

*Jefferson Central Appraisal District  
Board of Directors*

*Regular Board Meeting  
January 8, 2024 – 11:00 a.m.*

The Board of Directors of the Jefferson Central Appraisal District met in public (open) session on Monday, January 8, 2024 at the Appraisal District office, 4610 S. Fourth Street, Beaumont, Texas. The meeting was called to order by Chairperson Lauren Williams Mason.

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: Tim Funchess, Eugene Landry, Kenneth Marks, Lauren Williams Mason, Robert Thewman, and Terry Wuenschel  
Absent: None

**ESTABLISHMENT OF QUORUM**

Chairperson Mason declared a quorum present.

**OATH OF OFFICE**

The Oath of Office for the 2024 term was administered to all Board of Director members.

**EXECUTIVE SESSION – LEGAL**

Chairperson Mason recessed the public (open) session at 11:04 a.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 11:21 a.m. with no action being taken.

**CONSENT AGENDA ACTION ITEMS**

1. Approval of Minutes: November 14, 2023
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 4, 2024.

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

Yeas: Funchess, Landry, Marks, Mason, Thewman, and Wuenschel  
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

The Chief Appraiser will be out of the office after the meeting today through Wednesday, January 10, 2023 to attend the SOAH hearing regarding Beaumont ISD's 2022 Property Value Study appeal and on January 30, 2023 to attend a TAAD Legislative Committee meeting in Austin.

## BOARD OF DIRECTORS ELECTED POSITIONS

Applications to run for the three elected positions for the Board of Directors can be submitted to the County Judge between January 17, 2024 through February 16, 2024.

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

Yeas: Funchess, Landry, Marks, Mason, Thewman, and Wuenschel

Nays: None

### 4. Elect Officers for 2024 Term of Office

Mr. Thewman moved and Mr. Marks seconded elect Lauren Williams Mason for the office of Chairperson for the 2024 term.

Mr. Landry moved and Mr. Marks seconded elect Robert Thewman for the office of Secretary for the 2024 term.

Yeas: Funchess, Landry, Marks, Mason, Thewman, and Wuenschel

Nays: None

### 5. Adopt Resolution #2024-1 Granting Check Signing Authority for Newly Elected Officers

Mr. Landry moved and Mr. Marks seconded to adopt Resolution #2024-1 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 Robert Thewman 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: Funchess, Landry, Marks, Mason, Thewman, and Wuenschel

Nays: None

### 6. Adopt Resolution #2024-2 Approving Industrial Appraising Contract with Capitol Appraisal Group

Mr. Landry moved and Mr. Funchess seconded to adopt Resolution #2024-2 approving the contract for industrial appraising services with Capitol Appraisal Group in Austin for a two-year period commencing January 1, 2024 and terminating December 31, 2025. The annual fee for the 2024 tax year is \$475,613, and the annual fee for the 2025 tax year is \$485,125.

Yeas: Funchess, Landry, Marks, Mason, Thewman, and Wuenschel

Nays: None

### 7. Adopt Resolution #2024-3 Revisions to Board Policy Manual – Various

Revisions to the Board Policy Manual were submitted to the Board due to recent legislative changes and to reflect current operating procedures.

Section 1-01.00: Board of Directors was revised in full due to new legislation regarding elected positions on the Board.

Section 1-04.01: Meetings of the Board, Quorum was revised to delete reference to the Tax Assessor-Collector serving as a nonvoting member, since that position now serves as a full voting member.

Section 4-07.01: Taxpayer Notification Advertising Requirements, General was revised to allow notifications to be published in a newspaper of general circulation, rather than the Beaumont Enterprise.

Section 5-01.06: Payroll and Employee Benefits, Cellular Phone Policy was revised to require supervisory personnel to have a cellular phone and receive a monthly allowance in addition to appraisal personnel.

Section 7-05.02: Handgun Policy, Appraisal Review Board Meetings and Protest Hearings was revised to reflect the changes to the registration and waiting areas for the Appraisal Review Board.

Mr. Marks moved and Mr. Funchess seconded to adopt Resolution #2024-3 revising the sections of the Board Policy Manual as submitted.

Yeas: Funchess, Landry, Marks, Mason, Thewman, and Wuenschel

Nays: None

8. Approve Travel of Board of Director Members to Houston to Attend TAAD Conference, February 19-21, 2024

Mr. Funchess, Mr. Marks, and Mrs. Wuenschel will be attending the TAAD Conference on February 20, 2024 for the Board of Directors sessions. Mrs. Mason will be attending the full conference.

