

Filed  
Tarrant County Clerk  
2:07 pm, Jan 08 2024

Mary Louise Nicholson

County Clerk

by LMWillis



**Notice is hereby given that on January 12, 2024, the Board of Directors of Tarrant Appraisal District will meet in open session beginning at 8:00 a.m. at 2500 Handley-Ederville Road, Fort Worth, Texas**

The meeting will also be broadcast live on Facebook. The link for the broadcast:

<https://www.facebook.com/TarrantAD>

## **AGENDA**

- 1. Call to Order**
- 2. Verify Presence of Quorum**
- 3. Pledges of Allegiance**
- 4. Invocation**
- 5. Recognize Visitors; Hear Public Comments**
- 6. Action Items**
  - a. Consent Agenda Items:
    - (1) Action regarding approval of Board of Directors meeting minutes – December 14, 2023; & December 21, 2023
    - (2) Action regarding consent to Agricultural Advisory Board member appointment
    - (3) Approval of purchase of online ESRI hosted service on an annual basis
  - b. Deliberate and act on authorization for Chief Appraiser to negotiate a proposed contract for GIS consultant
  - c. Deliberate and act on authorization for Chief Appraiser to engage a recruitment firm for IS staffing
  - d. Deliberate and act on authorization for Chief Appraiser to negotiate a proposed contract with DocuSign for an electronic signature solution
  - e. Deliberate and act on action to officially call for special election of three at-large Tarrant Appraisal District Board of Director members on May 4, 2024
  - f. Deliberate and act on possible revisions to TAD Board of Director's Policy Manual
  - g. Review, deliberate and action on all contracts, billing agreements, verbal or written in excess of \$50,000

h. Deliberate and act on the election of a chair and secretary of the TAD Board of Directors

**7. Information Items**

a. Report by Taxpayer Liaison Officer

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b. Report by Chief Appraiser

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- Reintroduce Joe Don Bobbitt
- Recognition of TAD BOD Members

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c. Legislative Update from TAD Board Attorney

**8. Recess to executive/closed session pursuant to the following part(s) of the Texas Open Meetings Act Government Code Ch. 551, for the following purposes:**

Section 551.076 – Deliberation regarding security devices, security software or security audits.

Section 551.071 – Deliberation on a matter in which the Board of Directors seeks the advice of its attorney about contemplated litigation or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act, related to

- a. statements made by Tarrant Appraisal District's former director of Information Services regarding the Tarrant Appraisal District's information systems;
- b. definition of and application of walking quorum laws;
- c. election of Tarrant Appraisal District Board of Directors by the taxing entities for the 2024 term;
- d. contract with newly hired Chief Appraiser Joe Don Bobbitt.

**9. Return to Open Session for Possible Action on Items Deliberated on in Executive/Closed Session**

Reconvene in open session for possible further discussion and possible action on items deliberated in executive session related to:

- a. Security devices, security software and/or security audits.
- b. statements made by Tarrant Appraisal District's former director of Information Services regarding the Tarrant Appraisal District's information systems;
- c. definition of and application of walking quorum laws;
- d. election of Tarrant Appraisal District Board of Directors by the taxing entities for the 2024 term.

**10. Propose Future Agenda Items; Set Next Meeting Date; Adjourn**

Next meeting date: Friday, February 9, 2024

William Durham  
Executive Director/Interim Chief Appraiser

The public is invited to address the Board during the Public Comments period under Agenda Item 5 regarding any item on the Agenda and other issues under the Board's jurisdiction. During the Public Comments period, the Chairman will allow each speaker five minutes but may expand the time as needed if doing so will not interfere with the Board's completing its business and adjourning its meeting at a reasonable time. The Board may refuse to hear comments on subjects not reasonably related to items on the Agenda, to policies and procedures of Tarrant Appraisal District or Tarrant Appraisal Review Board, or to other issues under the Board's jurisdiction. The Board may not respond to comments regarding items not on the Agenda.

Filed  
Tarrant County Clerk

**2:08 pm, Jan 08 2024**

Mary Louise Nicholson

County Clerk

by **LMWillis**

**Action Item 6(a)(1): Action Regarding Approval of Board of Directors meeting minutes – December 14, 2023; December 21, 2023**

**Staff Recommendation:**

**Approve December 14, 2023 & December 21, 2023 Board of Directors meeting minutes as presented.**

**Tarrant Appraisal District  
Board of Directors Meeting Minutes  
December 14, 2023**

This meeting was conducted “in person” and in compliance with the Open Meetings Act as written in statute and was broadcast live on Facebook. A quorum of the members of the Board attended in person at TAD offices.

These minutes are a summary of the only subjects the board addressed and the actions it took. For details, see the Agenda & Video posted on TAD’s website at this URL: <https://www.tad.org/board-of-directors> and Video Recording posted at: <https://www.facebook.com/TarrantAD>

**Members Present:**

Ms. Wendy Burgess, Tax Assessor Collector  
Mr. Rich DeOtte, Secretary  
Mr. Jungus Jordan  
Mr. J.R. Martinez  
Mr. Tony Pompa, Chairman  
Mr. Vince Puente

**Also Participating:**

Mr. William Durham, Interim Chief Appraiser  
Mr. Matthew Tepper, TAD Attorney

Chair Pompa called the meeting to order at 9:00am and verified a quorum was present. The notice was posted timely. After pledges and the Invocation, the Board took up the following agenda items:

**5. Recognize Visitors; Hear Public Comments**

Three members of the public spoke.

