



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

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**DATE:** January 19, 2022

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

**MEMBERS PRESENT:** Vice-Chairman Steve Roberts, Secretary Skye Spivey, Director Michael Courvelle, Tax Assessor-Collector Betty Davis and Director Crystal Dominy.

**OTHERS PRESENT:** **Chief Appraiser Sherri Schell.**

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**Minutes:**

- **Oath of Office**
  - Chief Sherri Schell administered the oath of office to all present newly elected directors for the 2022-2023 term.
- **Nominate and vote for officers**
  - Steve Roberts nominated Collin Lilley for Chairman; Michael Courvelle seconded the motion. Motion passed unanimously. Michael Courvelle nominated Steve Roberts for Vice-Chairman Skye Spivey seconded the motion. Motion passed unanimously. Michael Courvelle nominated Skye Spivey for Secretary. Crystal Dominy seconded the motion. Motion passed unanimously.
- **Call meeting to order**
  - Vice-Chairman Steve Roberts called the meeting to order at 6:05 P.M.
- **Establish A Quorum**
  - Vice-Chairman Steve Roberts stated to let the record reflect a quorum was present with Chairman Collin Lilley not in attendance.
- **Approve and Adopt an Agenda**
  - Tax Assessor-Collector Betty Davis made a motion to adopt the agenda. Director Crystal Dominy seconded the motion, the agenda was approved and adopted unanimously.
- **Public Comments**
  - None.
- **Board of Directors Comments**
  - None.
- **Consent Agenda**
  - Review and approve minutes from the October 12, 2021, regular meeting.
    - Tax Assessor-Collector Betty Davis made a motion to approve the minutes from the October 12, 2021, regular meeting. Vice Chairman Steve Roberts seconded the motion. Motion passed unanimously.
  - Review and approve the financial reports and budget transactions for October, November & December 2021.
    - Tax Assessor-Collector Betty Davis made a motion to approve the financial reports and budget transactions for October, November & December 2021. Director Crystal Dominy seconded the motion. Motion passed unanimously.



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- **Action Items**

- A. Approve 2022 Holiday Schedule.
  - Tax Assessor-Collector Betty Davis made a motion to approve the 2022 Holiday Schedule. Director Michael Courville seconded the motion. Motion passed unanimously.
- B. Review and approve employees outside employment.
  - Tax Assessor-Collector Betty Davis made a motion to approve the employees outside employment. Director Crystal Dominy seconded the motion. Motion passed unanimously,
- C. Approve interfund transfers to balance the 2021 budget.
  - Tax Assessor-Collector Betty Davis made a motion to approve interfund transfers to balance the 2021 budget. Director Crystal Dominy seconded the motion. Motion passed unanimously.
- D. Review and approve by resolution the changes to the board policy manual.
  - Chief Schell explained the changes and the BOD discussed the policy changes to policy numbers: 131, 133, 137, 208, 212, 214, 223, 227 & 228. Tax Assessor-Collector Betty Davis made a motion to approve changes to the board policy manual specifically policies 131, 133, 137, 208, 212, 214, 223, 227 & 228. Director Crystal Dominy seconded the motion. Motion passed unanimously.

- **Discussion Items**

- A. Chief Appraiser Report on the District:
  - Chief Schell discussed the Interest and Investment report, and the 25.25 report. She explained to the new members what the significance of the reports. The reports were reviewed by all BOD members. Chief Schell then gave an overview of the Homestead Exemption application process. Ways to notify the public that assistance was available to them was discussed. Chief Schell then told the BOD that we were currently waiting on the results from our Property Value Study. Then she informed the BOD that we had one lawsuit filed for 2021 but it had already been non-suited. She stated that we had several older lawsuits till in limbo, Vice-Chairman Steve Roberts asked the Chief to contact the district attorney about dismissal and to follow up at the next BOD meeting.

- **Executive Session**

- A. Chief Appraiser Evaluation and Salary
  - Postponed until next month when all members are present.

- **Adjourn**



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- The board of directors planned the next meeting for February 16<sup>th</sup> at 6:00 PM. A motion was made to adjourn the meeting by Tax Assessor-Collector Betty Davis. The motion was seconded by Director Crystal Dominy. Meeting adjourned at 7:49 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