

*Jefferson Central Appraisal District
Board of Directors*

*Regular Board Meeting
November 16, 2022 – 12:30 p.m.*

The Board of Directors of the Jefferson Central Appraisal District met in public (open) session on Wednesday, November 16, 2022 at the Appraisal District office, 4610 S. Fourth Street, Beaumont, Texas. The meeting was called to order by 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, and Dr. Louis Reed, Jr.
Absent: Allison Nathan Getz

ESTABLISHMENT OF QUORUM

Chairperson Landry declared a quorum present.

CONSENT AGENDA ACTION ITEMS

1. Approval of Minutes: October 19, 2022
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 November 10, 2022.

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

Yeas: Landry, Mason, and Reed
Nays: None

EXECUTIVE SESSION – LEGAL

Chairperson Landry recessed the public (open) session at 12:33 p.m. after announcing to those present that the Board would go into executive (closed) session when it reconvened in accordance with Section 551.071 of the Texas Government Code for the purpose of a private consultation with the Board's attorney to discuss all pending litigation.

The Board reconvened in public (open) session at 12:44 p.m. with no action being taken.

REGULAR AGENDA ACTION ITEMS

3. Receive Chief Appraiser's Report

THANKSGIVING HOLIDAY

The District office will be closed Thursday and Friday, November 24 and 25, 2022 for the Thanksgiving holidays.

HEALTH INSURANCE 2023 RENEWAL

Health insurance for the HSA plan increased 10.5 percent, and the PPO plan increased 5.78 percent for the 2023 renewal. Last year the District increased the employee's deductible for the HSA plan to from \$3,000 to \$4,000, with the District continuing to pay \$3,000 towards the deductible in an effort to reduce expenses. Mrs. Bellard is not recommending any changes for 2023.

2022 LAWSUITS AND ARBITRATIONS UPDATE

The District was served with one additional lawsuit since Mrs. Bellard's report to the Board at the October meeting. Of the 169 lawsuits filed, 63 are on apartments, 85 on commercial properties, 17 on hotels, and 4 on residential properties. Two of the lawsuits have been settled.

CHIEF APPRAISER ACTIVITY REPORT

Mrs. Bellard submitted the Chief Appraiser's Activity Report for the period ending November 10, 2022 to the Board outlining the educational, District, and lawsuits/arbitrations activities of the Chief Appraiser and the District.

CHIEF APPRAISER TRAVEL

Mrs. Bellard will be out of the office December 13 and 14, 2022 to attend the State Comptroller's Property Tax Institute in College Station.

There is a possibility that she will also be out of the office December 5, 2022 to attend the TAAD Executive Board meeting in Austin.

RPA DESIGNATION

Anna Pulido, Office Coordinator, attained her RPA designation November 12, 2022.

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

Yeas: Landry, Mason, and Reed

Nays: None

4. Approve Appointments to Agricultural Advisory Board for 2023-2024 Term of Office

The Property Tax Code requires each appraisal district to appoint an Agricultural Advisory Board of at least three members. In November of 2017 the Board of Directors increased the size of this Board to four members.

The Agricultural Advisory Board is appointed by the Chief Appraiser with the advice and consent of the Board of Directors to provide input on agricultural values within the District. Board members must own land in the District that qualifies for agriculture-use, and they must have resided in the District for at least five years.

The terms of Jimmy Broussard and Billy Wayne Doornbos will expire on December 31, 2022. Mrs. Bellard reappointed Mr. Broussard and Mr. Doornbos for the 2022-2023 term. Mr. Broussard and Mr. Doornbos will serve along with Charles Reneau and Josey Dishman, whose terms will expire December 31, 2023.

Mrs. Mason moved and Mr. Landry seconded to approve the reappointments of Mr. Jimmy Dishman and Mr. Billy Wayne Doornbos to the Agricultural Advisory Board for the 2023 - 2024 term of office.

Yeas: Landry, Mason, and Reed

Nays: None

5. Authorize Chief Appraiser to Execute Consulting Services Agreement for an Employee Assistance Program with Family Services, Inc. of Beaumont

The District is required to offer an employee assistance program to its personnel, and the agreement proposed with Family Services of Southeast Texas, Inc. of Beaumont meets all of the requirements. This agreement offers a maximum of five counseling sessions per employee family per year.

