



MINUTES
Of the
SAN JACINTO COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS

DATE: March 14, 2017

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 Schell and 2 guests

Minutes:

- **Call meeting to order**
 - Chairman Susan Bailes called the meeting to order at 6:20 P.M.
- **Establish A Quorum**
 - Chairman Susan Bailes stated to let the record reflect a quorum was present with Tax Assessor Kelly Wineinger not present.
- **Approve and Adopt an Agenda**
 - Vice-Chairman Richard Boudreaux 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**
 - Director Steve Roberts stated that changes to the policy manual were still pending and needed to be addressed at a future meeting.
- **Consent Agenda**
 - Review and approve minutes from the January 17, 2017 regular meeting.
 - Secretary Ray McCoppin made a motion to approve the minutes from the January 17, 2017 regular meeting. Vice-Chairman Richard Boudreaux seconded the motion. Motion passed unanimously.
 - Review and approve the financial reports and budget transactions for January and February 2017.
 - Vice-Chairman Richard Boudreaux asked a question about the way that Quickbooks listed payroll and then made a motion to approve the financial reports and budget transactions for January and February 2017. Director Steve Roberts seconded that motion. Motion passed unanimously.
- **Action Items**



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- **A.** Confirm by resolution the appointment of the following Appraisal Review Board members for the 2017-2018 tax years:
 - John Benestante
 - Melvin Scott
- Chief Sherri Schell informed the board that Joe Williamson who was chosen to serve on the Appraisal Review Board had decided not to serve. Director Steve Roberts made a motion to confirm by resolution the appointment of John Benestante and Melvin Scott to the Appraisal Review Board for the 2017-2018 tax years. Secretary Ray McCoppin seconded the motion. Motion passed unanimously.
- **B.** Review and approve GIS Base Map Maintenance annual maintenance contract.
 - Vice-Chairman Richard Boudreaux made a motion to approve the GIS Base Map Maintenance annual maintenance contract. Secretary Ray McCoppin seconded the motion. Motion passed unanimously.
- **C.** Discuss and appoint financial auditor for the 2017 financial audit.
 - After discussion about the two bids that were received, Vice-Chairman Richard Boudreaux made a motion to select Axley & Rode, LLP as the financial auditors for the 2017 financial audit. Director Steve Roberts seconded the motion. Motion passed unanimously.
- **D.** Cast votes for new Board of Directors member.
 - After discussion, Chairman Susan Bailes asked for votes for Jody Cronin and then for Jay Phillips. Jay Phillips had a majority vote. Vice-Chairman Richard Boudreaux made a motion to elect Jay Phillips as the new Board of Directors member. Secretary Ray McCoppin seconded the motion. Motion passed unanimously.
- **Discussion Items**
 - **A.** Discuss the possible Homestead Exemption service.
 - Chief Sherri Schell informed the Board of Directors of a new service that would help verify valid Homestead's in the County and be very beneficial to utilize. The Board asked Chief Schell to place it on the agenda for next month as an action item.
 - **B.** Chief Appraiser Report on the District: Chief Schell informed the Board that more than 11,000 field checks had been completed. Chief Schell also stated that the timber presentation that the District hosted in February had been successful attracting 65 taxpayers. Chief Schell informed the Board that a Business Personal Property workshop was scheduled for March 24th from 1-5 P.M.
- **Executive Session**



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- Chairman Bailes stated that the Chief Appraiser Evaluation would be rescheduled for the next meeting.
- **Adjourn**
 - Director Steve Roberts made a motion to adjourn. Secretary Ray McCoppin seconded the motion. Motion passed unanimously.
 - Meeting adjourned at 7:21 P.M.

Chairman, Board of Directors

Date

Secretary, Board of Directors

Date