

**Jefferson Central Appraisal District
Board of Directors**

**Regular Board Meeting
October 21, 2020 - 4:00 p.m.**

The Board of Directors of the Jefferson Central Appraisal District met in public (open) session on Wednesday, October 21, 2020 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, Dr. Louis Reed, Jr., and Terry Schwertner

Absent: None

ESTABLISHMENT OF QUORUM

Chairperson Reed declared a quorum present.

CONSENT AGENDA ACTION ITEMS

1. Approval of Minutes: September 9, 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 October 14, 2020.

Mr. Schwertner moved and Mrs. Mason seconded to approve the Consent Agenda items as submitted.

Yeas: Getz, Landry, Mason, Reed, and Schwertner

Nays: None

REGULAR AGENDA ITEMS

3. Receive Chief Appraiser's Report

2020 LAWSUITS AND ARBITRATIONS UPDATE

To date 77 lawsuits on 262 accounts have been filed. The lawsuits involve the following categories of property:

Hotels: 35 suits
Apartments: 25 suits
Commercial: 14 suits
Industrial: 1 suit
Exemptions: 1 suit
Vacant land: 1 suit

One lawsuit on an apartment complex has been settled. Another lawsuit on 118 various commercial, residential, and land accounts is being contested by the District's attorney. These accounts were represented by the same tax agent for the protest hearings; however, it involves several different owners and properties. It is the District's contention that separate lawsuits should be filed representing properties that would be sold as one unit.

The District also had 19 arbitrations filed with 3 currently settled.

SALES DATA CONTRACT

Travis Central Appraisal District currently has a contract with Trans Union regarding sales data. Their contract requires a minimum annual charge of \$25,000, and while it would be difficult for smaller districts to meet this minimum, Trans Union is allowing other appraisal districts to enter into separate contracts without meeting the minimum requirements, providing that Travis CAD meets their minimum.

Trans Union obtains MLS sales data in addition to other property data and sells it for \$0.50 per parcel. Under this contract, the District will be able to get sales data in the Beaumont area, which it has not been able to obtain since the Beaumont MLS voided their contract with the District 7 years ago. The Chief Appraiser reported that the District failed the State Comptroller's alternate sales test in Beaumont ISD this year since it is not able to get sufficient sales data to maintain current market values. Under this contract, the District will get sales data for the prior three years in the Beaumont area, since the District is still receiving sales information from the Mid-County MLS.

This service only provides sales data on residential and vacant land properties.

PTAD MAP REVIEWS

The District successfully passed the 2018-2019 State Comptroller's Methods and Assistance Program Review and is now working on the 2020-2021 review. The documents in the Preliminary Document Request must be submitted to PTAD by December 11, 2020, and the MAP Reviewer will conduct the On-Site Review the week of February 8, 2021.

PERSONNEL

Mr. Ronald Brooks was hired August 26, 1992 and retired from his position as an Appraiser effective September 21, 2020. Mr. Brooks will be missed.

Mr. David Gonzalez was hired as an Assistant Appraiser effective October 26, 2020. Mr. Gonzales has experience as an insurance account representative and has a property/casualty and life/health insurance license. He also has 9 years' experience managing a restaurant.

Mr. James Brown has hired as an Appraiser effective October 26, 2020. Mr. Brown formerly worked for the Harris County Engineering Department as an Appraisal Specialist. He also has experience as a fee appraiser. Mr. Brown has a Texas Real Estate Law certificate, a license as a Certified General Appraiser, and is a member of the Central Texas Boys & Girls Club.

Mr. Gonzalez and Mr. Brown are filling the two vacant positions of Mrs. O'Quinn and Mr. Brooks.

CHIEF APPRAISER ACTIVITY REPORT

Mrs. Bellard submitted the Chief Appraiser's Activity Report for the period ending October 14, 2020 to the Board outlining the educational activities, public and entity notifications and meetings, and the lawsuits/arbitrations activities of the Chief Appraiser.

CHIEF APPRAISER TRAVEL

None to report.

TAAD 2021 CONFERENCE

Mrs. Bellard notified the Board that TAAD plans to have an in-person annual conference in Austin February 21 – 24, 2021. The hotel room block will open November 9, 2020, and she needs to know which Board members plan to attend.

THANKSGIVING LUNCH

In the past, the District has its Thanksgiving lunch in conjunction with the November Board meeting. However, due to the COVID-19 health crisis, Mrs. Bellard asked if the Board members would feel comfortable having a lunch. The Board members responded that they prefer to not hold the lunch this year.

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

Yeas: Getz, Landry, Mason, Reed, and Schwertner

Nays: None

4. Adopt Resolution #2020-10 Amend Agreement Between Pictometry International Corp. and Jefferson Central Appraisal District Modifying the Second Project Products, Pricing, Product Parameters, and Payment Schedule

The District is currently under a three-year contract with Pictometry; however, due to new technology, they are offering a pricing discount to the original contract that provides higher resolution images. With this amendment, the contract will be for two years instead of three years with a lower cost per flight. Under the original contract, the cost per flight was \$346,511 payable in three equal payments. Under the amendment, the price will reduce to \$312,059 payable in two equal payments.

When this contract expires, the District will go out for bid on a two-year contract.

Mr. Schwertner moved and Mrs. Getz seconded to approve Resolution #2020-10 authorizing the Chief Appraiser to execute the amendment to the agreement with Pictometry dated October 26, 2017 as discussed.

