



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

---

**DATE:** December 07, 2023

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

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

**OTHERS PRESENT:** Chief Appraiser Troy Carlson and two others.

---

**Minutes:**

- **Call meeting to order**
  - Vice-Chairman Steve Roberts called the meeting to order at 5:54 P.M.
- **Establish A Quorum**
  - Vice-Chairman Steve Roberts stated to let the record reflect a quorum was present with Chairman Collin Lilley and Secretary Skye Spivey not in attendance.
- **Approve and Adopt an Agenda**
  - Director Michael Courvelle 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 Director Comments**
  - None.
- **Consent Agenda**
  - Review and approve minutes from the July 13, 2023 regular meeting.
    - Director Crystal Dominy made a motion to approve the minutes from the July 13, 2023 regular meeting. Director Michael Courvelle seconded the motion. Motion passed unanimously.
  - Review and approve the financial reports and budget transactions for July, August, September, October and November 2023.
    - Director Michael Courvelle made a motion to approve the financial reports and budget transactions for July, August, September, October and November 2023. Director Crystal Dominy seconded the motion. Motion passed.
- **Action Items**
  - **A.** Approve and confirm Resolution #2023-003 the addition of Chief Appraiser Troy Carlson as a signer on all SJCAD accounts.
    - Director Michael Courvelle made a motion to approve and confirm Resolution #2023-003 the addition of Chief Appraiser Troy Carlson as a signer on all SJCAD accounts, particularly the account ending in 074. Director Crystal Dominy seconded the motion. Motion passed.
  - **B.** Review and approve 2024 Holiday Schedule.



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

---

- Tax Assessor-Collector Betty Davis made a motion to approve the 2024 Holiday Schedule. Director Michael Courvelle seconded the motion. Motion passed unanimously.
- **C.** Appoint by resolution Agricultural Advisory Board member(s) for 2024-2025 term.
  - Tax Assessor-Collector Betty Davis made a motion to appoint by resolution Agriculture Advisory Board members Joey Adams, DP Ward, Keith Andries, Randy Baker and Thomas Hues for the 2024-2025 term. Director Crystal Dominy seconded the motion. Motion passes unanimously.
- **D.** Approve budget interfund transfers.
  - Director Michael Courvelle made a motion to approve budget interfund transfers. Director Crystal Dominy seconded the motion. Motion approved unanimously.
- **E.** Appoint by resolution # 2023-004 the 2023 financial auditor.
  - Director Michael Courvelle made a motion to appoint the 2023 financial auditor by resolution # 2023-004. Director Crystal Dominy seconded the motion. Motion passed unanimously.
- **Executive Session**
  - Vice-Chairman Steve Roberts declared that the Board would retire to executive session. The Board of Directors retired to executive session at 6:24 PM.
- **Reconvene**
  - The Board of Directors reconvened in open session at 7:13 PM.
- **Open Session**
  - Vice-Chairman Steve Roberts stated that no action was taken during executive session.
  -
- **Chief Appraiser Report**
  - Chief Carlson stated that there was not a 25.25 report this month and that the investment report for this month would be added to the packet for the next meeting. He also informed the board that the district update had been covered while still in executive session and that there was nothing further to report.
- **Adjourn**
  - A motion was made to adjourn the meeting by Director Michael Courvelle. The motion was seconded by Director Crystal Dominy. Meeting adjourned at 7:21 PM.



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

---

\_\_\_\_\_  
Chairman, Board of Directors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary, Board of Directors

\_\_\_\_\_  
Date