

SAN PATRICIO COUNTY APPRAISAL DISTRICT  
BOARD OF DIRECTORS MEETING

March 8, 2016

Bill Wilson – Vice - Chairman of the Board, presided over the regular meeting of the Board of Directors for the San Patricio County Appraisal District scheduled for Tuesday, March 8, 2016, at 4:00 p.m.

*Present:* Bill Wilson, Dalia Sanchez, Jan Whiteley, Dr. Anne Matula, Rufino Lozano-Chief Appraiser, Diana Moss-Secretary.

*Absent:* John Curlee

*Visitors:* –Greg and Sandra Burnett, Howard Gillespie – Mayor of Ingleside on the Bay, Jason Jansky - San Pat Publishing, Billie Jo Tennill.

*Public Comments:* My name is Greg Burnett and I live at 8097 County Road 4351 in Taft with my wife Sandra. He stated he has an issue concerning his last year taxes. We are concerned with the increase from 2014 to 2015. In the last ten years that we have had the property the level of increase has been consistent until we received our appraisal in 2015. The normal amount of increase was a 1% to a 3% increase jumped to a 68%. I did protest and informed the District that I was worried that my taxes were going to be raised to the amount of the appraised value. I was informed that the taxable value and the appraised value were too different amounts and I did not need to worry. After several phone calls, a trip to the Appraisal District and going before the Appraisal Review Board I was informed that indeed my taxes would continually go up and that eventually my taxable value and my appraised value would be the same. What I was first told was not correct and eventually in 6 to 7 years my taxes would double. I have checked properties in the area and as far as Gregory and Portland and have not found any other properties that have increase 68%. We live in an undeveloped area with no city water, sewer, no sidewalks or city services but are being taxed as if we are in the city. I would appreciate that this value be looked at and addressed, readdressed and corrected to a realistic value.

Mr. Wilson thanked Mr. Burnett for his comments and asked him if he would leave a copy of his statement. He stated as a Board we cannot act or react to public comments we can only listen. We can only address what is on our agenda, but we do listen to the public comments and your comments do shape our future agendas.

*Minutes:* The Board considered and reviewed the minutes from the regular meeting on February 9, 2016. Mr. Wilson stated he had a correction to the February 9<sup>th</sup> minutes on page 2 the second paragraph it states “Mr. Wilson stated that the salaries are way too high and that any registered appraiser should be an exempt employee”. He said his statement was “stated that the salaries are way too high not to be an exempt employee”. A motion was made by Dr. Matula to approve the minutes with corrections noted with a second to the motion by Mrs. Whiteley. The motion carried unanimously.

The minutes from the Board of Directors meeting on Tuesday, March 8, 2016 continued.

The Board considered and reviewed the minutes from the special meeting on February 26, 2016. A motion was made by Mrs. Sanchez to approve the minutes with a second to the motion by Dr. Matula. The motion carried unanimously.

*Accounts Payable:* The Board considered and reviewed the accounts payable. A motion was made by Mrs. Sanchez to approve the accounts payable with a second to the motion by Mrs. Whiteley. The motion carried unanimously.

*Auditor's Report:* Mr. Lozano informed the Board that Mr. Streatly had contacted the District for a copy of the GASB report from Texas County and District Retirement. He also stated that Mr. Streatly would be in on March 16<sup>th</sup> to start the audit.

*Survey Cards:* The Board considered and reviewed the Appraisal District Survey Cards and letter. The Board acknowledged the report on the survey cards for February, 2016.

*Exempt and Non-exempt Employees:* Mr. Lozano stated that the Department of Labor has a list of salary test to determine what qualifies an employee as an exempt or non-exempt. Mr. Lozano read the list to the Board. Mr. Wilson stated that he assumed that every appraiser in the District was an exempt employee. He stated that in the education field that every administrator and every teacher is an exempt employee. He further stated that the appraisers are required to be certified, they are required to continue their education, they make independent judgements, they should be out in the field doing some of their work I feel that meets all the criteria of an exempt employee. Mr. Wilson referred his questions to Peter Low. Mr. Low stated he request the Board refer this to TML. Mr. Low stated he has never been faced with the question in thirty years. Dr. Matula stated that in a business if there is a certification required they are exempt. After a short discussion by the Board on various concerns a motion was made to direct Mr. Low to seek counsel and come back to the Board with his findings. The motion was agreed by Dr. Matula and seconded by Mrs. Sanchez. The motion carried unanimously.

