



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

DATE: May 14, 2019

PLACE: 99 Slade St, Coldspring, TX 77331

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

OTHERS PRESENT: Chief Appraiser Sherri Schell and 13 guests

Minutes:

- **Call meeting to order**
 - Chairman Susan Bailes called the meeting to order at 5:55 P.M.
- **Establish A Quorum**
 - Chairman Susan Bailes stated to let the record reflect a quorum was present with Director Jay Phillips not in attendance.
- **Approve and Adopt an Agenda**
 - Vice-Chairman Richard Boudreaux made a motion to approve and adopt the agenda. Director Jeff Washburn seconded the motion. Motion passed unanimously.
- **Public Comments**
 - None.
- **Board of Directors Comments**
 - None.
- **Special Item**
 - Presentation of Award to Ms. Vivian Briggs for 35 years of dedicated service to the San Jacinto County Appraisal District.
 - Board Chairman Susan Bailes presented 35-year service award to Ms. Vivian Briggs.
- **Consent Agenda**
 - Review and approve minutes from the April 09, 2019 regular meeting.
 - Secretary Steve Roberts made a motion to approve the minutes from the April 09, 2019 regular meeting. Vice-Chairman Richard Boudreaux seconded the motion. Motion passed unanimously.
 - Review and approve the financial reports and budget transactions for April 2019.
 - Secretary Steve Roberts made a motion to approve the financial reports and budget transactions for April 2019. Vice-Chairman Richard Boudreaux seconded the motion. Motion passed unanimously.
- **Action Items**
 - Approve and confirm by Resolution # 2019-003 the increase in the number of ARB members to seven, and update Board Policy # 131 to reflect this change.
 - Secretary Steve Roberts made a motion to approve and confirm by Resolution # 2019-003 the increase in the number of ARB members to seven, and to update Board Policy # 131 to reflect this change. Director Jeff Washburn seconded the motion. Motion passed unanimously.
 - Approve and confirm by resolution # 2019-004 new Board Policy #138 granting the Chief Appraiser the administrative authority to sign contracts for budgeted services approved by the Board of Directors.



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- Secretary Steve Roberts made a motion to approve and confirm by Resolution # 2019-004 new Board Policy # 138 granting the Chief Appraiser the administrative authority to sign contracts for budgeted services approved by the Board of Directors. Vice-Chairman Richard Boudreaux seconded the motion. Motion passed unanimously.
- Review and approve the update to Board Policy # 128, the Records Management Policy.
 - Vice-Chairman Richard Boudreaux made a motion to approve the update to Board Policy # 128, the Records Management Policy. 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 shared the 1st Quarter 2019 report on Property Tax Code 25.25. Chief Schell then discussed the proposed 2020 budget in depth with the Board of Directors. Chief Schell stated that the 2020 proposed budget would need to be sent out to the Entities before the Public Hearing on the budget could take place in June.
- **Adjourn**
 - Vice-Chairman Richard Boudreaux made a motion to adjourn. Director Jeff Washburn seconded the motion. Motion passed unanimously. Meeting adjourned at 8:23 P.M.

Chairman, Board of Directors

Date

Secretary, Board of Directors

Date