

**Jefferson Central Appraisal District  
Board of Directors**

**Regular Board Meeting  
January 19, 2022 - 4:00 p.m.**

The Board of Directors of the Jefferson Central Appraisal District met in public (open) session on Wednesday, January 22, 2022 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: Eugene Landry, Lauren Williams Mason, Nicky Matt, and Dr. Louis Reed, Jr.

Absent: Allison Nathan Getz

**ESTABLISHMENT OF QUORUM**

Acting Chairperson Landry declared a quorum present.

**OATH OF OFFICE**

The Oath of Office was administered to all members of the Board of Directors in attendance for the 2022 – 2023 term of office.

**CONSENT AGENDA ACTION ITEMS**

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

The TLO Report was submitted indicating that the Taxpayer Liaison Officer had one resolved complaint for the period ending December 31, 2021 and did not receive any communications or complaints from taxpayers for the period ending January 13, 2022.

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

Yeas: Landry, Mason, Matt, and Reed

Nays: None

**REGULAR AGENDA ACTION ITEMS**

3. Receive Chief Appraiser's Report

**2022 REAPPRAISAL UPDATE**

The District is currently on target for the 2022 reappraisal. Notices of Appraised Value on locally appraised real property accounts and mineral accounts are scheduled to be mailed April 12, 2022, with industrial real property notices being mailed April 29, 2022, and all personal property notices being mailed May 16, 2022.

Protest hearings are scheduled to begin on May 24, 2022, and the Chief Appraiser will certify the appraisal rolls to the entities by July 25, 2022.

**PERSONNEL UPDATE**

Mr. Simeon Norman was hired as an Assistant Appraiser effective November 26, 2021. Mr. Norman is a graduate of Philander Smith College of Little Rock, AR with a Bachelor of Science degree in Business Management with an emphasis in Organizational Management. He transferred to our area in 2018 with Murphy Oil Corp. as a District Manager in Training.

He increased store sales to rank as a top producer in the region. His most recent employment was as a recruiter for Express Employment Professionals.

#### CHIEF APPRAISER ACTIVITY REPORT

Mrs. Bellard submitted the Chief Appraiser's Activity Report for the period ending January 13, 2022 to the Board outlining the educational, District, and lawsuits/arbitration activities of the Chief Appraiser and the District.

#### CHIEF APPRAISER TRAVEL

The Chief Appraiser will be out of the office February 7 – 9, 2022 to attend the TAAD Conference in Grapevine.

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

Yeas: Landry, Mason, Matt, and Reed

Nays: None

#### 4. Elect Officers for 2022 Term of Office

Dr. Reed moved and Mr. Matt seconded elect Mr. Eugene Landry for the office of Chairperson and Mrs. Allison Nathan Getz for the office of Secretary for the 2022 term.

Yeas: Landry, Mason, Matt, and Reed

Nays: None

#### 5. Adopt Resolution #2022-1 Granting Check Signing Authority for Newly Elected Officers

Mrs. Mason moved and Mr. Landry seconded to adopt Resolution #2022-1 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 Eugene Landry as Chairperson or Allison Nathan Getz 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: Landry, Mason, Matt, and Reed

Nays: None

#### 6. Adopt Resolution #2022-2 Approving Industrial Appraising Contract with Capitol Appraisal Group

Mrs. Mason moved and Mr. Matt seconded to adopt Resolution #2022-2 approving the contract for industrial appraising services with Capitol Appraisal Group in Austin for a two-year period commencing January 1, 2022 and terminating December 31, 2023. The annual fee for the 2022 tax year is \$439,320, and the annual fee for the 2023 tax year is \$457,320.

Yeas: Landry, Mason, Matt, and Reed

Nays: None

#### 7. Approve Travel of Board of Director Members to Grapevine to Attend TAAD Conference, February 6 – 9, 2022

Mrs. Mason and Mr. Matt are registered to attend the TAAD Conference.

Dr. Reed moved and Mr. Landry seconded to approve the travel of any member of the Board of Directors to attend the Annual Conference of the Texas Association of Appraisal Districts to be held in Grapevine, February 6 – 9, 2022.

Yeas: Landry, Mason, Matt, and Reed

Nays: None

8. Name Delegate and Alternate to Vote on All Matters Presented at Zoom TAAD Delegate Assembly on February 17, 2022

Dr. Reed moved and Mr. Matt seconded to appoint Mrs. Bellard as the delegate and Mrs. Mason as the alternate to vote on all matters presented at the Zoom TAAD Delegate Assembly on February 17, 2022.

Yeas: Landry, Mason, Matt, and Reed

Nays: None

9. 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 five members, four of whom are staff members who are recommended for appointment by the Chief Appraiser and one being a member of the Board of Directors.

Dr. Reed moved and Mr. Matt 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, Lloyd "Buddy" Hughes, Diana Miller, and Laurie Wilcox.

Yeas: Landry, Mason, Matt, and Reed

Nays: None

10. Approve Financial Statements for November, 2021

Mr. Landry moved and Mrs. Mason seconded to approve the financial statements for the month ending November 30, 2021 indicating expenses of \$384,596.62 and a fund balance of \$1,317,027.17.

Yeas: Landry, Mason, Matt, and Reed

Nays: None

11. Authorize/Ratify Expenditures from Equipment Replacement Fund

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

12. 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.

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

Mrs. Mason moved and Mr. Matt seconded to adopt Resolution #2022-3 approving Budget Amendment #2021-5 transferring \$60,000 from the 2021 Contingency Fund, allocating \$15,000 to Building Maintenance and \$45,000 to Postage & Freight in the General Department due to unexpected expenditures for building maintenance and the increase in postage rates.

Mrs. Mason moved and Dr. Reed seconded to adopt Resolution #2022-4 approving Budget Amendment #2021-6 transferring \$18,000 from the 2021 Contingency Fund, allocating \$17,000 to Contracted Services and \$1,000 to Other Operating in the ARB Department due to the unanticipated number of days and length of hours the ARB met for protest hearings.

Yeas: Landry, Mason, Matt, and Reed

Nays: None

## **INFORMATION ITEMS**

1. Discuss Notification From Texas Comptroller of Public Accounts Regarding 2020 Property Value Study Invalid Findings

Mrs. Bellard presented the letter from Shannon Murphy, Director of the Property Tax Assistance Division of the State Comptroller's Office dated December 6, 2021 addressed to the Board of Directors. The purpose of this letter is to notify the Board members that all school districts received invalid findings in the 2020 Property Value Study but are eligible for the grace period. The District must receive valid findings in the 2021 and 2022 studies; otherwise, PTAD must conduct an additional review of the District under the Methods and Assistance Program in the form of a Targeted MAP Review.

2. 2021 Budget Transfers

The following 2021 Budget Transfer was submitted to the Board for informational purposes:

#2021-1, General Department, transferring \$50,000 from Legal to Consulting to cover expenses for sales data relating to the enhanced real estate reports and for updating from PACS Map 2.0 to PACS Matrix 3.0.

#2021-2, Administration Department, transferring \$900 from Education, allocating \$500 to Office Supplies and \$400 to Books & Publications.

3. February Board Meeting

The February Board meeting was scheduled for Wednesday, February 16, 2021 at 4:00 p.m.

## **PUBLIC COMMENTS**

None

## **ADJOURNMENT**

There being no further business to conduct, the meeting was adjourned at 4:16 p.m.

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Eugene Landry, Chairperson  
Board of Directors  
Jefferson Central Appraisal District

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Allison Nathan Getz, Secretary  
Board of Directors  
Jefferson Central Appraisal District