***Jefferson Central Appraisal District***
***Board of Directors***

***Regular Board Meeting***
***January 5, 2026 – 11:00 a.m.***

The Board of Directors of the Jefferson Central Appraisal District met in public (open) session on Monday, January 5, 2026, at the Appraisal District office, 4610 S. Fourth Street, Beaumont, Texas. The meeting was called to order by Chairperson Robert Thewman.

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: Kate Carroll, Vernon Durden, Tim Funchess, Michael Gallagher, Kenneth Marks, Robert Thewman, Bert Lamson, Mary Wycoff
Absent: Larry Weston

## ESTABLISHMENT OF QUORUM

Chairperson Thewman declared a quorum present.

## OATH OF OFFICE

The Oath of Office for 2026 term was administered by Mr. Lance Bradley to the new members: Mary Wycoff and Bert Lamson.

## PUBLIC COMMENTS

None

## CONSENT AGENDA ACTION ITEMS

1. Approval of Minutes: November 19, 2025

   Mr. Funchess moved and Mrs. Carroll seconded to approve the minutes of the November 19, 2025, meeting as submitted.

   Yeas: Carroll, Durden, Funchess, Gallaher, Marks, Lamson, Wycoff and Thewman
   Nays: None

   Following the vote, Mr. Vernon Durden noted that his prior suggestion to transition to a paperless board packet – possibly by displaying documents on a screen or given iPads did not appear in the November Minutes.

Mrs. Bellard clarified that Mr. Durden's suggestion had been made during Executive Session, where comments, suggestions and discussion items are not recorded and therefore do not appear in the Minutes.

Mr. Lance Bradley confirmed Mrs. Bellard's explanation.

It was agreed that an alternate method for viewing board packets would be placed on the March 9$^{th}$ meeting agenda for discussion and formal consideration.

2. <u>Receive Taxpayer Liaison Officer Report</u>

The Board received the submitted Taxpayer Liaison Officer (TLO) Report indicating that no communication or complaints were received from taxpayers for the period ending Wednesday, December 31, 2025.

Mr. Funchess moved and Mrs. Carroll seconded to approve the Consent Agenda Items as submitted.

Yeas: Carroll, Durden, Funchess, Gallaher, Marks, Lamson, Wycoff and Thewman
Nays: None

## **REGULAR AGENDA ACTION ITEMS**

3. <u>Receive Chief Appraiser Report</u>

Holiday Closure:
District office closed Monday, January 19, 2026, for Martin Luther King Jr. Day.

Board of Directors Election Information:

The Chief Appraiser informed the Board that the terms of three elected members – Mr. Gallagher, Mr. Durden and Mr. Weston will expire at the end of 2026.

Directors wishing to seek re-election must file an application with the County Clerk's Office between July 18 and August 17 and must also appoint a Campaign Treasurer.

If no candidates file, the Board will be responsible for appointing individuals from the public. At the January 2027 Board Meeting, elected Directors will draw lots to determine which Director will serve a 2-year term and which two Directors will serve 4-year terms.

CHIEF APPRAISER ACTIVITY REPORT

Mrs. Bellard submitted the Chief Appraiser's Activity Report for the period ending December 31, 2025, outlining the Chief Appraiser's Educational activities and District operations.

CHIEF APPRAISER TRAVEL

The Chief Appraiser reported she will be out of the office February 23-25, 2026, attending the TAAD Conference in Austin.

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

Yeas: Carroll, Durden, Funchess, Gallaher, Marks, Lamson, Wycoff and Thewman
Nays: None

4. Elect Officers for 2026 Term of Office

Chairperson 2026 Term

Nominations were opened for the office of Chairperson:

Mr. Funchess nominated Mr. Thewman, who accepted.
Mr. Marks nominated Mr. Vernon Durden, who accepted.

Mrs. Carroll seconded the nomination for Mr. Thewman.

Yeas: Carroll, Funchess, Lamson and Thewman
Nays: Durden, Gallagher, Mark and Wycoff.

Mr. Gallagher seconded the nomination for Mr. Durden.

Yeas: Durden, Wycoff, Marks, and Gallagher
Nays: Carroll, Lamson, Thewman, and Funchess

The vote results created a tie between Mr. Thewman and Mr. Durden for Chairperson.

It was determined that election of the 2026 Chairperson will be placed on the March 9 agenda for a full Board vote with all members present.

Following the vote, Mr. Robert Thewman requested Mr. Lance Bradley to conduct the remainder of the election due to multiple nominations for Chairperson.

Mr. Durden questioned whether Mrs. Carroll was a voting member.
Mrs. Bellard clarified that rules in place prior to 2024 excluded the Tas Assessor-Collector from voting, but new rules adopted in 2024 designate the Tax Assessor-Collector as a voting member.
Mrs. Barton was asked to retrieve the Texas Tax Code to verify.
While awaiting verification, Mrs. Carroll located confirming information on the Secretary of State website, confirming that the Tax Assessor-Collector is indeed a voting member.

