



MINUTES
Of the
SAN JACINTO COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS

DATE: January 12, 2016

PLACE: 99 Slade St, Coldspring, TX 77331

MEMBERS PRESENT: Chairman Susan Bailes, Director Ray McCoppin, Director Steve Roberts and Director Kelly Selmer.

OTHERS PRESENT: Kelly Foxworth, Sherri Eubanks-Schell and 12 guests

Minutes:

- I. **Call meeting to order**
 - Chairman Susan Bailes called the meeting to order at 6:02 P.M.
- II. **Oath of Office**
 - The newly elected Directors Ray McCoppin and Steve Roberts took their oaths. The previously retained Directors present Susan Bailes and Kelly Selmer also took their oaths.
- III. **Nominate**
 - The vote to choose the officers for the Board of Directors was tabled until the next meeting when the absent Directors could participate.
- IV. **Establish A Quorum**
 - Chairman Susan Bailes stated to let the record reflect a quorum was present with Secretary Kim Hoot and Director Richard Boudreaux absent.
- V. **Approve and Adopt an Agenda**
 - Director Steve Roberts made a motion to adopt and approve the agenda. Director Ray McCoppin seconded the motion. Motion passed unanimously.
- VI. **Public Comments**
 - Taxpayer Paul Bass, who submitted an application to join the SJCAD Appraisal Review Board, addressed the Board. He introduced himself and spoke of his qualifications to become an ARB member.
- VII. **Board of Directors Comments**
 - No Board of Directors comments.
- VIII. **Consent Agenda**
 - Review and approve minutes from the September 08, 2015 regular meeting.
 - The review and approval of the minutes of September 08, 2015 regular hearing was postponed until the next meeting.
 - Review and approve the financial reports and budget transactions for September, October, November and December 2015



MINUTES
Of the
SAN JACINTO COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS

- Director Ray McCoppin questioned why the Budget Performance Report did not show the total budgeted amount for each line item. Chairman Susan Bailes requested that we show that information for the next meeting
- Director Steve Roberts questioned the travel expenses for educational purposes. Chief Foxworth explained that the district attended conferences and classes for continuing education purposes to stay up to date with the Texas Department of Licensing and Regulation. Director Steve Roberts also questioned the meal expenses, which were also related to the conferences and classes taken by employees of SJCAD.
 - Director Ray McCoppin made a motion to approve financial reports and budget transactions for September, October, November and December 2015. Director Steve Roberts seconded the motion. Motion passed unanimously.

IX. Action Items

- Approve 2016 Holiday Schedule
 - Director Ray McCoppin made a motion to approve the 2016 Holiday Schedule. Director Steve Roberts seconded that motion. Motion passed unanimously.
- Reappoint Agriculture Advisory Board members DP Ward and Keith Andries for 2016-2017 tax years.
 - Chief Foxworth confirmed with Chairman Bailes that both DP Ward and Keith Andries are reappointments and willing to serve.
 - Director Steve Roberts questioned the application process for Ag Review Board members and if there were any more applicants. Chief Foxworth replied that there were no other applicants.
 - Director Ray McCoppin made a motion to reappoint DP Ward and Keith Andries for the 2016-2017 tax years. Director Steve Roberts seconded that motion. Motion passed unanimously.
- Take action and confirm by resolution the reappointment of Fay Earls, and two new board members to the Appraisal Review Board for the term of 2016-2017 tax years.
 - Deputy Chief Schell provided information to the BOD about Fay Earls past service and her eligibility to serve another term. Deputy Chief Schell also shared with the board that she thought Fay Earls would make a great board Chairman.
 - Director Steve Roberts asked which members would be leaving the ARB. Deputy Chief Schell replied that Sharon Daugherty would be leaving the ARB. Director Roberts asked how many positions would be open if Fay Earls was not reappointed. Deputy Chief Schell replied that 3 would be; 2 active member and an alternate. Director Steve Roberts questioned if Fay Earls was married to James F. Earls for the purpose of establishing if she was indeed a property owner in San Jacinto County. Deputy Chief Schell assured Director Roberts that Fay Earls was in fact a property owner and her name could be



MINUTES
Of the
SAN JACINTO COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS

found on the property deed. Deputy Chief Schell let the board know that she verifies such information.

