There were two bids received, The Bank of San Jacinto County and Peoples State Bank. The BOD reviewed the two bids and ultimately decided to accept the bid from People’s State Bank. Vice-Chairman Richard Boudreaux made a motion to approve the People’s State Bank financial institution bid for the 2020-2021 period. Director Jay Phillips seconded the motion. Motion passed unanimously.
 - C. Appoint an auditor for 2019 financial audit.



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- Axley & Rode, LLP submitted a proposal to the BOD to perform the 2019 financial audit. After discussion, Vice-Chairman Richard Boudreaux made a motion to accept the proposal from Axley & Rode, LLP to perform the 2019 SJCAD financial audit. Secretary Steve Roberts 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 spoke to the Board of Directors about their time on the board and let them know the District’s appreciation for their service. Chairman Susan Bailes, Vice-Chairman Richard Boudreaux and Secretary Steve Roberts were presented with plaques for service. She then announced that the January BOD meeting would be held 01/14/19.

- **Executive Session**

- Chief Appraiser Evaluation
 - The BOD retired in executive session at 6:37 PM to discuss the Chief Appraiser’s evaluation.

- **Reconvene**

- The BOD reconvened in open session at 6:42 PM.

- **Open Session**

- Chairman Susan Bailes shared that Chief Appraiser Sherri Schell received a positive performance evaluation from the Board of Directors.

- **Adjourn**

- Secretary Steve Roberts made a motion to adjourn. Vice-Chairman Richard Boudreaux seconded the motion. Motion passed unanimously. Meeting adjourned at 6:43 P.M.

Chairman, Board of Directors

Date

Secretary, Board of Directors

Date