

*Jefferson Central Appraisal District  
Board of Directors*

*Regular Board Meeting  
August 18, 2021 - 4:00 p.m.*

The Board of Directors of the Jefferson Central Appraisal District met in public (open) session on Wednesday, August 18, 2021 at the Appraisal District office, 4610 S. Fourth Street, Beaumont, Texas. The meeting was called to order by Chairperson Terry Schwertner.

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  
Terry Schwertner

Absent: Dr. Louis Reed, Jr.

**ESTABLISHMENT OF QUORUM**

Chairperson Schwertner declared a quorum present.

**CONSENT AGENDA ACTION ITEMS**

1. Approval of Minutes: May 21, 2021
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 August 12, 2021.

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

Yeas: Getz, Landry, Mason, and Schwertner

Nays: None

**REGULAR AGENDA ACTION ITEMS**

3. Receive Chief Appraiser's Report

LEGISLATIVE UPDATE

Mrs. Bellard updated the Board on new legislation affecting appraisal districts, including:

- increasing amount of exemption for personal property from \$500 in value to \$2,500 in value
- employee or member of governing body of any taxing entity commits an offense if they discuss the value of any property, except their own, with the appraisal district staff

- protesting parties can request an informal hearing on their protest, and it must be conducted prior to the formal protest hearing
- protesting parties can request that the ARB Order from their formal hearing be emailed in addition to certified mail
- protesting parties can request that their formal hearing be heard by a one-person panel
- term limits of no more than five terms are established for any member appointed to the board of directors beginning 1/1/2022
- notices of appraised value must be published on the District's website
- protesting parties can request a reminder of their formal hearing by email or text

Prorating homestead exemptions based on the date of ownership is being discussed at the Special Session, and it is believed that this legislation will pass.

## 2021 REAPPRAISAL UPDATE

On July 26, 2021 the Appraisal Review Board approved the 2021 appraisal records, and the values were certified to the taxing entities.

2021 set a record number of protest filed at 14,713. 1993 had the second largest number of protests filed at 10,257, with 2020 having the third largest number at 9,025. The ARB heard 3,198 protests, with 21.7 percent of protests appearing for their hearings. The ARB met in session for 33 days with 2 panels each day.

The 2021 appraisal roll was certified with pending protests. There were 308 protests that the ARB was not able to hear, but it is expected that the hearings will be completed by the end of next week. The pending protests will then be supplemented to the Tax Office in September.

## PERSONNEL UPDATE

Mr. Mark Lewis resigned his position as an Appraiser effective May 28, 2021 after 14 years of employment.

Mrs. Kary Burnham retired from the District effective June 25, 2021 after 40 years of service.

## CHIEF APPRAISER ACTIVITY REPORT

Mrs. Bellard submitted the Chief Appraiser's Activity Report for the period ending August 12, 2021 to the Board outlining the educational and District activities of the Chief Appraiser and the District.

## CHIEF APPRAISER TRAVEL

Mrs. Bellard was out of the office August 9 and 10, 2021 to attend the TAAD Legislative Update Seminar in San Antonio.

Mrs. Bellard will be out of the office August 25 – 27, 2021 to attend the 34<sup>th</sup> Annual Legal Seminar on Ad Valorem Taxation in San Antonio.

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

Yeas: Getz, Landry, Mason, and Schwertner

Nays: None

4. Approve Request for Proposal and Authorize Chief Appraiser to Advertise for Proposals for Janitorial Services

The contract for janitorial services expires September 22, 2022. This contract is for a two-year period with up to two, one year renewal options. Invitations to bid will be published in The Examiner on August 26 and September 2, 2021, and bids must be submitted to the District by 11:00 a.m. on September 2, 2021.

Mrs. Getz moved and Mrs. Mason seconded to approve the Request for Proposal for Janitorial Services and authorized the Chief Appraiser to advertise for bids.