- Director Ray McCoppin asked if it was imperative that they choose ARB members tonight. Deputy Chief Schell stated that it was in fact necessary so that the members could be registered to attend their training that began very soon, and that they also had an ARB meeting that they had to sit at soon also.
- For a lack of a motion to reappoint Fay Earls to the ARB this action failed.
- The other candidates Mr. Bass, Mr. White and Mr. Runnels were discussed. Tax Assessor Kelly Selmer indicated that she knew Mr. Bass and Mr. Runnels and either of them would make good candidates, Director Steve Roberts said he also knew Mr. Bass and Mr. Runnels and shared the same feelings about them as Tax Assessor Selmer. Director McCoppin shared that he had briefly met Mr. White and he formerly worked in banking.
 - Director Ray McCoppin made a motion to nominate Paul Bass for a position on the ARB for the 2016-2017 tax years. Director Steve Roberts seconded that motion. Motion passed unanimously.
 - Director Steve Roberts made a motion to nominate Fay Earls for a position on the ARB for the 2016-2017 tax years. Director Ray McCoppin seconded that motion. Motion passed unanimously.
 - Director Steve Roberts made a motion to nominate Wade Runnels for a position on the ARB for the 2016-2017 tax years. Director Ray MCCoppin seconded that motion. Motion passed unanimously.
- Select a Chairman, Vice-Chairman, and Secretary for the Appraisal Review Board 2016-2017 tax years.
 - Chairman Bailes asked who the ARB officers were for the 2014-2015 tax years, Deputy Chief stated that they were Chairman Sharon Daugherty, Vice-Chairman Melvin Scott and Secretary John Benestante. Chairman Bailes asked who Deputy Chief Schell and Chief Foxworth recommended for the new officers. They recommended Fay Earls for Chairman because of her past experience on the ARB.
 - Director Ray McCoppin made a motion to nominate Fay Earls as the Chairman of the ARB for the 2016-2017 tax years. Director Steve Roberts seconded that motion. Motion passed unanimously.
 - Director Steve Roberts made a motion to nominate Paul Bass as the Vice-Chairman of the ARB for the 2016-2017 tax years. Director Ray McCoppin seconded that motion. Motion passed unanimously.
 - Director Ray McCoppin made a motion to nominate John Benestante as the Secretary of the ARB for the tax years 2016-2017 tax years. Director Steve Roberts seconded that motion. Motion passed unanimously.



MINUTES
Of the
SAN JACINTO COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS

- Open and accept depository bid for the years 2016 and 2017.
 - Chairman Susan Bailes opened the only depository bid received, it was from People’s State Bank.
 - Director Steve Roberts made a motion to approve People’s State Bank as the depository for the years 2016 and 2017. Director Ray McCoppin seconded motion. Motion passed unanimously.
- Open and review the bids for contract mineral and industrial appraisal services.
 - Chairman opened a bid from Hugh Landrum & Associates and mentioned that they have served this district in the past. The board questioned what our budget was concerning mineral and industrial appraisal services. Chief Foxworth stated that it was \$30,000.00. Director Roberts asked if we should wait for the full board to be present or if it was imperative that we take action tonight. Deputy Chief Schell stated that the renditions needed to go out this month. The board decided that they should go ahead and take action now. Chairman Bailes then opened the next bid from Pritchard & Abbott, Inc., she remarked that their bid was for \$30,500.00. The next bid to be opened was for Capitol Appraisal Group.
 - Shannon Stry of Pritchard & Abbott, Inc. made a quick presentation to go along with the bid that was submitted, and answered questions for the board.

X. **Executive Session**

- The board went into executive session for discussion of bids for contract mineral and industrial appraisal services at 7:20 P.M.

XI. **Reconvene**

- The board returned to open session at 7:32 P.M.

XII. **Open Session**

- Discuss and take action on bids for contract mineral and industrial appraisal services.
 - Director Ray McCoppin made a motion to accept the bid for contract mineral and industrial services from Hugh Landrum & Associates. Director Steve Roberts seconded the motion. Motion passed unanimously.

XIII. **Discussion Items**

- Chief Appraiser Report on the District: Chief Kelly Foxworth stated that the PVS error report was sent to us, and that this will be the last one before they make their preliminary results known at the end of January. She also stated that our MAPS reviewer will be at the office February 1st, and that she is gathering the requested on site documents. Chief Foxworth stated that she had put a GIS link to the shapefiles of the County on the SJCAD website, and that we have already had 70-80 downloads, thus saving the district a lot of time spent on open records requests. She also let the board know that the BPP renditions had been mailed out. Chairman Bailes questioned



MINUTES
Of the
SAN JACINTO COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS

how our mapping project was coming along. Chief Foxworth said that it was about 88% completed and on schedule, and that the remaining portion was taking some research.

- Review of Taxpayer comments: The district received two positive reviews, one from Grant Schienbein and the other from an anonymous source.
- The next Board of Directors meeting was scheduled for February 9th at 6:00 P.M.

XIV. **Adjourn**

- Director Ray McCoppin made a motion to adjourn. Director Steve Roberts seconded the motion. Motion passed unanimously.
- Meeting adjourned at 7:41 P.M.

Chairman, Board of Directors

Date

Secretary, Board of Directors

Date