



MINUTES
Of the
SAN JACINTO COUNTY APPRAISAL DISTRICT – Regular Meeting
BOARD OF DIRECTORS

DATE: December 12, 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 1 guest

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 Tax Assessor-Collector Dianne Griffiths and Director Jay Phillips not in attendance.
- **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**
 - None.
- **Board of Directors Comments**
 - Director Steve Roberts discussed the storage facility currently used by the district, and the future storage needs of the district.
- **Consent Agenda**
 - Review and approve minutes from the November 14 ,2017 regular meeting.
 - Vice-Chairman Richard Boudreaux made a motion to approve the minutes from the November 14, 2017 regular meeting. Secretary Ray McCoppin seconded the motion. Motion passed unanimously.
 - Review and approve the financial reports and budget transactions for November 2017.
 - Director Steve Roberts made a motion to approve the financial reports and budget transactions for November 2017. Vice-Chairman Richard Boudreaux seconded that motion. Motion passed unanimously.
- **Action Items**
 - **A.** Take action on 2018-2019 contract appraisal services contract.
 - Director Steve Roberts made a motion to approve the 2018-2019 contract appraisal services contract with Hugh Landrum. Secretary Ray McCoppin seconded that motion. Motion passed unanimously.



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- **B.** Take action on mapping services contract.
 - Secretary Ray McCoppin made a motion to approve the mapping services contract with Harris Govern / True Automation. Vice-Chairman Richard Boudreaux seconded the motion. Motion passed unanimously.
- **C.** Take action on deeds services contract.
 - Director Steve Roberts made a motion to approve the deeds services contract with Harris Govern / True Automation. Vice-Chairman Richard Boudreaux seconded the motion. Motion passed unanimously.
- **D.** Take action on Appraisal District legal services contract.
 - Director Steve Roberts made a motion to approve the Appraisal District legal services contract with Perdue, Brandon, Fielder, Collins & Mott, LLC.
- **E.** Budget amendment to balance 2017 budget and encumber funds.
 - Vice-Chairman Richard Boudreaux made a motion to approve the budget amendment to balance 2017 budget and encumber funds, with the change that Lexis Nexis be moved from publications to contract services. Secretary Ray McCoppin seconded the motion. Motion passed unanimously.
- **Discussion Items**
 - **A.** Discuss possible Appraisal Review Board member appointments.
 - Discussion took place among the Board of Directors regarding the ARB appointments. It was decided that current members Paul Bass and Wade Runnels would receive further training, and that new applicants Daugherty, Dailey, Walker and Harvey would attend new member training before appointments would be made.
 - **B.** Chief Appraiser Report on the District: Chief Schell discussed the PACS Mobile program and the ways that it would benefit the Appraisal District. She also updated the Board of Directors on the status of the Lexis Nexis Homestead Audit. The interest and investment report was reviewed by all Board of Directors members
- **Executive Session** (if deemed necessary)
 - **A.** The Board of Directors broke at 7:27 PM for executive session regarding personnel matters.
- **Reconvene**
 - The Board of Directors reconvened at 7:37 PM for open session.
- **Open Session**
 - **A.** Discuss and take action on any issues discussed, if necessary, in executive session.



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- The Board of Directors took action on the personnel matter discussed. Director Steve Roberts made a motion to approve discretionary pay for 2017 for Chief Schell. Secretary Ray McCoppin seconded the motion. Motion passed unanimously.
- **Adjourn**
 - The Board of Directors set the next BOD meeting for January 16, 2018 at 6:00 PM. Director Steve Roberts made a motion to adjourn. Vice-Chairman Richard Boudreaux seconded the motion. Motion passed unanimously.
 - Meeting adjourned at 7:40 P.M.

Chairman, Board of Directors

Date

Secretary, Board of Directors

Date