Mr. Thewman 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 Houston, February 19 - 21, 2024.

Yeas: Funchess, Landry, Marks, Mason, Thewman, and Wuenschel

Nays: None

9. Name Delegate and Alternate to Vote on All Matters Presented at TAAD Delegate Assembly

Mr. Landry moved and Mrs. Wuenschel seconded to appoint Mrs. Bellard as the delegate and Mrs. Mason as the alternate to vote on all matters presented at the TAAD Delegate Assembly on February 20, 2024.

Yeas: Funchess, Landry, Marks, Mason, Thewman, and Wuenschel

Nays: None

10. 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.

Mr. Landry moved and Mr. Marks 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: Funchess, Landry, Marks, Mason, Thewman, and Wuenschel

Nays: None

11. Approve Financial Statements for October and November, 2023

Mr. Thewman moved and Mrs. Wuenschel seconded to approve the financial statements for the month ending October 31, 2023 indicating expenses of \$625,366.83 and a fund balance of \$1,513,917.78 and for November 30, 2023 indicating expenses of \$469,929.28 and a fund balance of \$1,547,332.89.

Yeas: Funchess, Landry, Marks, Mason, Thewman, and Wuenschel

Nays: None

12. Approve Amendment to Retention Agreement with Bradley Law Firm for Legal Services

The current retention agreement with the Bradley Law Firm, which has been in place since February 28, 2022, is \$14,000 per month. Due to the increase in litigation of 174 suits filed in 2022 to 250 filed in 2023, it is recommended that the monthly retainer increase from \$14,000 to \$19,000 per month.

Mr. Marks moved and Mr. Thewman seconded to approve the Amendment to Retention Agreement with Bradley Law Firm for legal services with a monthly retainer of \$19,000 based on a \$275 hourly rate for Lance Bradley, \$225 hourly rate for Stephen Townsend, and \$100 hourly rate for paralegal time.

Yeas: Funchess, Landry, Marks, Mason, Thewman, and Wuenschel

Nays: None

13. Authorize/Ratify Expenditures from Equipment Replacement Fund

Mr. Marks moved and Mr. Funchess seconded to approve Purchase Approval #2024-1 approving the expenditure of \$400 to replace an inoperable monitor in the Administration Department. The Chief Appraiser was further authorized to dispose of the inoperable monitor, Inventory #1389, in accordance with the District’s Disposition of Property Policy.

Yeas: Funchess, Landry, Marks, Mason, Thewman, and Wuenschel

Nays: None

14. Receive Amendments to the 2023 and/or 2024 Budgets and Instruct the Secretary of the Board to Notify the Taxing Entities

None to receive

15. Adopt Amendments to the 2023 and/or 2024 Budgets

At the November 14, 2023 meeting, the Board of Directors granted a \$2,500 one-time cost-of-living payment to the District employees, with the exception of the Chief Appraiser, for the 2024 fiscal year. Budget Amendment #2024-1 transfers the necessary funds from Salary Contingency to cover the one-time cost-of-living payment.

Mrs. Wuenschel moved and Mr. Marks seconded to adopt Resolution #2024-4 transferring \$117,092 from the 2024 Salary Contingency Fund to be allocated as follows:

Department	Regular Salaries	Employer Taxes	Retirement
Administration	\$7,500	\$127	\$1,620
Appraisal	\$50,000	\$850	\$10,800
Info & Exemptions	\$15,000	\$212	\$3,240
Mapping/GIS	\$15,000	\$256	\$3,240
Info Technology	\$7,500	\$127	\$1,620

The amount of the 2024 budget will remain unchanged at \$7,569,688.

Yeas: Funchess, Landry, Marks, Mason, Thewman, and Wuenschel

Nays: None

**INFORMATION ITEMS**

1. Next Meeting Date

The March Meeting was scheduled for Thursday, March 7, 2024 at 11:00 a.m. *(This date was later changed to March 4, 2024 at 10:00 a.m.)*

2. Receive Results of Election of Board of Directors for 2024 Term

On December 19, 2023, the Chief Appraiser notified the entities and the nominees that the following persons were elected by the taxing entities to serve on the Board of Directors for the 2024 term of office: Tim Funchess, Eugene Landry, Kenneth Marks, Lauren Williams

Mason, and Robert Thewman. Mrs. Terry Wuenschel will also serve as a member due to her position of Interim Tax Assessor-Collector.

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

There being no further business to conduct, the meeting was adjourned at 11:49 a.m.

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

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Robert Thewman, Secretary  
Board of Directors  
Jefferson Central Appraisal District