



San Patricio County Appraisal District

1301 E. Sinton, Ste. B ★ P. O. Box 938 ★ Sinton, Texas 78387-0938
(361) 364-5402 ★ Fax (361) 364-1198
www.sanpatcad.org

Minutes of the San Patricio County Appraisal District Notice of Regular Meeting December 9, 2025

Meeting was called to order by – Mr. John Curlee at 8:33 a.m.

Item #1 was delivered by – Mr. Jordan Light

Item #2 Pledge of Allegiance was led by – Mr. John Curlee

Item #3 Texas Pledge was led by - Mr. John Curlee

Item #4 Roll Call – Marcela Thormaehlen, Dr. Anne Matula, Bill Wilson, John Curlee, and Michelle Koesema were in attendance.

Also in attendance: Mr. Jordan, Chief Appraiser and Sylvia Yglesias, Recording Secretary were present. Frances DeLeon, Assistant Chief Appraiser, was absent

Item #5 Public Comments – None

Item #6 Discussion and/or Action regarding the Approval of Regular BOD Meeting Minutes for November 18, 2025 – Mr. Bill Wilson made a motion to approve the Minutes as presented. Dr. Anne Matula seconded the motion. Mr. Curlee asked if any questions or discussion. There were none. Mr. Curlee then asked if all in favor say Aye. All said Aye. Motion carried 5-0.

Item #7 Discussion and/or Action Regarding Appraisal District Survey Cards – The Board took notice.

Item #8 Unfinished Business

- a) **Produce a schedule of depreciated items (handout) –** Mr. Light mentioned the schedule is on a formula after speaking to Mr. Frank Lovvorn and it shows the depreciation monthly. It will show the depreciation for the previous month. Dr. Matula asked if it also depreciated the salary value. Mr. Light mentioned that Mr. Lovvorn did not address that question. Mr. Light mentioned that the computers were traded out when they upgraded the old computers. He also mentioned that the depreciation sheet is still a work in progress and will be presenting this item at the next meeting.
- b) **Quarterly Public Funds Investment Plan (Texas Class) (handout)** Mr. Light mentioned that this item is revised annually. He only made minor changes for instance, at one point there was an advisory committee. We do not have one now. It is not a requirement of the Public Funds Investment Act. He mentioned that the last page of the policy is to identify our investment company which is Texas Class. New policy came from Section 4 paragraph C. The last page of the policy has the Resolution. Section One identifies the Primary Dealer as Texas Class. The secondary dealer is Texpool. Section Two designates the Chief Appraiser as the Investment Officer. We will be making high 3s or low 4s percent instead of the 1.35 that we are getting with Prosperity Bank.



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Item #9. New Business –

- a) **Discussion and/or action to approve the district's 2026 Holiday Schedule** – Mr. Light presented the 2026 Holiday Schedule and mentioned that we did look at the Federal Reserve Holiday Calendar. Marcy Thormaehlen mentioned that they had different days for their schedule. Mr. Curlee asked if all in favor passing the holiday schedule as presented. All said Aye. Motioned passed 5-0. Marcy Thormaehlen mentioned that they had a different schedule for their office. Mr. Light mentioned that we will visit this item at the next meeting and make an amendment to this item if needed.
- b) **Discussion and/or action to consider a Resolution moving funds from the Committed Litigation Fund to the 2025 Litigation line item** – Mr. Light mentioned that this was talked about with Frank Lovvorn regarding the Litigation bills that have not been paid for 2025. It looks like the bills that have not been paid is about \$250K. Bills should be paid in December, if we have any. He said that he will calculate the amount and fill out the resolution accordingly to approve at a special meeting on December 30, 2025.
- c) **Discussion and/or action to approve Public Funds Investment Policy and Texas Class Document** – Dr. Anne Matula made a motion to approve the Public Funds Investment Policy and Texas Class document. Michelle Koesema seconded the motion.

Voice Vote taken:

Marcy Thormaehlen – For the motion

Dr. Anne Matula – For the motion

Mr. Bill Wilson – For the motion

Mr. John Curlee – For the motion

Ms. Michell Koesema – For the motion

Motion passed 5-0

- d) **Newspaper Articles** – Mr. Light mentioned having a presence in the public to inform residents about applying for their homesteads. He would like to inform the public about applying for an exemption whether it is religious, charitable, or other specialty exceptions. He also mentioned that we can put it on our website and on the Facebook page.
- e) **Estimates of Certified Mail for Supplements** – Mr. Light said that the cost of certified mail is going up and wanted to let the Board know it will be about \$17K due to increased amounts for 2026.



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Item # 10 Financial Report

- a. **Review of Statement of Net Position** – Mr. Light went through the Liabilities and Assets. Mr. Wilson asked about the Right-to use Assets – Building. Total equity looks to be okay.
- b. **Review Budget vs. Actuals** – Mr. Light noted some key points regarding this topic. The board took notice.
- c. **Review of Expenses by Vendor Summary** – Mr. Light went over the Expenses by Vendor Summary.
- d. **Review of 90 Degree P & L** – No unusual activity to report. The Board took notice.
- e. **Monthly Bank Investment Report** – Nothing unusual to report. The Board took notice.

Item # 11 Move into Executive Session pursuant to the Texas Government Code Section 551

- a) Texas Government Code Section 551.074. To discuss all-purpose authorized under this section of the open meeting act, including but not limited to deliberating the appointment, employment, compensation review, evaluation reassignment of duties of:
 - Office Personnel
- b) Texas Government Code Section 551.071. To consult with the district's attorney regarding all purposes authorized under this section of the open meeting act, to include pending and contemplated litigation; or a settlement offer; or on a matter in which the duty of the attorney of the District under the Texas Disciplinary Rules of Professional Conduct clearly conflicts with the open meetings act.
 - 1. Gunvor USA, LLC
 - 2. Vitol Inc.- Crude Inventory
 - 3. Marathon Petroleum, LP-Crude Inventory
 - 4. EOG Resources Marketing, LLC-Crude Inventory
 - 5. Devon Gas/Glencore LTD
 - 6. Houston Pipeline Co.
 - 7. Papalote Creek I LLC
 - 8. Papalote Creek II LLC
 - 9. ComCapp Pavilions LLC
 - 10. Contigo Apartments LLC

Item # 12 Consideration and/or Action regarding any matter that may take place in executive session as provided by Texas Governance Code Section 551.

The Board recessed and will go into Executive session starting at 10:59 a.m.

The Board went back into open session at 11:43 a.m. No action was taken during the executive session.



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Item # 13 Chief Appraiser Report

- a) Board of Directors Election Update – Mr. Light mentioned that the election was going well. There are a few entities that have not turned in their ballots.

Item # 14 Discussion of New Business for Next Month's Agenda - None

Item # 15 Set the date and time for the next meeting. – Mr. Curlee stated that the next meeting will be a Special Meeting on December 30, 2025. The next regular BOD meeting is scheduled for January 13, 2026.

Item #16 Adjourn – Mr. John Curlee adjourned the meeting at 12:46 p.m.

Bill T. W. I.
Chair

1/13/2026
Date

Marcela S. Thormaehlen
Secretary

1/13/26
Date