

**Jefferson Central Appraisal District
Board of Directors**

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

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

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.

CALL TO ORDER AND ROLL CALL

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

ESTABLISHMENT OF QUORUM

Acting Chairperson Landry declared a quorum present.

CONSENT AGENDA ACTION ITEMS

1. Approval of Minutes: September 8, 2021
2. Receive Taxpayer Liaison Officer Report

The TLO Report was submitted indicating that the Taxpayer Liaison Officer did not receive any communications but has one outstanding complaint from a taxpayer for the period ending October 14, 2021.

Mrs. Carrie Belknap, Taxpayer Liaison Officer, presented the written complaint from Louis Vaughn. Mr. Vaughn's complaint against the ARB states that he feels that he was not heard by the members at his protest hearing and was not able to present his case in full. Mrs. Belknap was unsuccessful in her attempt to resolve Mr. Vaughn's complaint, and the ARB's attorney is currently reviewing it. At the December meeting, Mr. Vaughn will have an opportunity to address the Board regarding his complaint, the TLO will present her recommendation, and then the Board will need to take action on the complaint.

Dr. Reed moved and Mrs. Getz 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 LAWSUITS AND ARBITRATIONS UPDATE

To date the District has received 128 lawsuits on 1,123 accounts. Of these lawsuits, three were filed on leased vehicles with a total of 701 accounts. Another lawsuit was filed on 134 accounts. This compares to 84 lawsuits on 273 accounts in 2020.

The District received 57 arbitrations this year, which compares to 20 arbitrations filed in 2020.

2021 PROPERTY VALUE STUDY

The Property Value Study is conducted every two years; however, since the District fell outside the acceptable value ranges for the 2020 Property Value Study for all school districts, the Comptroller is conducting another study for 2021. The District needs two years of valid findings. The results of the 2021 Property Value Study will be released January 31, 2022, and the District does not anticipate any issues.

PERSONNEL

Catherine Raynine Bordelon was hired September 27, 2021 as an Exemption Specialist to fill the vacancy due to the promotion of Anna Pulido to Office Coordinator. Ms. Bordelon's last position was a receptionist at AGY Enterprises in Kountze, and she is a welcomed addition to the staff.

BOARD OF DIRECTORS ELECTION

Allison Getz, Eugene Landry, Lauren Mason, Louis Reed, and Nicky Matt have been nominated to serve on the Board of Directors for the 2022-2023 term. Mr. Matt is a retired police officer from the Mid-County area. The entities have until December 14, 2021 to cast their votes in the election.

JANITORIAL SERVICE

At the September meeting, the Board deferred action on the RFP for the janitorial services contract. Since the cost of this service does not fall within the requirements for competitive bidding, the District opted to request quotes instead of bids for this service.

The District received four quotes for the two-year contract beginning October 22, 2021 through October 21, 2023:

Company	Annual Fee	Additional Cost to Strip/Wax Floors
Edwards Cleaning Service	\$24,000	\$500 for hard surface cleanings
SanServe	\$46,714.44	\$5,239 for hard surface cleanings and \$1,068 for carpet
Quest Maintenance Service	\$25,100	\$6,420 for hard surface and \$1,191.40 for carpet (\$300/additional buffings)
Southeast Building Services	\$42,000	\$6,420 for hard surface and \$1,021.20 for carpet

Based on the quotes, Diana Miller, Business Manager, stated that the District will obtain the services of Edwards Cleaning Service for the monthly cleaning service. After the first hard surface cleaning, if the District is not pleased with the results, one of the other companies may be retained to do the annual cleaning of the hard surface floors.

WORK CALENDAR - HOLIDAYS

Mrs. Bellard stated that the District office has always closed a week for the Christmas holidays, but this practice has caused problems for the Tax Office due to the number of taxpayers that pay their tax bills at the end of the year. The District does not take some of the other Federal holidays in exchange for closing a week at Christmas.

Mrs. Bellard requested the Board's input on changing the holidays for the 2022 work calendar. The proposal is to close three days for Christmas in exchange for MLK Day and Memorial Day, which still allows for ten holidays.

