

**MINUTES OF BOARD OF DIRECTORS MEETING
COLEMAN COUNTY APPRAISAL DISTRICT**

The Board of Directors of the Coleman County Appraisal District met on Tuesday, September 23, 2025, in the Appraisal District Office located at 105 S. Commercial Ave., Coleman, Texas.

Call to Order: Jay Dalton, Chairman, called the meeting to order at 8:05 a.m.

Present: Jay Dalton, Richard Horner, Scotty Lawrence, Stacey Mendoza, and Eva Bush.

Absent: Josh Hale

The Statement of Officer and the Oath of Office was given to Richard Horner by Mylyssya Sarrels.

Public Comments: No one was present.

Minutes of the Previous Meeting: The minutes of the July 30, 2025 meeting were read and approved on a motion by Stacey Mendoza and seconded by Scotty Lawrence. The motion passed unanimously.

Review Monthly Reports and Approve Bills: The Board reviewed the monthly expense reports for July and August. Stacey Mendoza made the motion to approve the bills for July and August. Scotty Lawrence seconded the motion, and the motion passed unanimously.

Review Collection Reports: The Collection Reports for July and August were reviewed by the Board.

Review Current Updated Budget Comparison Report: The Board reviewed and discussed the updated budget comparison report. Eva Bush discussed the reasons that the salary and education categories will be over budget for 2025.

Discuss and Take Action on Budget Shortfall under Salaries: Scotty Lawrence made the motion that the projected shortfall in the salary category can be taken out of the District's reserve fund if necessary at the end of the year. Stacey Mendoza seconded the motion, and the motion passed unanimously.

Take Action to Update and Authorize Signatories on all District's Accounts with InterBank Coleman: Stacey Mendoza made the motion to adopt the Resolution to Remove and Add Signatures to the Bank Accounts with Interbank Coleman allowing Eva Bush, Mylyssya Sarrels, and Jay Dalton to be signatories and removing Carol Weaver, Josh Hale, and Stacey Mendoza as authorized signatories. Scotty Lawrence seconded the motion, and the motion passed unanimously.

Chief Appraiser Report on Properties under Litigation and Staff Changes: Eva Bush brought the Board up to date on the existing status of all properties under litigation. She then presented Carol Weaver's resignation letter to the Board letting them know of her retirement after almost 27 years of service. Eva Bush informed the Board of her plan to move Mylyssya Sarrels to the new position of Office Manager and move Tina Rankin from part-time to full-time employment.

Adjournment: The meeting adjourned at 8:55 a.m. on a motion by Stacey Mendoza and seconded by Scotty Lawrence. The motion passed unanimously.



Vice-Chairman



Chairman