*Personal Policy for Vacation and Comp Time:* Mr. Wilson stated it was his understanding that the Board had directed Mr. Lozano to pay for the comp time and vacation. Mr. Lozano said it was done in executive session, but we did not do it in open session and no line item was on the agenda. We need to move forward with those motions. A motion was made by Mrs. Sanchez to pay Diana Moss for the comp time with a second to the motion by Mrs. Whiteley. Dr. Matula understood that time should be used in the next pay period. Mr. Lozano stated that we try to allow the appraisers to use their time within the next pay period. Mr. Wilson said he felt this will be addressed when we look at the exempt status. Mr. Lozano stated that this was Diana Moss and she would not qualify for an exempt employee. Mr. Wilson reminded the Board we have a motion on the floor and called for a vote. The motion carried unanimously. Dr. Matula made a motion to pay vacation pay with a second to the motion by Mrs. Sanchez. Mr. Lozano stated that the vacation was for time he did not take in 2015. He has 8 days and is allowed to carry over 3 days. He would request pay for only the 5 days with 3 days of the 8 carried over to 2016. Dr. Matula amended her motion to pay the 5 days and carry over the 3

The minutes from the Board of Directors meeting on Tuesday, March 8, 2016 continued.

days. A second to the amended motion was made by Mrs. Sanchez. The motion carried unanimously.

*Security in the foyer area:* Mr. Lozano stated that the Board has asked him to look at additional security in the foyer. We currently have a camera in their now which is connected to the monitor system. We do not have a motion detector, door open detector or glass breakage. We are only using half of the foyer; the other half would be for any possible incoming leased business. The security would be affected or be tripped by anyone who uses the other door or moves within range of the motion detector. Mr. Wilson asked if the employees feel secure coming to work. Mr. Lozano stated he hoped that each employee feels safe with all we have already done with the motion detectors and alarm system. Mrs. Sanchez stated that for the most part the parking lot is a well lite area. Mr. Lozano stated that the front doors needs adjusting it states locked even when it is in a unlock position. This needs to be addressed by the landlord. Mr. Lozano asked the City of Sinton about the open carry and concealed hand gun requirements back in October of last year and haven't heard back from them. He stated that everyone reads the requirements differently. Mr. Low stated that we would need to draw up a policy on this and needs to be an agenda item. He said once the Board sets the policy I can go from there.

*Litigation:* This will take place in Executive Session.

*Update Report from Consultant David Oehler:* This will take place in Executive Session.

*Board's recommendation for prioritized items on David Oehler's audit:* This will take place in Executive Session.

*Executive Session:* The Board went into Executive Session at 5:15 pm.

*Open Session:* The Board went into Open Session at 5:55 pm.

No action was taken in Executive Session. The Board received the report from David Oehler for the Management and Operations of the District are available for public viewing. The Board in the near future will make them available to the entities and copies will be at the front desk and web site of the District.

*Report on CAD Financial and Operations Report:* The Financial and Operations report was given by Mr. Lozano he stated that Mrs. Ehmann was unable to attend the meeting. A motion was made by Mrs. Sanchez to approve the report with a second to the motion by Dr. Matula. The motion carried unanimously.

*Report on Status of Re-Appraisal Plan:* Mr. Lozano informed the Board that we have an Appraisal Review Board hearing scheduled in April. During our March 2<sup>nd</sup> hearing we had some of the taxpayers request a reschedule and we have received two additional new late protest.

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*Report on MAP Review:* Mr. Lozano stated that we previously sent in the first set of documents requested by the auditor and he will be in the office doing a site inspection in April.

*Report on Software Conversion:* Mr. Lozano stated that we will have onsite training the week of March 21 through April 4, 2016. We will be going online live on the week of April 4, 2016.

*Report on District's Telephone System:* The District has contacted the phone service provider and their manager is verifying the cost first quoted the District on the installation for the Caller ID.

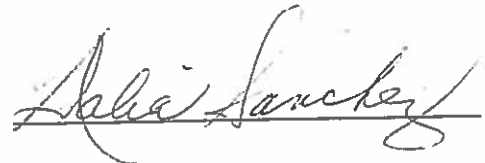
*Review Board of Directors meeting times:* The Board discussed several different days and times to hold the monthly meetings. The time and date will remain the same for the April meeting and this will need to be added to the agenda for next month.

*New Business for Following Agenda:* The items to remain on the agenda for the meeting in April are meeting times for the Board and security.

The meeting was adjourned by Mr. Wilson at 6:00 pm.



**VICE**-Chairman



Secretary