



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

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**DATE:** September 13, 2016

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

**MEMBERS PRESENT:** Chairman Susan Bailes, Vice-Chairman Richard Boudreaux, Secretary Ray McCoppin and Director Steve Roberts.

**OTHERS PRESENT:** Sherri Eubanks-Schell and 2 guests

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**Minutes:**

- I. **Call meeting to order**
  - Chairman Susan Bailes called the meeting to order at 6:01 P.M.
- II. **Establish A Quorum**
  - Chairman Susan Bailes stated to let the record reflect a quorum was present with Director Kim Hoot and Tax Assessor-Collector Kelly Selmer not in attendance.
- III. **Approve and Adopt an Agenda**
  - Vice-Chairman Richard Boudreaux 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 August 09, 2016 public and regular meeting.
    - Director Steve Roberts made a motion to approve the minutes from the August 09, 2016 public and regular meeting. Secretary Ray McCoppin seconded the motion. Motion passed unanimously.
  - Review and approve the financial reports and budget transactions for August 2016.
    - Vice-Chairman Richard Boudreaux asked a question about the mileage line item. Director Steve Roberts made a motion to approve the financial reports and budget transactions for August 2016. Vice-Chairman Richard Boudreaux seconded that motion. Motion passed unanimously.
- VII. **Discussion Items**
  - Discussion on Board Policy Manual Revisions.
    - Director Steve Roberts presented revisions to the Board Policy Manual that he felt should be made. This included slight changes such as grammatical or punctuation errors, and the



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addition of three new policies. The Board thoroughly reviewed the Policy Manual and decided to make further revisions and review again at a later date.

- Review Taxpayer comments:
  - Customer Comment Cards were reviewed by BOD members.
- Chief Appraiser Report on the District: Chief Appraiser Sherri Schell reported that the District was currently seeking Appraisal Review Board members, Ag Advisory Board members and 2 new Field Appraisers. She then went on to inform the Board that she had a Public Relations Plan in place at their request, including a Women's Club presentation September 20<sup>th</sup>, and 2 informational public meetings in the month of October. Chief Schell then informed the Board that the conversion of the accounts to the new schedules was at about 58%.

**VIII. Action Items**

- Approve and Adopt Board Policy Manual revisions.
  - The Board of Directors reviewed the Board Policy Manual revisions. The Board of Directors decided to table the proposed revisions for further review.
- Approve and Adopt by resolution new policy #'s 201-A, 229 & 120.
  - Director Steve Roberts made a motion to approve and adopt by resolution new policy # 201-A. Vice-Chairman Richard Boudreaux seconded the motion. Motion passed unanimously. Director Steve Roberts made a motion to approve and adopt by resolution new policy # 229. Secretary Ray McCoppin seconded the motion. Motion passed unanimously. Director Steve Roberts made a motion to approve and adopt by resolution new policy #120. Vice-Chairman Richard Boudreaux seconded the motion. Motion passed unanimously.
- Review and Approve San Jacinto County Appraisal District Investment Policy and Training.
  - Vice-Chairman Richard Boudreaux made a motion to approve the San Jacinto County Appraisal District Investment and Policy Training. Secretary Ray McCoppin seconded the motion. Motion passed unanimously.

**IX. Executive Session**

- Pursuant to Texas Government Code, Section: 551.072 – Deliberations regarding real property.
  - The Board of Directors entered into Executive Session at 8:13 P.M.

**X. Reconvene**

- The Board reconvened from executive session at 8:47 P.M.

**XI. Open Session**

- Nothing to report.

**XII. Adjourn**

- Secretary Ray McCoppin made a motion to adjourn. Vice-Chairman Richard Boudreaux seconded the motion. Motion passed unanimously.
- Meeting adjourned at 8:50 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