Yeas: Getz, Landry, Mason, and Schwertner

Nays: None

5. Adopt Resolution #2021-11 Approving Paid Leave to District Employees During Office Closure on August 6, 2021 from 2:00 p.m. until 5:30 p.m. Due to Power Outage

The District experienced a power outage due to a wreck on the District's property that damaged a utility pole (reference City of Beaumont Police Report #2021014604), with the power outage beginning at approximately 1:15 pm on August 6, 2021. The power outage was expected to last for an extended period, so the Chief Appraiser closed the District office at 2:00 p.m. for the remaining workday.

Mrs. Getz moved and Mrs. Mason seconded to adopt Resolution #2021-11 approving the paid leave of District employees during the office closure beginning on August 6, 2021 from 2:00 p.m. until 5:30 p.m. due to a power outage to the District's office.

Yeas: Getz, Landry, Mason, and Schwertner

Nays: None

6. Authorize/Ratify Expenditures from Equipment Replacement Fund

Mrs. Mason moved and Mr. Schwertner seconded to approve the following:

Purchase Approval #2021-5 approving the expenditure of \$310 to replace a damaged chair in the Information & Exemptions Department. The Chief Appraiser was further authorized to dispose of the damaged chair, Inventory #1003, in accordance with the District's Disposition of Property Policy.

Purchase Approval #2021-6 approving the expenditure of \$2,500 to replace a broken printer in the Mapping/GIS Department. The Chief Appraiser was further authorized to dispose of the broken printer, Inventory #1564, in accordance with the District's Disposition of Property Policy.

Yeas: Getz, Landry, Mason, and Schwertner

Nays: None

7. Approve Financial Statements for May and June, 2021

Mr. Landry moved and Mrs. Getz seconded to approve the financial statements for the month ending May 31, 2021 indicating expenses of \$421,550.90 and a fund balance of \$1,515,160.45; and for the month ending June 30, 2021 indicating expenses of \$464,338.39 and a fund balance of \$1,481,125.08.

Yeas: Getz, Landry, Mason, and Schwertner

Nays: None

8. Receive Amendments to the 2021 Budget 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 Budget

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

**INFORMATION ITEMS**

1. September Board Meeting

The September Board meeting was scheduled for Wednesday, September 8, 2021 at 4:00 p.m.

**WORKSHOP SESSION ON 2022 BUDGET**

Mrs. Diana Miller, Business Manager, reviewed the 2022 budget with the Board. The preliminary budget presented at today's meeting in the amount of \$7,092,796 represents an increase of 2.71 percent from the 2021 amended budget of \$6,905,333.

Each year the preliminary budget is reviewed by a Budget Committee comprised of three representatives, one being from the County, one from a city, and one from a school district. Mr. Patrick Swain, Jefferson County Auditor; Ms. Phyllis Geans, Asst. Superintendent for Business and Finance for Port Arthur ISD; and Mr. Todd Simoneaux, Chief Financial Officer for the City of Beaumont served on the 2022 Budget Committee.

There have been no changes from the preliminary 2022 budget submitted on June 15, 2021.

The 2022 budget includes 39 full-time positions, which is down from 47 positions in the 2013 budget.

The 2022 preliminary budget includes \$100,000 in the Salary Contingency Fund to provide monies for any cost-of-living salary increase that may be granted by the Board. Once the salary increases from the taxing entities have been determined, they will be presented to the Board at a future meeting.

The Board will hold a public hearing and adopt the 2022 budget at the September Board Meeting.

## **EXECUTIVE SESSION - PERSONNEL**

Chairperson Schwertner recessed the public (open) session at 4:37 p.m. after announcing to those present that the Board would go into executive (closed) session when it reconvened in accordance with Section 551.074(a)(1) of the Texas Government Code to discuss and evaluate the Chief Appraiser.

The Board reconvened in public (open) session at 5:20 p.m., having completed the evaluation with no official action being taken.

## **PUBLIC COMMENTS**

None

## **ADJOURNMENT**

There being no further business to conduct, the meeting was adjourned at 5:21 p.m.

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Terry Schwertner, Chairperson  
Board of Directors  
Jefferson Central Appraisal District

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Eugene Landry, Secretary  
Board of Directors  
Jefferson Central Appraisal District