The Fort Bend Central Appraisal District
Minutes of Board of Directors Meeting
June 15, 2020

Board members present: Jim Kij, Chairman; Paul Stamatis, Vice Chairman; Michael Rozell, Secretary; Al Abramczyk, Financial Officer; Pam Gaskin, Director and Carrie Surratt, Ex-officio Member

Board members absent: None

District personnel present: Jordan Wise, Chief Appraiser; Irene Klein, Deputy Chief Appraiser; Tara Strine, Deputy Chief Appraiser; Krishna Langton, HR Director; David Cryer, Litigation Manager; Victor Grandmaiter, I.T. Manager; Tiffany Benjebbour, ARB/Arbitration Operations Manager.

Districts Legal Counsel: Joe Longoria, Attorney

Districts Liaison Officer: Allan Moody, absent.

Others present: None

Call to order: Chairman Kij opened the regular meeting at 4:30 p.m. and declared a quorum present.

Minutes of previous meeting: Chairman Kij asked the Board to review the May 18, 2020 minutes. Officer Abramczyk made a motion to accept the minutes as presented. Secretary Rozell seconded the motion, and the motion carried.

Recognition of Employee of the Month: Chairman Kij presented to the Board of Directors the Employee of the Month for June, Amanda Garcia, who was not present.

Recognition of Service Awards: Chairman Kij stated there were no service awards for this month.

Public Comments: Chairman Kij asked if there were any comments from the public. None were present.

Chief Appraiser Reports: Chief Appraiser Wise went over his written report for the month.

Liaison Officer Reports: Chief Appraiser Wise spoke on behalf of Liaison Officer Moody. Mr. Moody reported there were no complaints and no surveys received for the month. There was a thank you note drafted to thank the district for their help on a few matters.

Department Status Reports: Deputy Chief Appraisers, Irene Klein and Tara Strine went over each department’s written reports.

The Board convened into closed executive session at approximately 4:48 p.m.

The Board reconvened from the closed executive session at approximately 5:10 p.m. No action was taken.

New Business: Secretary Rozell left during this time.

Report on community outreach and engagement activities: Deputy Chief Appraiser Tara Strine stated in August 2019 the office of County Judge KP George with the help of the tax assessor/collector Carrie Surratt reached out to the appraisal district to join in helping inform residents with resource tours. County Judge KP George’s office hosted four community tours between August 2019 and February of 2020. The district sent 3-4 employees to help answer questions at these events. The district also partnered with the tax assessor/collector on community outreach events including property tax workshops and a property tax misconceptions workshop which was hosted by the Women’s Council of Realtors. At these events, the district presented information on the appraisal process, appeals process, and the importance of exemptions while the assessor/collector presented tax rate process. The district has utilized the FBCAD Outreach email which allowed property owners to ask questions, check exemption and appeal status, and submit documents for review. Since utilizing this email, the district has received 8200 emails, which the bulk of was received in May. The district launched their new website on
April 8, 2020 which allows the district to analyze traffic on the website including visitors, pages most viewed, and referrers to the site. Deputy Chief Appraiser Strine provided a sheet with the amount of visitors on the site between May 19, 2020 and June 9, 2020 which reflected 79,000 visitors. Chairman Kij suggested having a CAD 101 program to learn how the CAD functions. Chief Appraiser Wise stated the district would look into the idea.

Report on protest, hearings, and potential certification scenarios: Tiffany BenJebbour, ARB/Arbitration Operations Manager went over her report regarding ARB hearings for 2020. As of June 6, 2020 there were 82,295 with 58,000 being filed by property tax consultants. There was an increase in property owner protest compared to 2019. As of June 15, 2020 the total number of appeals jumped to 82,867. There is a 50% no-show rate for property owners and is believed to be caused by the challenges we are facing today. SB2 also caused added challenges to the ARB season as the district was implementing new procedures to stay in compliance such as sending electronic and certified mail notices when requested, having priority scheduling for individuals, and new evidence exchange requirements. The COVID-19 pandemic also forced the district to close its doors with staff working remotely while appraisal notices were being sent out to property owners. Due to the pandemic, informal meetings with appraisers were no longer allowed in person and were only available through the phone. There were 100,000 online protests and in 2019 there were 3,900. Remote Informal agent meetings also had to be worked out with appraisers sending evidence online and conducting the meetings over the phone. ARB telephone hearing requests also saw an increase in numbers which is believed to be due to property owners believing this was for a phone informal and not an actual ARB hearing. This resulted in setting up more conference rooms. The district plans on certifying at 95% and is continuing to schedule as much as possible in order to further increase this percentage. If the district is unable to certify on July 20, Chief Appraiser Wise will have to prepare an estimate of taxable value to be provided to the taxing entities by July 25, 2020.

Consideration and action on line item adjustments for the Fiscal Year 2019-2020 Budget: Vice Chairman Stamatis made a motion to approve the 2019-2020 budget as presented. This includes $786,000 to cover expenses associated with improving the district’s ability to serve the public, especially during a time of disaster; and it also included $177,300 to cover expenses that were under budget during the current fiscal year. Financial Officer Abramczyk seconded the motion, and the motion carried.

Consideration and action on payment of outstanding vouchers and review of financial reports: Vice Chairman Stamatis made a motion to approve the outstanding vouchers of $807,160.08 as presented. Financial Officer Abramczyk seconded the motion, and the motion carried.

Monthly Financials

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<thead>
<tr>
<th>May 2020</th>
<th></th>
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<tbody>
<tr>
<td>Total CAD Budget</td>
<td>$15,033,735.00</td>
<td>Pro-rata%</td>
</tr>
<tr>
<td>Total Accum. Expenditures</td>
<td>$ 9,090,975.00</td>
<td>Budget % Expended</td>
</tr>
<tr>
<td>Remaining Balance</td>
<td>$ 5,942,760.00</td>
<td>Running under budget</td>
</tr>
<tr>
<td></td>
<td></td>
<td>75.07%</td>
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<td>60.47%</td>
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<td>14.60%</td>
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Items from the Board Members: Chairman Kij recommended the board suspend meetings for July and August, however if there was need for a meeting then that could happen. Chief Appraiser Wise requested a meeting for August, which the board agreed to suspend the meeting for July and meet back August 10, 2020.

Announcements: The next Board of Directors meeting will be on Monday, August 10, 2020 at 4:30 p.m. at the Appraisal District.

Adjournment: The meeting adjourned at 5:40 p.m.

Chairman, Jim Kij
August 10, 2020