



MINUTES
Of the
SAN JACINTO COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS

DATE: April 11, 2017

PLACE: 99 Slade St, Coldspring, TX 77331

MEMBERS PRESENT: Chairman Susan Bailes, Secretary Ray McCoppin, Tax Assessor Kelly Wineinger, Director Jay Phillips and Director Steve Roberts.

OTHERS PRESENT: Sherri Schell and 3 guests

Minutes:

- **Call meeting to order**
 - Chairman Susan Bailes called the meeting to order at 6:01 P.M.
- **Establish A Quorum**
 - Chairman Susan Bailes stated to let the record reflect a quorum was present with Vice-Chairman Richard Boudreaux not in attendance.
- **Approve and Adopt an Agenda**
 - Secretary Ray McCoppin made a motion to approve and adopt the agenda. Director Steve Roberts seconded the motion. Motion passed unanimously.
- **Oath of Office**
 - New Board of Directors member Jay Phillips recited his oath of office.
- **Public Comments**
 - No taxpayer comments.
- **Board of Directors Comments**
 - No Board of Directors comments.
- **Consent Agenda**
 - Review and approve minutes from the March 14, 2017 regular meeting.
 - Director Steve Roberts made a motion to approve the minutes from the March 14, 2017 regular meeting. Secretary Ray McCoppin seconded the motion. Motion passed unanimously.
 - Review and approve the financial reports and budget transactions for March 2017.
 - Director Steve Roberts made a motion to approve the financial reports and budget transactions for March 2017. Secretary Ray McCoppin seconded that motion. Motion passed unanimously.
- **Action Items**
 - A. Discuss and take action on Homestead Exemption Audit service.



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- Secretary Ray McCoppin made a motion to accept the proposal from Lexis Nexis for the Homestead Exemption Audit service. Director Steve Roberts seconded the motion. Motion passed unanimously.
- **B. Discuss and take action on revisions to policy #'s:**
 - 104
 - 208
 - 212
 - 214
 - 215
- Director Steve Roberts made a motion to approve the revisions to the above mentioned policy #'s. Secretary Ray McCoppin seconded the motion. Motion passed unanimously.
- **Discussion Items**
 - **A. Chief Appraiser Report on the District:** Chief Schell shared the Interest and Investment report, the 25.25 changes and the report on supplemental changes with the Board of Directors. She also shared that more than 12,000 field checks had been completed. Chief Schell stated that the first round of notices, the HB 36.30 notices went out on April 7th.
- **Executive Session**
 - Chief Appraiser Evaluation
 - The Board of Directors went into Executive session at 6:50 P.M.
- **Reconvene in Open Session**
 - The Board of Directors reconvened from Executive Session at 6:55 P.M.
- **Open Session**
 - Discussion and action on any issues discussed, if necessary, in executive session.
 - Chairman Bailes reported that Chief Schell had received a favorable evaluation.
- **Adjourn**
 - Secretary Ray McCoppin made a motion to adjourn. Director Steve Roberts seconded the motion. Motion passed unanimously.
 - Meeting adjourned at 7:04 P.M.

 Chairman, Board of Directors

 Date

 Secretary, Board of Directors

 Date