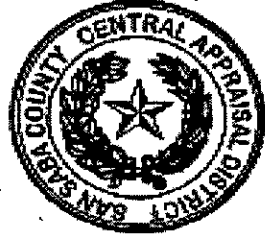


San Saba Central Appraisal District
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Board of Directors
Marcus Amthor
Ann Brownlee
Ray Clark
James Lebow
Jake Lackey

Trish Turner, RPA, RTA, CCA,CTA
Chief Appraiser

NOTICE OF A REGULAR BOARD MEETING OF THE SAN SABA CENTRAL APPRAISAL DISTRICT

PURSUANT TO TEXAS OPEN MEETINGS ACT, Chapter 551, Government Code, notice is hereby given that the San Saba Central Appraisal District will hold a regular board meeting on Wednesday, December 17, 2025 at 8:00 am, at the Appraisal District office. The notice of this meeting was posted in compliance with this Act in the San Saba County Courthouse and San Saba Central Appraisal District.

PURSUANT TO TEXAS OPEN MEETING ACT, Government Code, Chapter 551, Subchapters D and E and TEXAS GOVERNMENT CODE, Section 418.183(f), the Board may enter a closed or executive session for discussion of any item on the agenda. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in an open meeting.

The subjects to be discussed or considered upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice.

AGENDA

- 1. CALL TO ORDER**
- 2. CALL OF ROLL/DECLARATION OF QUORUM**
- 3. INVOCATION**
- 4. PLEDGES OF ALLEGIANCE**
- 5. HEAR FROM THOSE DESIRING TO APPEAR BEFORE THE BOARD**
- 6. APPROVE BOARD OF DIRECTOR NOMINEES**
- 7. ADMINISTER OATH OF OFFICES**
- 8. ELECT CHAIRMAN AND SECRETARY**
- 9. APPROVE MINUTES OF SEPTEMBER 24, 2025 BOARD MEETING**
- 10. APPROVE 2025 SEPTEMBER, OCTOBER, & NOVEMBER
FINANCIAL REPORTS**
- 11. APPROVE LINE-ITEM ADJUSTMENTS**
- 12. CHIEF APPRAISER EVALUATION**
- 13. APPROVE AG ADVISORY BOARD MEMBER**
- 14. APPROVE ARB MEMBERS FROM DISTRICT JUDGE**
- 15. APPROVE FUNDS FOR ARB ATTORNEY**
- 16. APPROVE PROPOSAL AND FUNDS FOR FRONT SECURITY**

- 17. APPROVE EMERGENCY & DISASTER RECOVERY POLICY**
- 18. APPROVE PUBLIC AND RELATIONS POLICY**
- 19. APPROVE INVESTMENT POLICY**
- 20. APPROVE HOLIDAY POLICY**
- 21. QUARTERLY CHANGE REPORTS**
- 22. PERSONNEL REPORT**
- 23. CHIEF APPRAISER REPORT**
- 24. MISCELANEOUS DISCUSSION**
- 25. ADJOURN**

SAN SABA CENTRAL APPRAISAL DISTRICT

Minutes of a regular board meeting for the San Saba Central Appraisal District that was held on Wednesday, December 17, 2025, at 8:00 a.m. at the Appraisal District office.

The directors of the San Saba Central Appraisal District met for a regular meeting, Wednesday, December 17, 2025, at 8:00 a.m. at the Appraisal District office.

Public notice of this meeting has been given as required by law to Christi Whitley, County Clerk, San Saba, Texas, and a copy of such notice is appended to the minutes of this meeting.

Marcus Amthor called the meeting to order at 8:00 a.m. Board members Anne Brownlee and Jake Lackey were in attendance. Ray Clark and James Lebow were absent. Also present were Chief Appraiser-Trish Turner, Appraisal District staff, Colleen Womack, and Tyson with Early Glass & Brownwood Door.

Marcus Amthor gave the invocation and led the board in the pledges of allegiance.

Marcus Amthor opened the floor to those desiring to appear before the board. There were none.

