



MINUTES
Of the
SAN JACINTO COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS

DATE: December 13, 2016

PLACE: 99 Slade St, Coldspring, TX 77331

MEMBERS PRESENT: Vice-Chairman Richard Boudreaux, Secretary Ray McCoppin, Director Steve Roberts, Director Kim Hoot and Tax Assessor-Collector Kelly Selmer.

OTHERS PRESENT: Sherri Eubanks-Schell and 3 guests

Minutes:

- **Call meeting to order**
 - Vice-Chairman Richard Boudreaux called the meeting to order at 6:00 P.M.
- **Establish A Quorum**
 - Vice-Chairman Richard Boudreaux stated to let the record reflect a quorum was present with Chairman Susan Bailes not in attendance.
- **Approve and Adopt an Agenda**
 - Director Steve Roberts made a motion to approve and adopt the agenda. Secretary Ray McCoppin seconded the motion. Motion passed unanimously.
- **Public Comments**
 - No taxpayer comments.
- **Board of Directors Comments**
 - No Board of Directors comments.
- **Consent Agenda**
 - Review and approve minutes from the October 04, 2016 regular meeting.
 - Director Kim Hoot made a motion to approve the minutes from the October 04, 2016 regular meeting. Secretary Ray McCoppin seconded the motion. Motion passed unanimously.
 - Review and approve the financial reports and budget transactions for October and November 2016.



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- Director Kim Hoot made a motion to approve the financial reports and budget transactions for October and November 2016. Secretary Ray McCoppin seconded that motion. Motion passed unanimously.

- **Action Items**

- **A.** Take action and confirm by resolution the appointment of three Board members to the Appraisal Review Board for the term 2017-2018 tax years.
 - Director Steve Roberts made a motion to appoint: John Benestante, Melvin Scott and Joe Williamson to the Appraisal Review Board for the term 2017-2018 tax years. Secretary Ray McCoppin seconded the motion. Motion passed unanimously.
- **B.** Select a Chairman, Vice-Chairman and Secretary for the Appraisal Review Board 2017 tax year.
 - After discussion Director Steve Roberts made a motion to appoint Fay Earls as Chairman, Paul Bass as Vice-Chairman and John Benestante as Secretary for the ARB for the 2017 tax year. Director Kim Hoot seconded the motion. Motion passed unanimously.
- **C.** Discussion and possible action on Board Policy Manual.
 - After discussion Director Steve Roberts made a motion to revise policy numbers 107, 111, 113, 116, 120 and 204. Secretary Ray McCoppin seconded the motion. Motion passed unanimously. There was no change/no action taken on policy 205. Further discussion took place and Director Steve Roberts made a motion to revise policy 213 and 225. Secretary Ray McCoppin seconded the motion. Motion passed unanimously. Director Kim Hoot made a motion to remove the 300's section from the policy manual. Director Steve Roberts seconded that motion. Motion passed unanimously.

- **Discussion Items**

- Review Taxpayer comments:
 - Customer Comment Cards were reviewed by BOD members.
- Chief Appraiser Report on the District: Chief Schell informed the Board about the town hall meetings that took place October 18th and October 25th to inform the public about Appraisal District operations. She also stated that the luncheon that was scheduled November 9th with the entities had taken place with a good turnout. Chief Schell discussed the possibility of planning future workshops with the public, and a possible budget planning lunch with the entities also. She also informed the Board about a new copier to be purchased by the district.

- **Adjourn**

- Director Kim Hoot made a motion to adjourn. Director Steve Roberts seconded the motion. Motion passed unanimously.
- Meeting adjourned at 7:00 P.M.



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Chairman, Board of Directors

Date

Secretary, Board of Directors

Date