



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

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**DATE:** July 23, 2019

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

**MEMBERS PRESENT:** Chairman Susan Bailes, Secretary Steve Roberts, Director Jay Phillips 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 6:03 P.M.
- **Establish A Quorum**
  - Chairman Susan Bailes stated to let the record reflect a quorum was present with Director Jeff Washburn and Vice-Chairman Richard Boudreaux not in attendance.
- **Approve and Adopt an Agenda**
  - Secretary Steve Roberts made a motion to approve and adopt the agenda. Director Jay Phillips seconded the motion. Motion passed unanimously.
- **Public Comments**
  - None.
- **Board of Directors Comments**
  - None.
- **Consent Agenda**
  - Review and approve minutes from the June 25, 2019 regular meeting and the June 25, 2019 public hearing.
    - Director Jay Phillips made a motion to approve the minutes from the June 25, 2019 regular meeting and the June 25, 2019 public hearing. Secretary Steve Roberts seconded the motion. Motion passed unanimously.
  - Review and approve the financial reports and budget transactions for June 2019.
    - Director Jay Phillips made a motion to approve the financial reports and budget transactions for June 2019. Secretary Steve Roberts seconded the motion. Motion passed unanimously.
- **Action Items**
  - None
- **Discussion Items**
  - A. Discuss RFP prior to publishing in newspaper.
    - Made copies of the RFP and distributed them to Board Members. The Board reviewed and discussed the RFP, it was decided that the Board would meet next September 17<sup>th</sup> to open and review sealed bids.
  - B. Chief Appraiser Report on the District:



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- Chief Schell discussed the Interest and Investment balance report, and it was reviewed by all Board of Directors members. The 2<sup>nd</sup> Quarter report on Property Tax Code Section 25.25 was reviewed by the Board and signed by the Chairman and Secretary. Chief Schell provided the BOD with statistics from protest season. Chief Schell also informed the BOD that the District had certified our roll on 07/23/2019, and that entities would be receiving their copies in the mail the following day.

- **Executive Session** (if deemed necessary)
  - Executive Session was entered into at 6:05 P.M. to discuss the Chief Appraiser Salary.
- **Reconvene** in open session (If retired in executive session)
  - The Board reconvened at 7:03 P.M. to open session.
- **Open Session**
  - The Board of Directors came to an agreement concerning the Chief Appraiser’s salary. Secretary Steve Roberts made a motion to approve the change to the Chief Appraiser’s salary. Director Jay Phillips seconded the motion. Motion passed unanimously.
- **Adjourn**
  - Director Jay Phillips made a motion to adjourn. Secretary Steve Roberts seconded the motion. Motion passed unanimously. Meeting adjourned at 7:39 P.M.

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Chairman, Board of Directors

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Date

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Secretary, Board of Directors

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Date