The nominees for the board of directors for 2026-2027 are Marcus Amthor and James Lebow. Jake Lackey made a motion to approve the board of director nominees, seconded by Anne Brownlee. Motion passed unanimously. Trish Turner Administered the Oath of Office to Marcus Amthor. James Lebow was absent and will read his Oath of Office at the next board meeting.

Jake Lackey made a motion to elect James Lebow as Chairman of the board and Ray Clark as the secretary of the board for 2026-2027, seconded by Anne Brownlee. Motion passed unanimously.

Jake Lackey moved to approve the minutes of the September 24, 2025 board meeting as read, seconded by Anne Brownlee. Motion passed unanimously.

Anne Brownlee moved to approve September, October, November 2025 financial reports as presented, seconded by Jake Lackey. Motion passed unanimously.

Jake Lackey moved to approve the line-item adjustments, seconded by Anne Brownlee. Motion passed unanimously.

The Chief Appraiser report was given to the board to evaluate Trish Turner, the Chief Appraiser. The board discussed privately and then presented Trish with the evaluation. The board was impressed with Trish's knowledge, management, leadership, communication, and professionalism.

Jake Lackey made a motion to accept James Stewardson on the Ag Advisory Board, seconded by Anne Brownlee. Motion passed unanimously.

Trish told the board that the applicants for the ARB members from the District Judge are Jeffrey Carlson, Janet Hoyt, Jerry Spinks and Johnny Holder. Anne Brownlee made a motion to approve the ARB members, seconded by Jake Lackey. Motion passed unanimously.

The ARB attorney fee has increased to \$600.00 for 2026. Jake Lackey made a motion to approve the funds for the ARB attorney, seconded by Anne Brownlee. Motion passed unanimously.

Tyson with Early Glass & Brownwood Door was present to answer any questions about securing the foyer of the appraisal district. Ray Clark had sent some questions to ask Tyson about the specifications of the security project. Marcus asked the questions and there was discussion about each question. After a lengthy discussion concerning the need for front security, Anne Brownlee made a motion to approve the proposal and fund the front security project, seconded by Jake Lackey. Motion passed unanimously.

Timeline for the Security upgrade:

- Will be in San Saba next week for final measurements and gathering the logistics for the installation
- 3-4 weeks for all the materials (framing, glass, etc.) delivery
- 1 day installation

Anne Brownlee made a motion to approve the Emergency & Disaster Recovery Policy, seconded by Jake Lackey. Motion passed unanimously.

Jake Lackey made a motion to approve the Public Relations Policy, seconded by Anne Brownlee. Motion passed unanimously.

The Investment Policy was discussed with the board and Trish explained the difference between putting the Appraisal Districts money in an investment pool or leaving it with Commercial Bank and having them sweep the money every night to secure any money over \$250,000. Commercial National Bank agreed to match the interest rate of the Investment Pools. Jake Lackey made a motion to leave the money at Commercial National Bank with the matching interest rate and approve the Investment Policy, seconded by Anne Brownlee. Motion passed unanimously.

Anne Brownlee made a motion to approve the Holiday schedule for 2026, seconded by Jake Lackey. Motion passed unanimously.

Trish presented the board with the quarterly change report. Anne Brownlee moved to approve the quarterly change report as is, seconded by Jake Lackey. Motion passed unanimously.

Trish Turner presented the Personnel report.

- 1) Maria Franco is continuing her education classes and is working on her Level 3 test.
- 2) Trish Turner attended the Tax Professional Institute for Chief Appraisers in Austin and the Chief Appraiser Institute in San Marcos.
- 3) Trish asked permission to give the office staff a \$100.00 Christmas Bonus. All board members agreed.

Chief Appraiser report:

- 1) Trish gave an update on the Linebarger Homestead Exemption Analysis Project. The Analysis has caused some customers to have their homestead removed and having to pay back taxes.
- 2) The taxes collected as of 12-17-25 are 32%.

There being no further business, the meeting adjourned at 9:53 a.m.

Approved this _____ day of _____ 2025.

James Lebow, Chairman
San Saba Central Appraisal District

ATTEST:

Ray Clark, Secretary
San Saba Central Appraisal District