



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

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**DATE:** February 12, 2019

**PLACE:** 99 Slade St, Coldspring, TX 77331

**MEMBERS PRESENT:** Chairman Susan Bailes, Vice-Chairman Richard Boudreaux, Secretary Steve Roberts, Director Jay Phillips, Director Jeff Washburn and Tax Assessor - Collector Betty Davis.

**OTHERS PRESENT:** Chief Appraiser Sherri Schell and 3 guests

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Minutes:

- **Call meeting to order**
  - A. Chairman Susan Bailes called the meeting to order at 6:00 P.M.
- **Establish A Quorum**
  - A. Chairman Susan Bailes stated to let the record reflect a quorum was present with all members in attendance.
- **Approve and Adopt an Agenda**
  - A. Director Jay Phillips made a motion to approve and adopt the agenda. Director Jeff Washburn seconded the motion. Motion passed unanimously.
- **Public Comments**
  - None.
- **Board of Directors Comments**
  - None.
- **Consent Agenda**
  - Review and approve minutes from the January 15, 2019 regular meeting.
    - Vice-Chairman Richard Boudreaux made a motion to approve the minutes from the January 15, 2019 regular meeting. Secretary Steve Roberts seconded the motion. Motion passed unanimously.
  - Review and approve the financial reports and budget transactions for January 2019.
    - Vice-Chairman Richard Boudreaux made a motion to approve the financial reports and budget transactions for January 2019. Secretary Steve Roberts seconded the motion. Motion passed unanimously.
- **Special Item**
  - A. Review ARB Applicant
    - ARB applicant Kathleen Walters-Lowe was in attendance. The Board of Directors asked Ms. Walters-Lowe a series of questions pertaining to Appraisal Review Board Service.
- **Action Items**
  - A. Request to establish new safe deposit box at Peoples State Bank.
    - Director Jay Phillips made a motion to approve the establishment of a new safe deposit box at Peoples State Bank. Secretary Steve Roberts seconded the motion. Motion passed unanimously.
  - B. Confirm by resolution the appointment of Rick Harvey as an ARB member instead of alternate to finish out the 2018-2019 term.



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- Vice-Chairman Richard Boudreaux made a motion to appoint Rick Harvey as an ARB member instead of alternate to finish out the 2018-2019 term. Director Jeff Washburn seconded the motion. Motion passed unanimously.
- C.** Confirm by resolution the appointment of any additional ARB members.
  - Secretary Steve Roberts made a motion to appoint Kathleen Walters-Lowe as an ARB member for the 2019-2020 term. Vice-Chairman Richard Boudreaux seconded the motion. Motion passed unanimously.
- D.** Appoint Secretary of Appraisal Review Board.
  - Secretary Steve Roberts made a motion to appoint Rick Harvey as Secretary of the Appraisal Review Board. Vice-Chairman Richard Boudreaux seconded the motion. Motion passed unanimously.
- **Discussion Items**
  - A.** Chief Appraiser Report on the District:
    - Chief Schell discussed the Interest and Investment balance report, and it was reviewed by all Board of Directors members. Chief Schell informed the BOD that the appraisers were currently wrapping up Region 3, then they would move on to the field checks in other regions and the Ag and Timber checks. Chief Schell then discussed the gate tag letters that were going out to property owners that had inaccessible property. She informed the BOD that we were getting a great response to the letters, and this was enabling us to access the properties. Chief Schell then informed the BOD that the appraisal district had completed its final arbitration for 2018.
  - B.** **Executive Session**
  - B.** Chief Appraiser Evaluation
    - The Board of Directors retired to Executive Session at 6:26 P.M.
- **Reconvene**
  - A.** The Board of Directors reconvened in open session at 6:38 P.M.
- **Open Session**
  - A.** The Board of Directors gave Chief Sherri Schell a favorable evaluation, rating her performance above expectations.
- **Adjourn**
  - A.** Vice-Chairman Richard Boudreaux made a motion to adjourn. Secretary Steve Roberts seconded the motion. Motion passed unanimously.
  - B.** Meeting adjourned at 6:57 P.M.

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Chairman, Board of Directors

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Date

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Secretary, Board of Directors

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Date