Dr. Reed moved and Mr. Landry seconded to authorize the Chief Appraiser to execute a consulting services agreement for an Employee Assistance Program with Family Services of Southeast Texas, Inc. at the rate of \$25 per employee per year.

Yeas: Landry, Mason, and Reed

Nays: None

6. Accept Resignation of Nicky Matt from Board of Directors for Remaining Portion of 2022 – 2023 Term, Declare Vacancy, and Ratify Actions of the Chief Appraiser in Notifying Taxing Entities Entitled to Vote Under PTC sec. 6.03(l) of Vacancy and Request Nominations

Mrs. Bellard submitted a letter of resignation from Mr. Nicky Matt from the Board of Directors effective October 28, 2022. Mr. Matt accepted a position with the Nederland ISD and is no longer eligible to serve on the Board of Directors.

Dr. Reed moved and Mr. Landry seconded to accept Mr. Matt's resignation from the Board of Directors for the remaining portion of the 2022 – 2023 term office, declare a vacancy on the Board, and ratify the actions of Mrs. Bellard in notifying the taxing entities and requesting nominations as provided by PTC Sec. 6.03(l).

The taxing entities will have 45 days to submit nominations, and then those nominations will be presented to the Board. The Board must then vote on the nominees to determine who will fill the vacancy at the January, 2023 meeting.

Yeas: Landry, Mason, and Reed

Nays: None

7. Approve Financial Statements for September, 2022

Mr. Landry moved and Dr. Reed seconded to approve the financial statements for the month ending September 30, 2022 indicating expenses of \$504,709.48 and a fund balance of \$1,676,887.72.

Yeas: Landry, Mason, and Reed

Nays: None

8. Authorize/Ratify Expenditures from Equipment Replacement Fund

Mrs. Mason moved and Mr. Landry seconded to approve the below Purchase Approvals:

Purchase Approval #2022-4 approving the expenditure of \$34,200 to replace 19 obsolete computers in the Administration and Appraisal Departments. The Chief Appraiser was further authorized to dispose of the obsolete computers, Inventory #1617, #1666, #1764, #1766, #1780, #1781, #1783, #1784, #1786, #1787, #1788, #1789, #1791, #1792, #1793, #1865, #1872, #1873, and #1913 in accordance with the District's Disposition of Property Policy.

Purchase Approval #2022-5 approving the expenditure of \$95,000 to replace an outdated/inoperable server and related accessories in the IT Department. The Chief Appraiser was further authorized to dispose of the outdate/inoperable server and accessories, Inventory #1744.00, #1744.01, #1744.05, #1744.06, #1744.07, and #1744.08 in accordance with the District's Disposition of Property Policy.

Yeas: Landry, Mason, and Reed

Nays: None

9. Receive Amendments to the 2022 and/or 2023 Budgets and Instruct the Secretary of the Board to Notify the Taxing Entities

None to receive

10. Adopt Amendments to the 2022 and/or 2023 Budgets

Due to the workload for the 2022 fiscal year, it is necessary to pay a portion of vacation and compensatory time for certain employees in the Administration and Mapping/GIS Departments.

Mrs. Mason moved and Mr. Landry seconded to adopt Resolution #2022-11 transferring \$8,700 from the 2022 Salary Contingency Fund, allocating \$6,500 to Regular Salaries in the Administration Department and \$2,200 to Regular Salaries in the Mapping/GIS Department.

The amount of the 2022 budget will remain unchanged at \$7,802,786.

Yeas: Landry, Mason, and Reed

Nays: None

INFORMATION ITEMS

1. December Board Meeting

The December Board meeting was scheduled for Wednesday, December 14, 2022 at 4:00 p.m.

2. 2022 Budget Transfers

The following 2022 Budget Transfers were submitted to the Board for informational purposes:

#2022-1: Mapping/GIS Department transferring \$5,000 from Travel & Subsistence to Software Maintenance.

#2022-2: General Department transferring \$24,000 from Contingency to Postage & Freight.

#2022-3: Board of Directors Department transferring \$110 from Travel & Subsistence, allocating \$10 to Books & Publications and \$100 to Office Supplies.

#2022-4: Appraisal Review Board Department transferring \$2,500 from Legal to Contracted Services.

PUBLIC COMMENTS

None

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 12:59 p.m.

Eugene Landry, Chairperson
Board of Directors
Jefferson Central Appraisal District

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