

*Jefferson Central Appraisal District
Board of Directors*

*Regular Board Meeting
May 27, 2020 - 11:00 a.m.*

The Board of Directors of the Jefferson Central Appraisal District met in public (open) session on Wednesday, May 27, 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, and Dr. Louis Reed, Jr.
Absent: Terry Schwertner

ESTABLISHMENT OF QUORUM

Chairperson Reed declared a quorum present.

OATH OF OFFICE

Deferred due to the absence of Mr. Schwertner.

CONSENT AGENDA ACTION ITEMS

1. Approval of Minutes: January 15, 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 May 20, 2020.

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

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

REGULAR AGENDA ACTION ITEMS

3. Receive Audit Report on 2019 Financial Records

The independent auditor, Mitchell Fontenote of Mitchell T. Fontenote CPA, Inc., submitted the audit report on the 2019 financial records to the Board. The auditors found that the financial statements of the District present fairly, in all material respects, the financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the District as of December 31, 2019, and the respective changes in financial position for the year then ended, in accordance with generally accepted accounting principles. There were no significant findings to report to the Board.

While a management letter was not submitted to the Board, the auditor pointed out one minor issue with the audit in the area of retiree insurance. Under GASB 75, the District is now required to report the liability for Other Post-Employment Benefits (OPEB), which includes retiree insurance, and include this liability in the audit notes. This will be done for future audits.

Mr. Landry moved and Mrs. Mason seconded to receive the audit report on the 2019 financial records as submitted by Mitchell T. Fontenote CPA, Inc.

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

4. Receive Chief Appraiser's Report

2020 VALUE UPDATE

Due to the current health crisis, the Chief Appraiser granted a 30-day extension of the personal property rendition filing deadline from April 15, 2020 to May 15, 2020. Due to this extension and other factors related to the health crisis, the 2020 notices of appraised value were mailed later than anticipated.

Notices on locally appraised real property and mineral accounts were mailed on April 29, 2020 with a protest deadline of May 29, 2020. Industrial real property accounts were mailed on May 4, 2020 with a protest deadline of June 3, 2020. All personal property and ag-use accounts were mailed May 26, 2020 with a protest deadline of June 25, 2020.

Once the notices of appraised value were mailed, the majority of the staff worked full-time from the office, with all staff back in the office by May 11, 2020. Employee temperatures were taken daily before they could enter the office, and the public has been allowed access to the building with limited access beyond the front lobby. Mrs. Bellard reported that in anticipation of another wave of the corona virus this Fall, she is ordering 4 additional computers out of the Minor Equipment Funds to replace older computers currently being used. The older computers will be put in reserve for staff to bring for work-from-home purposes, if necessary.

The Appraisal Review Board starts the protest hearing process of June 9, 2020. To ensure social distancing, the District will no longer use the partition to create two separate meeting areas in the current Board room. A new meeting room was created out of another office for one ARB panel, and the current Board room will be used for the other panel. The District is providing masks and hand sanitizer for the ARB members and public to use. Employees are sanitizing public areas and shared equipment. The District is encouraging the public to address the ARB through telephone conference hearings in place of in-person hearings.

The District is updating the taxing entities on the 2020 preliminary values on a biweekly basis and anticipates certifying the appraisal rolls by July 25, 2020.

FINAL RESULTS OF 2019 PTAD MAP REVIEW

The District passed all of the mandatory requirements in the 2019 PTAD Map Review. The District received less than 100 percent rating in only one review area under Operating Procedures. The report stated that the District needs to ensure that the required forms are on file for all properties represented by tax agents. The reviewer not only tested to see if a form was on file, but if the form was the required PTAD form. The District had a few months to ensure the accuracy of the agent forms before PTAD submitted the final report. However, this was a major task since approximately 25 percent of the total accounts are represented by tax agents. Unfortunately, the District was not able to review all accounts in time, and the reviewer found accounts without the proper forms on file. The District has since completed its review of all agent-coded accounts and does not expect any further issues in this area. The staff has been instructed to reject any agent form unless it is on the form required by PTAD in the future.

PROBLEMS WITH MLS AND PTAD PROPERTY VALUE STUDY

When Mrs. Bellard attended the TAAAD Annual Conference in February, she was surprised to learn that a large number of school districts failed the Comptroller's Property Value Study (PVS) due to issues with obtaining sales data. While appraisal districts are required by the Property Tax Code to appraise property at its current market value, Texas is a non-disclosure state, and it is difficult for appraisal districts to obtain sales information. Many districts send sales surveys to property owners on properties that have recently sold, as does the State Comptroller's Office; however, the public is reluctant or provide sales information to appraisal districts but more willing to provide this information to the Comptroller. Accordingly, when the Comptroller's Office conducts the PVS, they have access to sales information that is not provided to the appraisal districts.