The Board agreed with the new holiday schedule, and Mrs. Bellard will submit the 2022 Work Calendar for the Board's approval at the November meeting.

CHIEF APPRAISER ACTIVITY REPORT

Mrs. Bellard submitted the Chief Appraiser's Activity Report for the period ending October 14, 2021 to the Board outlining the educational, District, public and entity notifications/meetings, and lawsuits/arbitrations activities of the Chief Appraiser and the District.

CHIEF APPRAISER TRAVEL

None to report

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

Yeas: Getz, Landry, Mason, and Reed

Nays: None

4. Approve Resolution #2021-13 Approving Paid Leave to District Employees During Office Closure From 7:00 a.m. to 12:30 p.m. on September 14, 2021 Due to Tropical Storm Nicholas

Hurricane Nicholas made landfall near Corpus Christi in the early morning hours of September 14, 2021 as a Category 1 hurricane and quickly weakened to a tropical storm. Heavy rainfall amounts were anticipated for Jefferson County and the surrounding areas. Due to the impending threat of heavy rains, the Chief Appraiser closed the District office from 7:00 a.m. until 12:30 p.m. on September 14, 2021

Mrs. Mason moved and Dr. Reed seconded to approve Resolution #2021-13 approving paid leave for District employees during the office closure beginning at 7:00 a.m. through 12:30 p.m. on September 14, 2021 due to the impending threat of heavy rains from Tropical Storm Nicholas.

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

5. Approve Request for Proposal and Authorize Chief Appraiser to Advertise for Proposals for Bank Depository for 2022-2023 Fiscal Years

Dr. Reed moved and Mr. Landry seconded to approve the request for proposal as revised moving the bid deadline and opening from November 11, 2021 to November 15, 2021 due to a bank holiday. The Board further authorized the Chief Appraiser to advertise for proposals for the bank depository for the 2022 – 2023 fiscal years.

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

6. Approve Financial Statements for August, 2021

Mrs. Getz moved and Mrs. Mason seconded to approve the financial statements for the month ending August 31, 2021 indicating expenses of \$347,872.88 and a fund balance of \$1,415,088.77.

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

7. Authorize/Ratify Expenditures from Equipment Replacement Fund

Mrs. Getz moved and Mrs. Mason seconded to approve Purchase Approval #2021-7 approving the expenditure of \$300 to replace an inoperable monitor in the Appraisal Department. The Chief Appraiser was further authorized to dispose of the inoperable monitor, Inventory #1879, in accordance with the District's Disposition of Property Policy.

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

8. Receive Amendments to the 2021 and/or 2022 Budgets and Instruct the Secretary of the Board to Notify the Taxing Entities

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

9. Adopt Amendments to the 2021 and/or 2022 Budgets

When the Board of Directors adopted the 2022 budget at their September 8, 2021 meeting, the Board approved a three percent salary increase for all employees to be funded by the 2022 Salary Contingency Fund. Budget Amendment #2022-1 transfers the necessary funds from Salary Contingency to cover the cost-of-living salary increase.

Dr. Reed moved and Mr. Landry seconded to adopt Resolution #2021-14 transferring \$83,970 from the 2022 Salary Contingency Fund to be allocated as follows:

Department	Regular Salaries	Employer Taxes	Retirement
Administration	\$11,693	\$200	\$2,485
Appraisal	\$37,717	\$641	\$8,016
Info & Exemptions	(\$207)	\$947	(\$44)
Mapping/GIS	\$11,274	\$191	\$2,395
Info Technology	\$7,045	\$120	\$1,497

The amount of the 2022 budget will remain unchanged at \$7,092,796.

Yeas: Getz, Landry, and Reed (Mrs. Mason stepped out of the meeting before the vote)

Nays: None

INFORMATION ITEMS

1. November Board Meeting

The November Board meeting was scheduled for Wednesday, November 17, 2021 at 1:00 p.m. following the Thanksgiving lunch.

PUBLIC COMMENTS

None

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 4:36 p.m.

Terry Schwertner, Chairperson
Board of Directors
Jefferson Central Appraisal District

Eugene Landry, Secretary
Board of Directors
Jefferson Central Appraisal District