Yeas: Getz, Landry, Mason, Reed, and Schwertner

Nays: None

5. Adopt Resolution #2020-11 Approving Contract Between Trans Union LLC and Jefferson Central Appraisal District for the Acquisition of Enhanced Real Estate Reports

As discussed under the Chief Appraiser Report, Trans Union LLC is offering a Data License Agreement allowing the District to obtain Enhanced Real Estate Reports that provide certain available attributes that are typically found in a real estate listing for the property at a cost of \$0.50 per parcel with a minimum annual cost of \$3,804.

Mr. Landry moved and Mrs. Mason seconded to adopt Resolution #2020-11 authorizing the Chief Appraiser to execute the contract with Trans Union LLC.

Yeas: Getz, Landry, Mason, Reed, and Schwertner

Nays: None

6. Adopt Resolution #2020-12 Revising Personnel Policies – Dress Guidelines

The Chief Appraiser reported that under the current dress guidelines, employees are not allowed to wear jeans with the exception of appraisers working in the field. After a two-week trial period to ensure that employees would comply with the guidelines, Mrs. Bellard is recommending a revision to the dress guidelines that allows all employees to wear jeans only with the JCAD shirts. The jeans cannot be frayed or extremely faded, nor can they be crop or ankle length. Employees will not be allowed to wear jeans during the District's ARB season.

After discussion concerning this policy and polling all members, Mr. Landry moved and Mr. Schwertner seconded to approve Resolution #2020-12 revising the dress guidelines in the Personnel Policies to allow jeans with specific restrictions.

Yeas: Landry, Mason, Reed, and Schwertner

Nays: Getz

7. Adopt Resolution #2020-13 Approval of Paid Leave to District Employees During Office Closure Beginning at 7:00 a.m. Through 5:30 p.m. on October 9, 2020 Due to Hurricane Delta

Jefferson County was under threat of severe weather conditions from Hurricane Delta which began impacting the area the afternoon of October 9, 2020 and continued into the late evening hours. There were significant power outages in Jefferson County for days following the impact of the storm. Electricity was restored and the District office was able to open to the public on Monday, October 12, 2020.

Mrs. Getz moved and Mrs. Mason seconded to approve Resolution #2020-13 approving paid leave for District employees during the office closure beginning at 7:00 a.m. through 5:30 p.m. on October 12, 2020 due to Hurricane Delta.

Yeas: Getz, Landry, Mason, Reed, and Schwertner

Nays: None

8. Approve 2021 Work Calendar

Mrs. Mason moved and Mr. Schwertner seconded to approve the Work Calendar for 2021. The District office will be closed the following holidays, and employees will be granted vacation in accordance with the Personnel Policies based on years of service:

January 1, 2021: New Year's Day

April 2, 2021: Good Friday

September 6, 2021: Labor Day

November 25 and 26, 2021: Thanksgiving

December 22 - 28, 2021: Christmas

Yeas: Getz, Landry, Mason, Reed, and Schwertner

Nays: None

9. Approve Auditor for 2020 Fiscal Year

Board Policy requires the District to request proposals for the audit of the District's financial records once every four years. Once a firm is approved, the Board must award the contract on an annual basis. The firm of Mitchell T. Fontenote was approved by the Board to conduct the audit for a four-year period beginning with the 2018 fiscal year. The Chief Appraiser recommended awarding Mitchell T. Fontenote the contract for audit services for an additional year.

Mr. Landry moved and Mr. Schwertner seconded to approve the firm of Mitchell T. Fontenote to conduct the audit of the District's financial records for the 2020 fiscal year at an estimated fee not to exceed \$17,000.

Yeas: Getz, Landry, Mason, Reed, and Schwertner

Nays: None

10. Approve Financial Statements for August, 2020

Mr. Landry moved and Mrs. Getz seconded to approve the financial statements for the month ending August 31, 2020 indicating expenses of \$351,422.13 and a fund balance of \$1,948,449.79.

Yeas: Getz, Landry, Mason, Reed, and Schwertner

Nays: None

11. Authorize/Ratify Expenditures from Equipment Replacement Fund

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

12. Receive Amendments to the 2020 and/or 2021 Budget 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 2020 and/or 2021 Budget

The Chief Appraiser informed the Board that the weighted average cost-of-living salary increase granted by the County, cities, and school districts was 0.66%.

Mrs. Getz moved and Mr. Landry seconded to adopt Resolution #2020-14 granting a 0.66% cost-of-living salary increase and transferring \$20,512 from the 2021 Salary Contingency Fund to be allocated as follows:

Department	Regular Salaries	Employer Taxes	Retirement
Administration	\$2,501	\$42	\$478
Appraisal	\$8,367	\$142	\$1,604
Info and Exemptions	\$2,134	\$19	\$409
Mapping/GIS	\$2,463	\$42	\$473
Info Technology	\$1,521	\$26	\$291

The amount of the 2020 budget will remain unchanged at \$6,905,333.

Yeas: Getz, Landry, Mason, Reed, and Schwertner

Nays: None

INFORMATION ITEMS

1. November Board Meeting Date

The November Board Meeting was set for Wednesday, November 11, 2020 at 4:00 p.m.

PUBLIC COMMENTS

None

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 4:43 p.m.

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

Terry Schwertner, Secretary
Board of Directors
Jefferson Central Appraisal District