

*Jefferson Central Appraisal District
Board of Directors*

*Regular Board Meeting
January 18, 2023 – 4:00 p.m.*

The Board of Directors of the Jefferson Central Appraisal District met in public (open) session on Wednesday, January 18, 2023 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: December 14, 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 January 11, 2023.

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

Yeas: Landry, Mason, and Reed
Nays: None

REGULAR AGENDA ACTION ITEMS

3. Receive Chief Appraiser's Report

CHIEF APPRAISER ACTIVITY REPORT

Mrs. Bellard submitted the Chief Appraiser's Activity Report for the period ending January 11, 2023 to the Board outlining the educational, District, and lawsuits/arbitrations activities of the Chief Appraiser and the District.

CHIEF APPRAISER TRAVEL

None to report

2023 REAPPRAISAL

Appraisers are out in the field for the 2023 reappraisal. The District is on target for all deadlines and anticipates mailing notices of appraised value starting in April.

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

Yeas: Landry, Mason, and Reed
Nays: None

4. Elect Officers for 2023 Term of Office

Mr. Landry moved and Dr. Reed seconded elect Lauren Williams Mason for the office of Chairperson for the 2023 term.

Yeas: Landry, Mason, and Reed
Nays: None

Mr. Landry moved and Mrs. Mason seconded elect Dr. Lois Reed, Jr. for the office of Secretary for the 2023 term.

Yeas: Landry, Mason, and Reed
Nays: None

5. Adopt Resolution #2023-1 Granting Check Signing Authority for Newly Elected Officers

Mr. Landry moved and Dr. Reed seconded to adopt Resolution #2023-1 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 Lauren Williams Mason as Chairperson or Dr. Louis Reed, Jr. 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, and Reed
Nays: None

6. Adopt Resolution #2023-2 Approving Industrial Appraising Contract with Capitol Appraisal Group

Mr. Landry moved and Dr. Reed seconded to adopt Resolution #2023-2 approving the contract for industrial appraising services with Capitol Appraisal Group in Austin for a two-year period commencing January 1, 2023 and terminating December 31, 2024. The annual fee for the 2023 tax year is \$457,320, and the annual fee for the 2024 tax year is \$475,613.

Yeas: Landry, Mason, and Reed
Nays: None

7. Adopt Resolution #2023-3 Election of Director to Fill Remaining Portion of 2022-2023 Term Due to Resignation of Nicky Matt

Mr. Nicky Matt, a member of the Board of Directors, tendered his resignation effective October 28, 2022. Property Tax Code Sec. 6.03(l) states that if a vacancy occurs on the Board of Directors, other than a vacancy in the position held by a county assessor-collector serving as a nonvoting director, each taxing entity that is entitled to vote may nominate by resolution adopted by its governing body a candidate to fill the vacancy, providing the resolutions are submitted to the Chief Appraiser within 45 days after notification of the vacancy.

Mrs. Bellard notified the taxing entities of the vacancy on the Board of Directors on November 1, 2023, with the 45th day for submitting nominations being December 16, 2022. On December 19, 2022 Mrs. Bellard timely prepared and delivered to the Board of Directors a list of nominees submitted by the taxing entities as follows:

Raymond Johnson – nominated by the Port of Port Arthur

Robert Thewman – nominated by Hamshire-Fannett ISD

After discussion on the areas of the County the current Board members represent, the Board of Directors voted by written ballot as follows:

- Eugene Landry voted for Robert Thewman
- Lauren Williams Mason voted for Robert Thewman
- Dr. Louis Reed, Jr. voted for Robert Thewman

Mr. Landry moved and Dr. Reed seconded to adopt Resolution #2023-3 electing by majority vote Robert Thewman to the Board of Directors for the remaining portion of the 2022-2023 term.

Yeas: Landry, Mason, and Reed

Nays: None

8. Adopt Resolution #2023-4 Revision to Board Policy Manual Sec. 1-04.02 Board of Directors, Meetings of the Board, Regular Meetings to Change Time of Meeting

The Board expressed an interest in also changing the date of the regular board meetings, so action on this item was deferred until the February meeting.

9. Adopt Resolution #2023-5 Disposal of Obsolete Equipment

Dr. Reed moved and Mr. Landry seconded to adopt Resolution #2023-5 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
511	240 CR-30 Front Load Map Rack
512	240 CR-30 Front Load Map Rack
1020	Safco 4979 Steel Flat File – 5 DR

Yeas: Landry, Mason, and Reed

Nays: None

10. Approve Travel of Board of Director Members to Dallas to Attend TAAD Conference, February 19 - 22, 2023

Mr. Landry is registered to attend the TAAD Conference.

Mrs. Mason moved and Dr. Reed 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 Dallas, February 19 - 22, 2023.

Yeas: Landry, Mason, and Reed

Nays: None

11. Name Delegate and Alternate to Vote on All Matters Presented at TAAD Delegate Assembly on February 21, 2023

Mr. Landry moved and Dr. Reed seconded to appoint Mrs. Bellard as the delegate and Mr. Landry as the alternate to vote on all matters presented at the TAAD Delegate Assembly on February 21, 2023.

Yeas: Landry, Mason, and Reed

Nays: None

12. 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. Landry seconded to appoint Lauren Williams Mason 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, and Reed
Nays: None

13. Approve Financial Statements for November, 2022

Mr. Landry moved and Dr. Reed seconded to approve the financial statements for the month ending November 30, 2022 indicating expenses of \$395,870.60 and a fund balance of \$1,871,723.07.

Yeas: Landry, Mason, and Reed
Nays: None

14. Authorize/Ratify Expenditures from Equipment Replacement Fund

None to present

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

None to receive

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

None to adopt

INFORMATION ITEMS

1. February Board Meeting

The February Board meeting was scheduled for Tuesday, February 14, 2023 at 11:00 a.m. if there are sufficient agenda items for the Board's approval. If a February meeting is not held, the March meeting was scheduled for March 21, 2023 at 11:00 a.m.

PUBLIC COMMENTS

None

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 4:25 p.m.

Lauren Williams Mason, Chairperson
Board of Directors
Jefferson Central Appraisal District

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