

**Jefferson Central Appraisal District
Board of Directors**

**Regular Board Meeting
January 20, 2021 - 4:00 p.m.**

The Board of Directors of the Jefferson Central Appraisal District met in public (open) session on Wednesday, January 20, 2021 at the Appraisal District office, 4610 S. Fourth Street, Beaumont, Texas. The meeting was called to order by Chairperson Dr. Louis Reed, Jr.

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, Eugene Landry, Lauren Williams Mason, and Dr. Louis Reed, Jr.
Absent: Terry Schwertner

ESTABLISHMENT OF QUORUM

Chairperson Reed declared a quorum present.

CONSENT AGENDA ACTION ITEMS

1. Approval of Minutes: December 16, 2020
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 13, 2021.

Mrs. Getz moved and Mr. Landry seconded to approve the consent agenda items as submitted.

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

REGULAR AGENDA ACTION ITEMS

3. Receive Chief Appraiser's Report

2021 REAPPRAISAL UPDATE

The District is currently on target for the 2021 reappraisal. Notices of Appraised Value on locally appraised real property accounts and mineral accounts are scheduled to be mailed April 8, 2021, with industrial real property notices being mailed April 23, 2021, and all personal property notices being mailed May 17, 2021.

Protest hearings are scheduled to begin on June 1, 2021, with the majority of hearings completed by July 2, 2021. 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 25th.

COVID POSITIVE EMPLOYEE

The District had another Covid positive employee recently but did not shut the office building down for a deep cleaning. All employees were told to wear their masks when they left their offices and to adhere to social distancing protocols.

The 80 hours of Covid leave expired on December 31, 2020. While it has been extended through March 31, 2021, it is no longer a Federal requirement and requires adherence to strict Federal guidelines by the business. Due to the restrictions and after discussing the issue with the District's attorney for personnel matters, the District is opting out of the Covid

leave. Employees with severe symptoms will be required to use sick leave if they contract Covid, or they may work from home if they have no or mild symptoms.

NEW RPA DESIGNEE

Mrs. Sekeia Colvin obtained her RPA designation in December, 2020. She was hired as an Assistant Appraiser on May 14, 2018 and will be promoted to an Appraiser now that she has her RPA. The District currently has five employees who are currently working towards their RPA, including the two new appraisers that were recently hired.

CHIEF APPRAISER ACTIVITY REPORT

Mrs. Bellard submitted the Chief Appraiser's Activity Report for the period ending January 13, 2021 to the Board outlining the educational, District, and lawsuits/arbitration activities of the Chief Appraiser and the District.

CHIEF APPRAISER TRAVEL

None to report.

TAAD CONFERENCE

Mrs. Bellard informed the Board that the TAAD Annual Conference scheduled for February, 2021 in Austin will now be a Zoom conference due to the Covid-19 situation.

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

Yeas: Getz, Landry, Mason, and Reed

Nays: None

4. Elect Officers for 2021 Term of Office

Mr. Landry moved and Dr. Reed seconded elect Mr. Terry Schwertner for the office of Chairperson and Mr. Eugene Landry for the office of Secretary for the 2021 term.

Yeas: Getz, Landry, Mason, and Reed

Nays: None

5. Adopt Resolution #2021-1 Granting Check Signing Authority for Newly Elected Officers

Mr. Landry moved and Mrs. Getz seconded to adopt Resolution #2021-1 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 Terry Schwertner. as Chairperson or Eugene Landry as Secretary.

The Chief Appraiser along with the Business Manager, Diana Miller, and the Business Assistant, Carrie 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 #2021-2 Approving Industrial Appraising Contract with Capitol Appraisal Group

Mr. Landry moved and Mrs. Mason seconded to adopt Resolution #2021-2 approving the contract for industrial appraising services with Capitol Appraisal Group in Austin for a two-year period commencing January 1, 2021 and terminating December 31, 2022. The annual fee for the 2021 tax year is \$439,320, and the annual fee for the 2022 tax year is \$439,320.

Yeas: Getz, Landry, Mason, and Reed

Nays: None

7. Adopt Resolution #2021-3 Authorizing Chief Appraiser to Execute Managed Services Provider Contract with BIS Consulting

The District is currently under contract with BIS Consulting to manage and/or provide GIS remote support, router maintenance, automated backups, IT maintenance of servers, and online forms. Mrs. Bellard is recommending that the Board authorize her to renew this contract, with the exclusion of GIS remote support, at an annual fee for the 2021 tax year of \$23,736.

Dr. Reed moved and Mr. Landry seconded adopt Resolution #2021-3 authorizing the Chief Appraiser to execute the Managed Services Provider Contract with BIS Consulting at the annual fee of \$23,736 for the 2021 tax year.

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

8. Adopt Resolution #2021-4 Authorizing Chief Appraiser to Execute Interlocal Governmental Agreement with the Lower Neches Valley Authority for Pictometry Imagery

The District is under contract with Pictometry International Corp. for aerial orthophotography and oblique imagery and executed a license agreement on November 19, 2020 for the acquisition of the most current aerial imagery of the Lower Neches Valley Authority's (LNVA) jurisdictional boundary for Liberty and Chamber counties. Under the Interlocal Governmental Agreement, LNVA is requesting the imagery data for Jefferson, Liberty, and Chamber counties at a cost of \$12,500.

Mrs. Getz moved and Mr. Landry seconded to adopt Resolution #2021-4 authorizing the Chief Appraiser to execute the Interlocal Governmental Agreement with the Lower Neches Valley Authority as presented.

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

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

Mr. Landry moved and Dr. Reed seconded to appoint Mrs. Bellard as the delegate and Mrs. Mason as the alternate to vote on all matters presented at the Zoom Delegate Assembly which is being held prior to the TAAD Virtual Conference.

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

10. 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

11. Approve Financial Statements for November, 2020

Mr. Landry moved and Mrs. Mason seconded to approve the financial statements for the month ending November 30, 2020 indicating expenses of \$352,275.84 and a fund balance of \$1,602,027.62.

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

12. Authorize/Ratify Expenditures from Equipment Replacement Fund

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

13. Receive Amendments to the 2020 and/or 2021 Budgets and Instruct the Secretary of the Board to Notify the Taxing Entities

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

14. Adopt Amendments to the 2020 and/or 2021 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 24, 2020 at 4:00 p.m. (*the time was later changed to 3:00 p.m.*).

PUBLIC COMMENTS

None

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 4:27 p.m.

Terry Schwertner, Chairperson
Board of Directors
Jefferson Central Appraisal District

Eugene Landry, Secretary
Board of Directors
Jefferson Central Appraisal District