In the past, the District obtained sales data through the Beaumont MLS, but they stopped that practice approximately seven years ago. The District is now reviewing deeds to obtain the amounts listed as consideration, or the amount financed, as well as the listed sales price in an attempt to develop strategies to determine the sales price.

School district funding is determined by the Comptroller's PVS, so it is essential that appraisal districts state-wide have access to sales prices to perform accurate appraisals.

PERSONNEL UPDATE

Mrs. Laurie Wilcox was hired as a Mapping Technician in the Mapping/GIS Department on February 26, 2020 to fill the position that has been vacant for some time. Mrs. Wilcox was previously a sales associate with ReMax One. She is currently a member of the Beaumont and Mid-County Board of Realtors; however, she cannot sell real estate in Jefferson County due to a conflict of interest.

CHIEF APPRAISER ACTIVITY REPORT

Mrs. Bellard submitted the Chief Appraiser's Activity Report for the period ending May 21, 2020 to the Board outlining the educational, District, and lawsuits/arbitration activities, as well as the public and entity notifications/meetings of the Chief Appraiser and the District.

CHIEF APPRAISER TRAVEL

Mrs. Bellard was out of the office February 24 – 26, 2020 to attend the TAAD Conference in Dallas.

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

Yeas: Getz, Landry, Mason, and Reed

Nays: None

5. Receive Annual Report for the 2019 Appraisal Year in Accordance with IAAO Standard on Public Relations

Mrs. Getz moved and Mrs. Mason seconded to receive the Annual Report for the 2019 Appraisal Year as submitted.

Yeas: Getz, Landry, Mason, and Reed

Nays: None

6. Adopt Resolution #2020-3 Revising Board Policy Manual Section 3-02.08: IAAO Professional Designation Stipends

The District currently offers a stipend to any employee obtaining an IAAO designation. IAAO has a new designation, the Mass Appraisal Specialist (MAS), and Mrs. Bellard is recommending a \$4,500 stipend based on the educational requirements for this designation.

Mr. Landry moved and Mrs. Getz seconded to adopt Resolution #2020-3 revising Section 3-02.08 of the Board Policy Manual to allow a \$4,500 stipend for the IAAO MAS designation.

Yeas: Getz, Landry, Mason, and Reed

Nays: None

Mrs. Bellard reported that Al Puente obtained the Personal Property Specialist (PPS) designation earlier this year and will be recognized at the IAAO Conference to be held in Denver in August. Due to the health crisis, only a few employees will be attending this conference.

7. Adopt Resolution #2020-4 Disposal of Obsolete Equipment

Mrs. Getz moved and Mrs. Mason seconded to adopt Resolution #2020-4 authorizing the Chief Appraiser to remove the obsolete equipment as indicated below from the District's inventory listing and to dispose of the equipment in accordance with Section 4-9.05 of the Board Policy Manual.

The following equipment was declared obsolete:

Inventory #	Equipment
24	Clerical desk
25	Clerical desk
126	United S-32 armchair
1053	7903 AB 90T HON blue task chair
7000	TurboCAD 3.0
7072	Adobe Acrobat 7.0 Professional
7088	Adobe Acrobat 9.0 Professional

Yeas: Getz, Landry, Mason, and Reed

Nays: None

8. Authorize/Ratify Expenditures from Equipment Replacement Fund

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

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

The District estimated the 2019 Fund Balance at \$500,000; however, the audit of the District's 2019 financial records indicates a 2019 Fund Balance of \$1,801,758.

It is the desire of the Board to refund the remaining audited fund balance of \$1,301,758 to the taxing entities, thereby reducing the entity allocations to the 2020 budget by \$1,801,758.

Mrs. Getz moved and Mrs. Mason seconded to receive Budget Amendment #2020-2 as presented. The Board also instructed the Secretary of the Board to notify the taxing entities of the proposed amendment in accordance with the Property Tax Code. This amendment will be placed on the agenda for approval at the July 2020 meeting.

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

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

INFORMATION ITEMS

1. July Board Meeting

The July Board meeting was scheduled for Wednesday, July 22, 2020 at 4:00 p.m.

PUBLIC COMMENTS

None

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 11:50 a.m.

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

Terry Schwertner, Secretary
Board of Directors
Jefferson Central Appraisal District