



MINUTES
Of the
SAN JACINTO COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS

DATE: July 07, 2016

PLACE: 99 Slade St, Coldspring, TX 77331

MEMBERS PRESENT: Chairman Susan Bailes, Secretary Ray McCoppin, Director Kim Hoot, Director Steve Roberts and Tax Assessor Collector Kelly Selmer.

OTHERS PRESENT: Sherri Eubanks-Schell and 7 guests

Minutes:

- I. **Call meeting to order**
 - Chairman Susan Bailes called the meeting to order at 6:00 P.M.
- II. **Establish A Quorum**
 - Chairman Susan Bailes stated to let the record reflect a quorum was present with Vice-Chairman Richard Boudreaux not in attendance.
- III. **Approve and Adopt an Agenda**
 - Director Kim Hoot made a motion to approve and adopt the agenda. Director Steve Roberts seconded the motion. Motion passed unanimously.
- IV. **Public Comments**
 - No taxpayer comments.
- V. **Board of Directors Comments**
 - No Board of Directors comments.
- VI. **Consent Agenda**
 - Review and approve minutes from the June 07, 2016 public hearing, June 07, 2016 regular meeting and June 27, 2016 emergency meeting.
 - Notation was made that the June 27, 2016 emergency meeting minutes needed to be changed to reflect the correct time to adjourn. Secretary Ray McCoppin made a motion to approve the minutes from the June 07, 2016 public hearing, the June 07, 2016 regular meeting and the June 27, 2016 emergency meeting. Director Kim Hoot seconded the motion. Motion passed unanimously.
 - Review and approve the financial reports and budget transactions for June 2016.
 - Director Kim Hoot made a motion to approve the financial reports and budget transactions for June 2016. Secretary Ray McCoppin seconded that motion. Motion passed unanimously.
- VII. **Action Items**



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- Review and Approve the 2017 proposed budget.
 - The Board of Directors thoroughly assessed the budget while receiving information from Deputy Chief Sherri Schell. The Board of Directors decided to approve and adopt the proposed 2017 budget, which included the removal of the line item for office machine lease through Documation. Director Steve Roberts made a motion to approve and adopt the 2017 proposed budget. Director Kim Hoot seconded the motion. Motion passed unanimously.
- Take action to remove Kelly Foxworth from the SJCAD bank accounts.
 - Discussion took place to remove Kelly Foxworth from the San Jacinto County Appraisal District bank accounts. Director Kim Hoot made a motion to remove former Chief Kelly Foxworth from the SJCAD bank accounts. Secretary Ray McCoppin seconded the motion. Motion passed unanimously.

VIII. Discussion Items

- Discuss the addition of a new signer for the SJCAD bank accounts to be confirmed by resolution at the next meeting.
 - Discussion took place about the current signers on the accounts. Director Steve Roberts suggested that the policy manual be updated to reflect that whomever the current Board Chairman is shall be listed as a signer on the SJCAD bank accounts. It was suggested then that Chairman Susan Bailes be added as a signer on the SJCAD bank accounts by resolution at the next Board of Directors meeting.
- Chief Appraiser Report on the District: Interim Chief Schell addressed a list of questions presented by Chairman Bailes. She explained to the Board of Directors how the appraiser's field checks are tracked. She then went on to inform the Board of the process utilized when appraisers encounter "No Trespassing" signs or locked gates. The next topic addressed was the tracking of "time off" taken by SJCAD employees. Interim Chief Schell showed the Board her own timesheet and explained the process of leave requests and time tracking. Interim Chief Schell then presented currently available Appraisal Review Board stats from the hearings. Interim Chief Schell then informed the Board that the 2016 values had been uploaded to the website per request by the Board at the last meeting. Chairman Bailes also questioned community education. Interim Chief Schell indicated that information was on our website and Facebook page and we would be making more information available. She also provided the Directors with a Board of Directors calendar that shows what is going on month to month at the District. Interim Chief Schell said that she would like to have a workshop with the title companies to help educate them, and possibly community workshops on how to complete Business Personal Property Renditions, Ag / Timber apps etc. Chairman Bailes final question was concerning the District being open at lunch. Interim Chief Schell indicated that being open during lunch was tried one time by another Chief and it was disastrous, she went on to say that there was not enough man power to cover the



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office being open during lunch. Chairman Bailes stated that this issue would be revisited at a future date. Interim Chief Schell also informed the Board that we do share our Imagery with the Sherriff’s Dept. and the school districts.

- Review of Taxpayer comments:
 - No taxpayer comments.

IX. Executive Session

- **Pursuant to Texas Government Code, Section: 551.074** – Personnel matters: to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee.
 - The Board of Directors entered into Executive Session at 8:00 P.M.

X. Reconvene

- The Board reconvened from executive session at 9:14 P.M.

XI. Open Session

- Chairman Bailes stated that during Executive Session they discussed the best way to move forward so as to make the best decision at the end of the 120 day period established for our Interim Chief. She indicated that there would be an external 360 audit performed by Allen McKinley. Director Steve Roberts made a motion to retain an external auditor to perform a 360 audit. Secretary Ray McCoppin seconded the motion. Motion passed unanimously.

XII. Adjourn

- The next Board of Directors meeting was scheduled for August 9th at 5:30 P.M. for the public hearing for the 2017 – 2018 Reappraisal Plan and 6:00 P.M. for the regular meeting.
- Director Kim Hoot made a motion to adjourn. Secretary Ray McCoppin seconded the motion. Motion passed unanimously.
- Meeting adjourned at 9:19 P.M.

 Chairman, Board of Directors

 Date

 Secretary, Board of Directors

 Date