

**Jefferson Central Appraisal District  
Board of Directors**

**Regular Board Meeting  
January 15, 2020 - 4:00 p.m.**

The Board of Directors of the Jefferson Central Appraisal District met in public (open) session on Wednesday, January 15, 2020 at the Appraisal District office, 4610 S. Fourth Street, Beaumont, Texas. The meeting was called to order by Chairperson Lauren Williams Mason.

It was found and determined that in accordance with the policies and orders of the Board, the notice of the meeting was posted in accordance with the terms and provisions of Section 551.001 et. seq. of the Texas Government Code, and that all of the terms and provisions of Section 551.001 have been fully complied with and that the 72-hour notice required by said section has been properly and correctly given.

**ROLL CALL**

Present: Allison Nathan Getz (from 4:08 p.m.), Eugene Landry, Lauren Williams Mason, and Dr. Louis Reed, Jr.

Absent: Terry Schwertner

**ESTABLISHMENT OF QUORUM**

Chairperson Mason declared a quorum present.

**OATH OF OFFICE**

The Oath of Office was administered to all members of the Board of Directors in attendance for the 2020 – 2021 term of office. *(Since Mrs. Getz was not in attendance when the Oath was administered to the other members, it was administered to her right before the vote on the Chief Appraiser's Report.)*

**CONSENT AGENDA ACTION ITEMS**

1. Approval of Minutes: December 18, 2019
2. Receive Taxpayer Liaison Officer Report

The TLO Report was submitted indicating that the Taxpayer Liaison Officer did not receive any communications or complaints from taxpayers for the period ending January 9, 2020.

Dr. Reed moved and Mr. Landry seconded to approve the consent agenda items as submitted.

Yeas: Landry, Mason, and Reed

Nays: None

## **REGULAR AGENDA ACTION ITEMS**

### **3. Receive Chief Appraiser's Report**

#### **PTAD MAPs REVIEW**

The final results of the PTAD Methods and Assistance Program 2019 Report have not been released, so Mrs. Bellard will report on this at the next meeting.

#### **2020 REAPPRAISAL UPDATE**

The District is currently on target for the 2020 reappraisal. Notices of Appraised Value on locally appraised real property accounts and mineral accounts will be mailed April 9, 2020, with industrial real property notices being mailed May 4, 2020, and all personal property notices being mailed May 14, 2020.

Protest hearings are scheduled to begin on June 9, 2020, with the majority of hearings completed by July 3, 2020. The Appraisal Review Board will have a few days of clean-up hearings before approving the appraisal records, and the Chief Appraiser will certify the appraisal rolls to the entities by July 25<sup>th</sup>.

#### **RETIREMENT PLAN TRUSTEE**

Mr. Bobby Core and Mr. Jon Cervalos of UBS, the District's Retirement Plan Administrator, left the firm in December and joined Wells Fargo. The District is now working with Mr. Ross Jones and Mr. Chris Ohmstede of UBS.

The Retirement Administrative Committee met with Mr. Core and Mr. Cervalos, now of Wells Fargo, and Mr. Ross and Mr. Ohmstede of UBS and made the decision to continue working with UBS for a 6-month trial period. All of the District's employees are required to meet with the new representatives from UBS to ensure they are comfortable working with them.

The Retirement Administrative Committee will review the performance of UBS and report back to the Board after the 6-month trial period, if necessary.

#### **CHIEF APPRAISER ACTIVITY REPORT**

Mrs. Bellard submitted the Chief Appraiser's Activity Report for the period ending January 9, 2020 to the Board outlining the District activities and public and entity notifications/meetings of the Chief Appraiser and the District.

#### **CHIEF APPRAISER TRAVEL**

None to report.

Dr. Reed moved and Mr. Landry seconded to receive the Chief Appraiser's Report as submitted.

Yeas: Getz, Landry, Mason, and Reed  
Nays: None

4. Elect Officers for 2020 Term of Office

Mr. Landry moved and Mrs. Getz seconded elect Dr. Louis Reed, Jr. for the office of Chairperson and Mr. Terry Schwertner for the office of Secretary for the 2020 term.

