



MINUTES
Of the
SAN JACINTO COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS

DATE: February 09, 2016

PLACE: 99 Slade St, Coldspring, TX 77331

MEMBERS PRESENT: Chairman Susan Bailes, Director Ray McCoppin, Director Richard Boudreaux, Secretary Kim Hoot. Director Steve Roberts and Director Kelly Selmer.

OTHERS PRESENT: Kelly Foxworth, Sherri Eubanks-Schell and 8 guests

Minutes:

- I. **Call meeting to order**
 - Chairman Susan Bailes called the meeting to order at 6:00 P.M.
- II. **Oath of Office**
 - Directors Kim Hoot and Richard Boudreaux took their oaths for the 2016-2017 term.
- III. **Nominate**
 - Director Kim Hoot nominated Director Susan Bailes for Chairman, Director Richard Boudreaux seconded the motion, motion passed unanimously. Director Kim Hoot nominated Richard Boudreaux for Vice-Chairman, Director Richard Boudreaux seconded that motion, motion passed unanimously. Director Kim Hoot nominated Director Ray McCoppin for Secretary, Director Richard Boudreaux seconded that motion, motion passed unanimously.
- IV. **Establish A Quorum**
 - Chairman Susan Bailes stated to let the record reflect a quorum was present with all members in attendance.
- V. **Approve and Adopt an Agenda**
 - Vice-Chairman Richard Boudreaux made a motion to adopt and approve the agenda. Director Kim Hoot seconded the motion. Motion passed unanimously.
- VI. **Public Comments**
 - No taxpayer comments.
- VII. **Board of Directors Comments**
 - Director Steve Roberts stated that the BOD manual was last adopted in April 2014. He then questioned if it had been re-adopted in 2015. Chairman Bailes stated that no new changes had been made so it had not been re-adopted, but if Director Roberts would like we can do so at the next BOD meeting, and that it would be a good idea. Director Bailes asked that re-adoption of the BOD manual be added as an action item on the next agenda. Director Steve Roberts also had a question after having read through the BOD manual as to whether or not all 4 of our County's precincts had representation on the Ag Board. After discussion among CAD employees it was determined that all four precincts did in fact have representation on the Ag Board.



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VIII. Consent Agenda

- Review and approve minutes from the September 08, 2015 regular meeting.
 - Vice-Chairman Richard Boudreaux made a motion to approve the minutes from the September 08, 2015 regular meeting. Director Kim Hoot seconded the motion. Motion passed with Secretary Ray McCoppin and Director Steve Roberts abstaining from voting and Chairman Bailes voting for approving the minutes.
- Review and approve minutes from the January 12, 2016 regular meeting.
 - Director Steve Roberts made a motion to approve the minutes from the January 12, 2016 regular meeting. Secretary Ray McCoppin seconded the motion. Motion passed unanimously.
- Review and approve the financial reports and budget transactions for January 2016.
 - Vice-Chairman Richard Boudreaux made a motion to approve the financial reports and budget transactions for January 2016. Secretary Ray McCoppin seconded that motion. Motion passed unanimously.

IX. Action Items

- Open and accept the bid for financial audit services.
 - Only one bid was received from Davis, Heinemann, Co. Director Steve Roberts questioned the way that the district solicits bids. Chief Foxworth stated that we print a notice in the newspaper, and the Business Admin. Mails certified requests to area auditing firms. Directors Roberts then questioned why we receive so few responses. Deputy Chief Schell stated that not all auditing firms liked to do government auditing. Director Robert then stated that he'd not heard of Davis, Heinemann Co. before and did they do any other appraisal districts. Secretary Ray McCoppin then directed him to look on page 9 where other similar clients were listed; including 4 other appraisal districts, a school district, and two city governments. Chairman Bailes stated that it would be in our best interest to accept the bid for one year and collect more bids for the following year. Director Roberts then had a question about last year's audit concerning the funding of our retirement plan being through 2013. He questioned why it was a year behind. Chairman Bailes stated that she would like the district to get more information on the reasoning for this.
 - Director Bailes stated that we would entertain a motion for one year instead of two. Vice-Chairman Richard Boudreaux made a motion to accept the bid for financial auditing from Davis, Heinemann, Co. Director Kim Hoot seconded that motion. Motion passed unanimously.
- San Jacinto County Auditor Carole Martin would like to address the Board of Directors concerning the penalties and interest for their Quarter One late payment.



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- County Auditor Carole Martin stated that the County has never been late on a payment in the past and would like the board's consideration to have the penalty and interest waved. She stated that since there was a new County Judge and assistant to the Judge she no longer received a copy of the payment reminder mailed to the County.
- Chairman Bailes asked for a motion to waive the penalties and interest. Director Steve Roberts made a motion. Vice-Chairman Richard Boudreaux seconded the motion. Motion passed unanimously.
- Approve District Employees outside employment.
 - Only two employees have outside employment, Andrea Villa and Fran Willett. It was determined that their outside employment does not affect their job performance at the district.
 - Director Kim Hoot made a motion to approve district employees outside employment. Secretary Ray McCoppin seconded the motion. Motion passed unanimously.

X. Discussion Items

- Request by Director Steve Roberts to begin emailing monthly BOD agendas and BOD minutes to representatives of our taxing entities, Appraisal Review Board members and Agricultural Advisory Board members.
 - Director Roberts stated that he would like this to happen in order to be open and transparent. The other board members didn't see that it was necessary unless the recipients desired to receive the information. Chairman Bailes stated that we post our agendas online and questioned if we could make the minutes available online as well. Deputy Chief Sherri Schell stated that we would post the minutes online as well to make it available to the general public as well as entities, and other board members
- Request by Director Steve Roberts to discuss the following proposal, "That all Board members encourage the SJCAD to conduct annual, onsite appraisals of all properties in which we have an ownership interest within the boundaries of this District, and we pledge to provide full access for the appraisals on each such property."
 - Director Steve Roberts explained that he sees this as an opportunity to create as much transparency as possible. He felt that the CAD appraisers should look at the Board members first to ensure they're up to standard. Several of the Board members stated that they had all been visited recently. Vice-Chairman Richard Boudreaux stated that he felt the appraisers and the CAD were already encouraged by the BOD members. Director Kim Hoot stated that she didn't want to add extra work to an already large workload since the CAD has few appraisers. Chief Kelly Foxworth stated that the Board members were not actually able to advise the CAD which properties to appraise and when. Chairman Bailes stated that her property is not fenced and is always available to appraise



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and has been visited by the CAD regularly. She also stated that she doesn't feel it is appropriate to target a particular property because of the person's status as a Board member. Director Roberts stated that he would like this same proposal to be added to the next meeting agenda as an action item so that the Board may adopt this as a policy.

- Chief Appraiser Report on the District: Chief Kelly Foxworth stated that the CAD had passed the PVS for all four school districts. She informed the BOD that two MAPS reviewers were at the district the first week in February to conduct their review, and that they commended the district for being organized. She stated that we are awaiting our results. Chief Kelly Foxworth explained the importance of passing the PVS so that the school districts will continue to receive their funding. She then went on to give a brief summary of the MAPS review.
- Review of Taxpayer comment: None
- The next Board of Directors meeting was scheduled for April 12th at 6:00 P.M.

XI. **Adjourn**

- Vice-Chairman Richard Boudreaux made a motion to adjourn. Director Kim Hoot seconded the motion. Motion passed unanimously.
- Meeting adjourned at 6:49 P.M.

Chairman, Board of Directors

Date

Secretary, Board of Directors

Date