



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

DATE: April 10, 2018

PLACE: 99 Slade St, Coldspring, TX 77331

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

OTHERS PRESENT: Sherri Schell and 2 guests

Minutes:

- **Call meeting to order**
 - Chairman Susan Bailes called the meeting to order at 6:01 P.M.
- **Establish A Quorum**
 - Chairman Susan Bailes stated to let the record reflect a quorum was present with Interim Tax Assessor Dianne Griffiths not in attendance.
- **Approve and Adopt an Agenda**
 - Vice – Chairman Richard Boudreaux made a motion to approve and adopt the agenda. Secretary Jeff Washburn seconded the motion. Motion passed unanimously.
- **Public Comments**
 - None.
- **Board of Directors Comments**
 - Vice-Chairman Richard Boudreaux made comments about the BOD meeting dates.
- **Consent Agenda**
 - Review and approve minutes from the February 20, 2018 regular meeting.
 - Director Jay Phillips made a motion to approve the minutes from the February 20, 2018 regular meeting. Vice-Chairman Richard Boudreaux seconded the motion. Motion passed unanimously.
 - Review and approve the financial reports and budget transactions for February and March 2018.
 - Director Jay Phillips made a motion to approve the financial reports and budget transactions for February and March 2018. Vice-Chairman Richard Boudreaux seconded the motion. Motion passed unanimously.
- **Action Items**
 - **A.** Take action and confirm by resolution the appointment of new board members to the Appraisal Review Board for the 2018-2019 tax year term.
 - After discussion about the applicants Director Jay Phillips made a motion to appoint Paul Bass, Carrie Dailey and Sharon Daugherty to the Appraisal Review Board for the 2018-2019 tax year term, and also retain James Walker and Rick Harvey as alternates. Director Steve Roberts seconded that motion. Motion passed unanimously.
 - **B.** Select Chairman, Vice-Chairman & Secretary for ARB 2018-2019 tax year term.
 - Vice-Chairman Richard Boudreaux made a motion to appoint Sharon Daugherty as Chairman, Paul Bass as Vice-Chairman and Carrie Dailey as Secretary. Director Steve Roberts seconded the motion. Motion passed unanimously.



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- **C.** Review and approve Policy # 133, and the training providers for the Public Funds Investment Policy.
 - Director Steve Roberts made a motion to approve Policy # 133, and the training providers for the Public Funds Investment Policy. Vice-Chairman Richard Boudreaux 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 2018 report on Property Tax Code 25.25. She then updated the Board on the Homestead Audit, noting that it was complete and that the properties affected had now been supplemented and would be approved at the next ARB meeting. She stated that the re-appraisal plan would be rewritten to include a procedure to send Homestead reapplies by Region. Chief Schell also stated that the notices for real property would be going out the 13th. Chief Schell and the Board also discussed future building expansion and possible hiring of additional appraisers.

- **Executive Session**

- The Board did not retire to executive session, instead remained in regular session to discuss the Chief Appraiser review. Chairman Bailes stated that Chief Schell received a favorable review.

- **Adjourn**

- The Board of Directors set the next BOD meeting for May 09, 2018 at 6:00 PM. Vice-Chairman Richard Boudreaux made a motion to adjourn. Secretary Jeff Washburn seconded the motion. Motion passed unanimously.
 - Meeting adjourned at 7:26 P.M.

Chairman, Board of Directors

Date

Secretary, Board of Directors

Date