

## **LIBERTY COUNTY CENTRAL APPRAISAL DISTRICT (with revisions)**

Minutes of the Regular Meeting of the Liberty County Central Appraisal District Board of Directors held February 27, 2025.

Statement of compliance with HB490 Section 1 and Section 6.035 of the State Property Tax Code was signed by Directors Mark Sjolander, Director Day and Director Fitzgerald and the Oath of Office was administered by Juana Hall at 9:33 A.M.

Chairman Mark Sjolander called meeting to order at 9:32 A.M.

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

Mark Sjolander	Josh Day	Mark Herndon
Josh Fitzgerald	Charles Bolds	Emily Cook
Haileigh Shanks	Jimmy Rollins	Richard Brown

There were not any patrons in attendance.

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

Chairman Sjolander requested the Directors to review the minutes of the January 2025 meeting. A motion was made by Director Brown and seconded by Director Herndon to approve the minutes for the January meeting. The motion was approved unanimously of voting members.

The Board recognized the employee of the month, Eboni Godfrey.

Chief McCarty presented communications from the public to the members.

Chief McCarty presented the Employee of the Year to Kim Key.

Director Day motioned to approve the February 2025 salvage list of furniture, fixtures, equipment, etc., seconded by Director Herndon. The motion was approved unanimously of voting members.

Chief McCarty presented the 2025 Appraisal Review Board Hearing procedures adopted by the ARB. No action was needed.

Under new business, the Board selected the entities that will be attending the budget meeting. Tarkington ISD, City of Liberty, Liberty County and Hardin ISD and 3 CAD Board members. Director Brown motioned to approve the attending entities and add a third CAD board member seconded by Director Day. Director Herndon and Director Brown volunteered to represent the CAD. Director Cook nominated Director Shanks and was seconded by Director Day. The motion was approved unanimously by the voting members.

Director Bolds motioned to appoint Michael Dorsett to fill the vacancy on the Appraisal Review Board due to the resignation of Dan Parrott, seconded by Director Cook. The motion was approved unanimously by the voting members.

Director Day motioned to revise drug policy #211 for CAD and bring proposed edit back for board approval, seconded by Director Fitzgerald. 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 January 2025. Chairman called for a motion to approve the financial report and disbursements. The motion was made by Director Bolds and seconded by Director Fitzgerald. The motion was approved unanimously of voting members.

Director Day motioned to approve the quarterly investment report, seconded by Director Fitzgerald. The motion was approved unanimously of voting members.

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

There were not any requests to waive penalty and interest on taxing units' quarterly assessments.

Under the Chief Appraiser's report on the operation of the District, Chief McCarty informed the board that over 5,161 appraisals, permits, checkbacks had been worked, and 6,332 ownership changes 507 homestead applications worked. 4,632 renditions mailed with only 166 returned. The Cleveland office total of 644 customers and phone calls, 41 active lawsuits and website activity had 6,918 worldwide. Chief McCarty informed the board we received and passed PVS results for 2024 year and detailed what that means for the CAD.

The board did not convene into executive session.

There was not any old business to report.

A motion was made by Director Day and seconded by Director Bolds to adjourn the meeting. The motion was approved unanimously of voting members and the meeting adjourned at 10:41 a.m.

Approved, this the 27<sup>th</sup> day of March 2025.

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Chairman, Liberty County  
Central Appraisal District

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Secretary, Liberty County  
Central Appraisal District