

LIBERTY COUNTY CENTRAL APPRAISAL DISTRICT

Minutes of the Regular Meeting of the Liberty County Central Appraisal District Board of Directors held January 27, 2022.

Statement of compliance with HB490 Section 1 and Section 6.035 of the State Property Tax Code was signed by Directors (minus Dana Holst and Mark Sjolander) and the Oath of Office was administered by Laurie Ramirez at 9:31 a.m.

The Directors began the process of election of officers. Director Hebert Jr. made motion to keep all appointments as the same, Director Bobby Ray Coats as Chairman, Director Sjolander as Vice-Chairman, and Director John Hebert Jr. as Secretary, seconded by Director Day. The motion was approved unanimously of voting members.

After establishing a quorum was present, Chairman Coats opened the meeting with the following Directors present:

Bobby Ray Coats
John Hebert Jr.

Josh Day (telephone appearance)
Richard Brown

Director Holst and Director Sjolander were not in attendance.

There were not any patrons in attendance.

Director Coats led the audience in the Pledge of Allegiance to the United States and Texas flags which were recited by the Directors and staff. Director Hebert Jr. led the audience in prayer.

Chairman Coats requested the Directors to review the minutes of the December 2021 meeting. A motion was made by Director Hebert Jr. and seconded by Director Day to approve the minutes for the December meeting. The motion was approved unanimously of voting members.

The Board recognized the employee of the month, Joli Sellers.

There were not any communications to present to the Directors.

Under new business, Chief McCarty presented the 2021 Annual Operations Report. Director Hebert Jr. motioned to approve the operations report, seconded by Director Day. The motion was approved unanimously of voting members.

Director Hebert Jr. motioned to approve Resolution #247, appointing Natalie Rodriguez and Alma Lopez-Trevizo, as Spanish speaking translators and Melissa Starr as the sign language interpreter, if needed, for the office or the Appraisal Review Board per policy #110, seconded by Director Day. The motion was approved unanimously of voting members.

Director Day motioned to approve Resolution #248, the requirements and authorization for the District's checks and payments, seconded by Director Hebert Jr. The motion was approved unanimously of voting members.

Director Hebert Jr. approved the board policy manual in its entirety, seconded by Director Day. The motion was approved unanimously of voting members.

Under Chief Appraiser's Reports and recommendations, Chief Lana McCarty presented the financial reports and disbursements for December 2021. Chairman Coats called for a motion to approve the financial report and disbursements. The motion was made by Director Hebert Jr. and seconded by Director Day. The motion was approved unanimously of voting members.

Chief Lana McCarty presented the quarterly investment report of the pledged securities market value of \$2,277,775. Director Hebert Jr. motioned to approve and seconded by Director Day. The motion was approved unanimously of voting members.

Chief McCarty presented the report on supplemental changes made to the certified roll. Director Hebert Jr. motioned to approve the supplemental changes, seconded by Director Day. The motion was approved unanimously of voting members.

Chief McCarty presented the board with request from City of Plum Grove to waive penalty and interest on taxing units' quarterly assessments. Director Hebert Jr. motioned to approve the request, seconded by Director Day. The motion was approved unanimously of voting members.


Under the Chief Appraiser's report on the operation of the District, Chief McCarty informed the board that over 34,194 appraisals, permits, checkbacks had been worked, 10,791 building permits, and 21,630 ownership changes, 39,669 accounts keyed, 4,403 address changes, 2,012 homestead applications worked. The Cleveland office total of 2,402 customers and phone calls and website activity had 153,237 worldwide. Protests closed 10,020. Lawsuits, 22 at the moment.


The board did not convene into executive session, as authorized by the Texas Government Code Section 551.071(1)(a)(b), consultation with attorneys and any other pending litigations; Section 551.072, deliberations about real property; Section 551.074, personnel matters, evaluation of Chief Appraiser; Section 551.076, security matters.

There was not any old business to report.

A motion was made by Director Hebert Jr. and seconded by Director Day to adjourn the meeting. The motion was approved unanimously of voting members and the meeting adjourned at 10:10 a.m.

Approved, this the 24th day of February 2022.


VICE-Chairman, Liberty County
Central Appraisal District


Secretary, Liberty County
Central Appraisal District