

## **LIBERTY COUNTY CENTRAL APPRAISAL DISTRICT**

Minutes of the Regular Meeting of the Liberty County Central Appraisal District Board of Directors held January 23, 2025.

Oath of Office and Statement of compliance with HB490 Section 1 and Section 6.035 of the State Property Tax Code was signed by Directors was administered by Laurie Ramirez at 9:49 a.m.

The Directors began the process of election of officers. Director Brown made motion to nominate Mark Sjolander to serve as Chairman subject to his consent; Director Brown motions to close nominations for Chairman, seconded by Charles Bolds. Director Rollins seconded the nomination of Mark Sjolander as Chairman. Director Brown motioned to elect Mark Herndon as Vice-Chairman; seconded by Director Bolds. Director Brown motions to nominate Charles Bolds as secretary, seconded by Director Rollins. The motions were approved unanimously by voting members.

Vice-Chairman Mark Herndon called meeting to order at 9:35 a.m.

After establishing a quorum was present, Vice-Chairman Mark Herndon opened the meeting with the following Directors present:

Charles Bolds	Mark Herndon
Emily Cook	Hayleigh Shanks
Jimmy Rollins	Richard Brown ex-officio

Directors Day and Director Sjolander and Director Fitzgerald were not in attendance.

Richard Brown led the audience in prayer and Secretary Charles Bolds led the audience in the Pledge of Allegiance to the United States and Texas flags which were recited by the Directors and staff.

Vice-Chairman Herndon requested the Directors to review the minutes of the December 2024 meeting. A motion was made by Director Rollins and seconded by Director Bolds to approve the minutes for the December meeting. The motion was approved unanimously by the voting members.

The Board recognized the employee of the month for December: Sam Gutierrez. Chief McCarty presented communications from the public to the members.

Under new business, Chief McCarty recognized Kim Key as Employee of the Year and Juana Hall as Team Player of the Year.

Charles Bolds – 3 Year Term	Mark Herndon- 3 Year Term
Jimmy Rollins – 1 Year Term	Josh Day - 3 Year Term
Mark Sjolander - 1 Year Term	

Director Brown motioned to go into executive session and seconded by Director Bolds. The motion was approved unanimously by the voting members.

The board did convene into executive session at 9:49 a.m., as authorized by the Texas Government Code Section 551.071(1)(a)(b), consultation with attorneys; Section 551.072, deliberations about real property; Section 551.074, personnel matters, evaluation of Chief Appraiser; Section 551.076, security matters.

The board reconvened into open session at 10:04 a.m. with a motion from Director Cook to appoint Walt Saucier to fill the vacancy on the Appraisal Review Board due to the resignation of Linda Rusk, seconded by Director Bolds. The motion was approved unanimously by the voting members.

Chief McCarty presented the 2024 Annual Operations Report to the board. No action needed.

Director Brown motioned to approve Resolution #278, appointing Natalie Tackett 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 Bolds. The motion was approved unanimously by voting members.

Director Brown motioned to approve Resolution #279, the requirements and authorization for the district's checks and payments, seconded by Director Bolds. The motion was approved unanimously by voting members.

Under Chief Appraiser's reports and recommendations, Chief McCarty presented the financial reports and disbursements for December 2024. Vice-Chairman Herndon called for a motion to approve the financial report and disbursements. The motion was made by Director Bolds and seconded by Director Cook. The motion was approved unanimously by the voting members.

Director Brown requested a running ledger for the building at 303 Fannin. Chief McCarty stated that could be included in the financials.

There were not any 25.25 changes to the certified appraisal roll to approve.

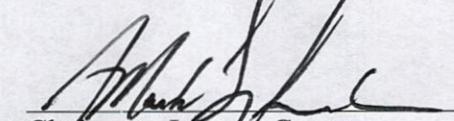
There were no entities that sent in requests to waive penalties and interest on taxing units' quarterly assessments.

Under the Chief Appraiser's report, Chief McCarty informed the board with an update that appraisers are out in the field with permits and checkbacks to finish mid-February.

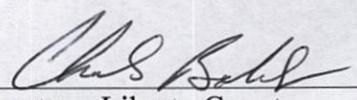
Old business: None

Director Brown motioned to adjourn the meeting and seconded by Director Bolds. The motion was approved unanimously by voting members and the meeting adjourned at 10:38 a.m.

Approved, this the 27th day of February 2025.



Chairman, Liberty County  
Central Appraisal District



Chub Bolds  
Secretary, Liberty County  
Central Appraisal District