Yeas: Getz, Landry, Mason, and Reed  
Nays: None

5. Adopt Resolution #2020-1 Granting Check Signing Authority for Newly Elected Officers

Mrs. Getz moved and Mr. Landry seconded to adopt Resolution #2020-1 granting the Chief Appraiser the authority to write and issue checks drawn on the District's accounts providing the checks are for proper expenditures, and providing further that the checks are countersigned by one of the two newly-elected officers, being Dr. Louis Reed, Jr. as Chairperson or Terry Schwertner as Secretary.

The Chief Appraiser along with the Business Manager, Diana Miller, and the Business Assistant, Carrie Roberts Belknap, were also authorized to make telephone transfers of monies for the District's accounts.

Yeas: Getz, Landry, Mason, and Reed  
Nays: None

6. Adopt Resolution #2020-2 Approving Industrial Appraising Contract with Capitol Appraisal Group

Mr. Landry moved and Mrs. Mason seconded to adopt Resolution #2020-2 approving the contract for industrial appraising services with Capitol Appraisal Group in Austin for a two-year period commencing January 1, 2020 and terminating December 31, 2021. The annual fee for the 2020 tax year is \$439,320, and the annual fee for the 2021 tax year is \$439,320.

Yeas: Getz, Landry, Mason, and Reed  
Nays: None

7. Approve Travel of Board of Director Members to Dallas to Attend TAAD Conference, February 23 – 26, 2020

Mrs. Mason, Dr. Reed, and Mr. Schwertner are registered to attend the TAAD Conference.

Mr. Landry moved and Mrs. Mason seconded to approve the travel of any member of the Board of Directors to attend the Annual Conference of the Texas Association of Appraisal Districts to be held in Dallas February 23 – 26, 2020.

Yeas: Getz, Landry, Mason, and Reed  
Nays: None

8. Name Delegate and Alternate to Vote on All Matters Presented at TAAD Conference

Mr. Landry moved and Mrs. Getz seconded to appoint Mrs. Bellard as the delegate and Mrs. Mason as the alternate to vote on all matters presented at the Delegate Assembly at the TAAD Conference.

Yeas: Getz, Landry, Mason, and Reed

Nays: None

9. Appoint Members to Retirement Administrative Committee

The District established a Retirement Administrative Committee for the purpose of setting policies and making decisions concerning the District's Retirement Plan. This committee does not make any investments; rather, they protect the interests of both the District and the employees and ensure that sufficient investment options are made available. The committee is comprised of six members, five of whom are staff members who are recommended for appointment by the Chief Appraiser and one being a member of the Board of Directors.

Mr. Landry moved and Dr. Reed seconded to reappoint Allison Getz as the Board representative on the Retirement Administrative Committee and to approve the recommended appointments of staff members Angela Bellard, Tana Fillingame, Polly Holder, Lloyd "Buddy" Hughes, and Diana Miller.

Yeas: Getz, Landry, Mason, and Reed

Nays: None

10. Approve Financial Statements for November, 2019

Mrs. Getz moved and Mrs. Mason seconded to approve the financial statements for the month ending November 30, 2019 indicating expenses of \$413,575.29 and a fund balance of \$2,294,076.57.

Yeas: Getz, Landry, Mason, and Reed

Nays: None

11. Authorize/Ratify Expenditures from Equipment Replacement Fund

There being no expenditures to authorize or ratify, this item was deferred.

12. Receive Amendments to the 2019 and/or 2020 Budgets and Instruct the Secretary of the Board to Notify the Taxing Entities

There being no amendments to receive, this item was deferred.

13. Adopt Amendments to the 2019 and/or 2020 Budgets

There being no amendments to adopt, this item was deferred.

**INFORMATION ITEMS**

1. February Board Meeting

The February Board meeting was scheduled for Wednesday, February 19, 2020 at 11:30 a.m.

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

There being no further business to conduct, the meeting was adjourned at 4:20 p.m.

---

Dr. Louis Reed, Jr., Chairperson  
Board of Directors  
Jefferson Central Appraisal District

---

Terry Schwertner, Secretary  
Board of Directors  
Jefferson Central Appraisal District