



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

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**DATE:** June 13, 2023

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

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

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

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**Minutes:**

- **Call meeting to order**
  - Vice-Chairman Steve Roberts called the meeting to order at 5:35 P.M.
- **Establish A Quorum**
  - Vice-Chairman Steve Roberts stated to let the record reflect a quorum was present with Chairman Collin Lilley and Director Crystal Dominy not in attendance.
- **Approve and Adopt an Agenda**
  - Secretary Skye Spivey made a motion to adopt the agenda. Director Michael Courvelle 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 May 18, 2023 regular meeting.
    - Tax Assessor-Collector Betty Davis made a motion to approve the minutes from the May 18, 2023 regular meeting. Secretary Skye Spivey seconded the motion. Motion passed unanimously.
  - Review and approve the financial reports and budget transactions for May 2023.
    - Director Michael Courvelle made a motion to approve the financial reports and budget transactions for May 2023. Secretary Skye Spivey seconded the motion. Motion passed.
- **Action Items**
  - A. Review and approve by resolution the proposed 2024 SJCAD budget.
    - Chief Appraiser Carlson explained that there were three options for health insurance budgeting for 2024. The BOD discussed the options and Secretary Skye Spivey made a motion to approve option 2 for health insurance budgeting. Director Michael Courvelle seconded the motion. Motion passed. The board then called for a motion to approve the 2024 budget as a whole. Secretary Skye Spivey made a motion to approve the 2024 budget. Director Michael Courvelle seconded the motion. Motion passed.



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- B. Take action to remove Dan Brakefield as signer on the SJCAD accounts and add Troy Carlson as signer on all SJCAD accounts.
  - Director Michael Courvelle made a motion to remove Dan Brakefield as signer on all SJCAD accounts and to add Troy Carlson as a signer on all SJCAD accounts. Secretary Skye Spivey seconded the motion. Motion passed unanimously.
- **Chief Appraiser Report**
  - Chief Carlson read the interest and investment report to the Board of Directors. He then let the board know that our Ag/Timber Appraiser Dan Brakefield resigned. A protest season update was given by Chief Carlson. He stated that there had been over 1900 accounts protested, and that we as a District were on track to finish up and certify 14 days in advance of last year.
- **Adjourn**
  - A motion was made to adjourn the meeting by Secretary Skye Spivey. The motion was seconded by Tax Assessor Collector Betty Davis. Meeting adjourned at 6:13 PM.

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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