

 **LIBERTY COUNTY CENTRAL APPRAISAL DISTRICT** 

Minutes of the Regular Meeting of the Liberty County Central Appraisal District Board of Directors held January 22, 2026.

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 Samantha Gutierrez at 9:35 a.m.

The Directors began the process of election of officers. Director Rollins made a motion to keep the current officers as is: Mark Sjolander as Chairman, Mark Herndon as Vice Chairman, and Charles Bolds as Secretary. Director Fitzgerald seconded the motion. The motion was approved unanimously by voting members.

Chairman Mark Sjolander called the meeting to order at 9:37 a.m.

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

Charles Bolds	Josh Fitzgerald
Jimmy Rollins	Richard Brown

Directors Emily Cook, Mark Herndon, Josh Day, and Haleigh Shanks were not in attendance.

Director Brown led the audience in prayer, and the board led the audience in the Pledge of Allegiance to the United States and Texas flags, recited by all others in attendance.

Chairman Sjolander requested the Directors to review the minutes of the December 2026 meeting. A motion was made by Secretary Bolds and seconded by Director Rollins 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: Joyce Muskwinisky
Chief McCarty presented communications from the public to the members.

Under new business, Chief McCarty presented and discussed the 2025 Annual Operations Report. No action needed.

Director Brown motioned to approve Resolution #286, 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 Fitzgerald. The motion was approved unanimously by voting members.

Director Fitzgerald motioned to approve Resolution #287, the requirements and authorization for the district's checks and payments, seconded by Director Rollins. The motion was approved unanimously by voting members.

Chief McCarty presented the 2024 Appraisal District's Ratio Study Report. No action needed.
Chief McCarty presented and discussed the Appraisal District's 2025 Methods & Procedures Audit by the Texas Comptroller of Public Accounts. No action needed.

Under the Chief Appraiser's reports and recommendations, Chief McCarty presented the financial reports and disbursements for December 2025. Chairman Sjolander called for a motion to approve the financial report and disbursements. The motion was made by Secretary Bolds and seconded by Director Fitzgerald. The motion was approved unanimously by the voting members.

Secretary Bolds motioned to approve the 25.25 changes to the certified appraisal roll to the board, seconded by Director Fitzgerald. The motion was approved by the voting members.

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, finishing up field work soon.

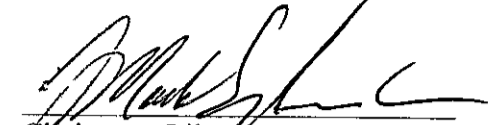
The board did convene into executive session at 10:04 a.m., as authorized by the Texas Government Code Section 551.071(1)(a)(b), consultation with attorneys; Section 551.072, deliberations about real property; Section 551.074, personnel matters, evaluation of Chief Appraiser; Section 551.076, security matters.

The board reconvened into open session at 10:13 a.m. with a motion from Secretary Bolds, to approve the proposed litigation discussed in executive session, seconded by Director Fitzgerald. The motion was approved unanimously by the voting members.


Old business: None

Secretary Bolds motioned to adjourn the meeting and seconded by Director Fitzgerald. The motion was approved unanimously by voting members and the meeting adjourned at 10:14 a.m.

Approved, this the 26th day of February 2026.



Chairman, Liberty County
Central Appraisal District



Secretary, Liberty County
Central Appraisal District