Secretary 2026 Term

Nominations were opened for the office of Secretary:

Mr. Durden nominated Mr. Marks
Mr. Thewman nominated Mr. Funchess

Mrs. Carroll seconded the nomination for Mr. Funchess

Yeas: Thewman, Carroll, Funchess, Lamson and Gallagher
Nays: Wycoff, Durden, and Marks

Mr. Tim Funchess was elected Secretary for the 2026 Term.

5. Adopt Resolution #2026-1 Granting Check Signing Authority for Newly Elected Officers

Mr. Lamson moved to postpone consideration of Resolution # 2026-1 pending final determination of the 2026 Chairperson.

Yeas: Thewman, Carroll, Funchess, Lamson, Gallagher, Wycoff, Durden, and Marks
Nays: None

6. Adopt Resolution #2026-2 Amending Interlocal Investment Agreement for Participation in the Lone Star Investment Pool – Changing Authorized Representatives

Mr. Gallegher moved to adopt Resolution #2026-2, amending the Interlocal Investment Agreement for participation in the Lone Star Investment Pool and adding Andrew Lee as an Authorized Representative, thereby removing Whitley Fore, Mr. Marks seconded.

Yeas: Thewman, Carroll, Funchess, Lamson, Gallagher, Wycoff, Durden, and Marks
Nays: None

7. Adopt Resolution #2026-3 Revising Board Policy Manual Sec. 3-02.06 Preliminary and Adopted Budget, Salary Adjustment Procedures – Step Increases

Mr. Lamson moved to adopt Resolution #2026-3, amending Board Policy Manual Section 3-02.06 regarding Preliminary and Adopted Budget procedures and Salary Adjustment Procedures related to Step Increases. The proposed revisions remove language referencing situations in which an employee's current rate of pay falls between steps for a new position and add a provision stating that when an employee receives a promotion, the employee will advance to the next step in their salary range on January 1 of the third year following the effective date of the promotion. Mr. Funchess seconded.

Yeas: Thewman, Carroll, Funchess, Lamson, Gallagher, Wycoff, Durden, and Marks
Nays: None

8. Approve Travel of Board of Director Members to Austin to Attend TAAD Conference, February 22 - 25, 2026

Directors Mrs. Kate Carroll, Mr. Kenneth Marks and Mr. Larry Weston will attend Board of Directors sessions at the TAAD Conference.

Mr. Gallager moved to approve Travel, Mr. Marks seconded.

Yeas: Thewman, Carroll, Funchess, Lamson, Gallagher, Wycoff, Durden, and Marks
Nays: None

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

The Board selected:

- Delegate: Mrs. Angela Bellard
- Alternate Delegate: Mrs. Kate Carroll

Mr. Funchess moved and Mr. Gallager seconded to approve Delegates.

Yeas: Thewman, Carroll, Funchess, Lamson, Gallagher, Wycoff, Durden, and Marks
Nays: None

10. Authorize/Ratify/Correct Expenditures from Equipment Replacement Fund

There were no items to authorize, ratify, or correct at this time.

11. Receive Amendments to the 2025 and/or 2026 Budget and Instruct the Secretary of the Board to Notify the Taxing Entities

    There was no budget amendments submitted for consideration.

12. Adopt Amendments to the 2025 and/or 2026 Budget

    There were no amendments for adoption at this time.

## EXECUTIVE SESSION – LEGAL
## EXECUTIVE SESSION – PERSONNEL

Chairperson Thewman recessed the public (open) session at 11:40 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 and in accordance with Section 551.074 to discuss personnel issues.

The Board reconvened in public (open) session at 12:15 p.m. with no action being taken.

## INFORMATION ITEMS

1. March Board Meeting Date

   The March meeting is scheduled for Monday, March 9, 2026, at 11:00 a.m.

2. Receive Results of Election of Board of Directors for 2026-2029 Term

   Election results for the 2026-2029 term were included in the meeting packet, No questions/comments.

3. Receive PTC Sec. 25.25b Reports – Chief Appraiser Changes

   The Board received the 25.25(b) reports submitted by The Chief Appraiser for November and December 2025. No additional questions were raised by the Board.

4. Receive Training Course Certification from TLO

   Training Certification submitted by the TLO was provided in the packet, No questions/comments.

5. Complaint Filed and Resolved with Board of Directors

   The Board was informed of a complaint filed by Michael Mott regarding matters involving the Community Cemetery.
   Mrs. Bellard reported that she spoke with Mr. Mott, explaining that the issue was being reviewed and addressed. Following their discussion, Mr. Mott elected to withdraw the complaint. No further action is required.

6. Workshop Session on Chief Appraiser's Evaluation Tool

   Mrs. Carroll provided information gathered from other appraisal districts regarding their evaluation methods for Chief Appraisers. Examples were included for Board review.

The Board discussed the need for a structured evaluation format and emphasized the importance of incorporating measurable objectives with clear proof of completion. It was agreed that standardized, measurable objectives should be included. The Board also considered reviewing the Williamson County evaluation form as a starting point and adapting it to meet local needs. This topic will be revisited for further discussion at the March 9, 2026, meeting.

## ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 12:28 p.m.

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| ______________________________ | ______________________________ |
| Chairperson<br>Board of Directors<br>Jefferson Central Appraisal District | Secretary<br>Board of Directors<br>Jefferson Central Appraisal District |