



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

DATE: January 24, 2018

PLACE: 99 Slade St, Coldspring, TX 77331

MEMBERS PRESENT: Chairman Susan Bailes, Vice-Chairman Richard Boudreaux, Secretary Jeff Washburn, Director Jay Phillips and Director Steve Roberts.

OTHERS PRESENT: Sherri Schell and 1 guest

Minutes:

- **Oath of Office**
 - The newly elected / re-elected Board members; Susan Bailes, Richard Boudreaux, Steve Roberts, Jay Phillips and Jeff Washburn took their oaths at 6:37 PM.
- **Nominate and vote for Officers**
 - Director Steve Roberts made a motion to nominate Susan Bailes as the Chairman of the Board for the 2018-2019 term. Director Richard Boudreaux seconded this motion. Motion passed unanimously. Director Steve Roberts made a motion to nominate Richard Boudreaux as Vice-Chairman of the Board for the 2018-2019 term. Director Jay Phillips seconded the motion. Motion passed unanimously. Director Steve Roberts made a motion to nominate Jeff Washburn as the Secretary of the Board. Richard Boudreaux seconded the motion. Motion passed unanimously.
- **Call meeting to order**
 - Chairman Susan Bailes called the meeting to order at 6:41 P.M.
- **Establish A Quorum**
 - Chairman Susan Bailes stated to let the record reflect a quorum was present with Tax Assessor-Collector Dianne Griffiths not in attendance.
- **Approve and Adopt an Agenda**
 - Director 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 December 12 ,2017 regular meeting.



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

- Vice-Chairman Richard Boudreaux made a motion to approve the minutes from the December 12, 2017 regular meeting. Director Steve Roberts seconded the motion. Motion passed unanimously.
- Review and approve the financial reports and budget transactions for December 2017.
 - Director Steve Roberts made a motion to approve the financial reports and budget transactions for December 2017. Director Jay Phillips seconded the motion. Motion passed unanimously.
- **Action Items**
 - **A.** Approve 2018 Holiday schedule.
 - Director Jay Phillips made a motion to approve the 2018 Holiday schedule. Director Jeff Washburn seconded that motion. Motion passed unanimously.
 - **B.** Approve District employees outside employment disclosures.
 - Director Jay Phillips made a motion to approve the District employees outside employment disclosures. Vice-Chairman Richard Boudreaux seconded the motion. Motion passed unanimously.
 - **C.** Review and approve amendment to SJCAD Board Policy # 106.
 - Vice-Chairman Richard Boudreaux made a motion to approve the amendment to SJCAD Board Policy # 106. Director Steve Roberts seconded the motion. Motion passed unanimously.
 - **D.** Open, review and take action on depository bids for 2018-2019.
 - Depository bids were received from Peoples State Bank and The Bank of San Jacinto County. The BOD members discussed the bids. Director Jay Phillips made a motion to approve the depository bid received from Peoples State Bank. Vice-Chairman Richard Boudreaux seconded the motion. Motion passed unanimously.
 - **E.** Re-appoint Ag Adv. Board members D.P. Ward and Keith Andries for 2018-2019 term.
 - Vice-Chairman Richard Boudreaux made a motion to re-appoint D.P. Ward and Keith Andries. Director Jay Phillips seconded the motion. Motion passed unanimously.
 - **F.** Budget amendment to balance 2017 budget and encumber funds.
 - Director Steve Roberts made a motion to approve the budget amendment to balance the 2017 budget and to encumber funds. Vice-Chairman Richard Boudreaux seconded the motion. Motion passed unanimously. Both the Chairman and Secretary signed the budget amendment.

- **Discussion Items**



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

- **A.** Property Tax Code Section 25.25(b) changes.
 - Chief Sherri Schell presented the Property Tax Code Section 25.25(b) report with the Board of Directors.
 - **B.** Discussion on executive session policy matter.
 - The Board of Directors discussed updating the executive session policy. It was decided that Chief Schell would update the policy, then forward it to Director Steve Roberts for editing.
 - **C.** Chief Appraiser Report on the District: Chief Schell discussed the status of the Lexis Nexis Homestead Audit. The Board of Directors were pleased with the progress thus far. The interest and investment report was reviewed by all Board of Directors members
- **Adjourn**
 - The Board of Directors set the next BOD meeting for February 20, 2018 at 6:00 PM after discussion that led to the determination that the 3rd Tuesday of the month would be better than the 2nd. Secretary Jeff Washburn made a motion to adjourn. Vice-Chairman Richard Boudreaux seconded the motion. Motion passed unanimously.
 - Meeting adjourned at 7:34 P.M.

Chairman, Board of Directors

Date

Secretary, Board of Directors

Date