**6. Action Items**

**a. Consent Agenda Items:**

- (1) Action regarding approval of Board of Directors meeting minutes – November 10, 2023; November 17, 2023; December 1, 2023; December 8, 2023; December 11, 2023
- (2) Action regarding renewal of annual maintenance agreements for all Environmental Systems Research Institute (ESRI) software products in support of TAD’s Geographic Information Systems (GIS) appraisal mapping system
- (3) Action regarding adoption of 2024 Tarrant Appraisal District Investment Policy
- (5) Action regarding consent to Agricultural Advisory Board member appointment
- (6) Action regarding selection of TxDIR – Atos, Backup as a Service (BaaS), Disaster Recovery as a Service (DRaaS) and Hosting
- (7) Action to Authorize Upgrade of Voice Over Internet Protocol (VOIP) Phone System

The person who had previously agreed to accept a Deputy TLO appointment notified the board on the day before this board meeting that he was withdrawing. Mr. Martinez moved to remove 6a(4) from the consent agenda and pass the remaining consent agenda items 6a(1-3 and 5-7) according to staff recommendations. This motion was seconded by Mr. Jordan and passed unanimously, 5-0.

(4) Action regarding Appointment of Taxpayer Liaison Officer and Deputy Taxpayer Liaison for 2024

Mr. DeOtte moved to remove 'and Deputy Taxpayer Liaison Officer' from the item and appoint Shirley Jacobson as Taxpayer Liaison Officer. Mr. Martinez seconded the motion. The motion passed unanimously, 5-0.

**6b. Discussion and possible action on amending TAD's Personnel Policies and Procedures concerning Section 11.0 - "Retirement and Retiree Benefits" pertaining to the Retiree Group Medical Supplemental Insurance**

Mr. DeOtte moved to table this item until a future meeting and Mr. Martinez seconded the motion. This passed unanimously, 5-0.

The board took up item 7a next.

**7. Information Items**

**a. Report by Taxpayer Liaison Officer**

Shirley Jacobson gave the Taxpayer Liaison report.

**b. Report by Chief Appraiser**

**(1) Best Place to Work Award**

**(2) Communications Report**

This item was tabled until the next meeting.

**6c. Consider Approval to Purchase a New Queuing System to Improve Wait Time and Queue Management for Both TAD and TARB Customer Service Areas**

Brian Lipka, Interim IS Director, answered questions from the board regarding the queuing system and comparing it to the status quo. Mr. DeOtte moved to approve the purchase of the new queuing system per staff recommendation. Mr. Jordan seconded the motion and this item passed unanimously, 5-0.

**8. Recess to executive/closed session pursuant to the following part(s) of the Texas Open Meetings Act, Government Code Ch. 551, for the following purposes:**

At 9:52am, the Board recessed into Executive Session as provided in Item 8 of the Agenda.

Section 551.074 – Deliberation on the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee related to the search for a permanent chief appraiser and chief appraiser interviews.

Section 551.076 – Deliberation regarding security devices, security software, or security audits.

Section 551.071 – Deliberation on a matter in which the Board of Directors seeks the advice of its attorney about contemplated litigation in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act, related to statements made by Tarrant Appraisal District’s former director of Information Services regarding the Tarrant Appraisal District’s information systems.

At 5:18pm, the Board returned to Open Session as provided in Item 9 of the Agenda.

## **9. Return to Open Session**

- a. The search for a permanent chief appraiser and;

No action was taken regarding this item.

- b. Security devices, security software and/or security audits.

Mr. DeOtte moved to release a 3-page report of results of the investigation to the public. Mr. Jordan seconded and the vote was unanimous, 5-0. Mr. Tepper summarized the report.

## **6d Deliberation and action on options for committing unspent funds from 2023 Budget.**

TCDRS Employer Representative, Erica Aguierre, presented options regarding staff recommendation 1 of this item to the board and Mr. Jordan moved to pass the staff recommendation to authorize an additional 1% COLA for a 3% total for TAD retirees for 2024, authorize additional payment of \$390,000 from the 2023 unspent funds for a total of \$1,240,000 to TCDRS for use in reducing the unfunded actuarial accrued liability, and. Mr. Puente seconded the motion and it passed unanimously, 5-0. Staff recommendations 2 and 3 from this item were tabled until the next meeting.

## **8. Propose future agenda items; Set Next Meeting Date; Adjourn**

No future agenda items were proposed. The next meeting date is expected to be December 21<sup>st</sup>. The meeting adjourned at 5:48pm.

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Tony Pompa, Chairman

**Tarrant Appraisal District  
Board of Directors Meeting Minutes  
December 21, 2023**

This meeting was conducted “in person” and in compliance with the Open Meetings Act as written in statute and was broadcast live on Facebook. A quorum of the members of the Board attended in person at TAD offices.

These minutes are a summary of the only subjects the board addressed and the actions it took. For details, see the Agenda & Video posted on TAD’s website at this URL: <https://www.tad.org/board-of-directors> and Video Recording posted at: <https://www.facebook.com/TarrantAD>

**Members Present:**

Ms. Wendy Burgess, Tax Assessor Collector  
Mr. Rich DeOtte, Secretary  
Mr. Jungus Jordan  
Mr. J.R. Martinez  
Mr. Tony Pompa, Chairman  
Mr. Vince Puente

**Also Participating:**

Mr. William Durham, Interim Chief Appraiser  
Mr. Brad Patrick Director of Administration  
Mr. Matthew Tepper, TAD Attorney

Chair Pompa called the meeting to order at 8:00am and verified a quorum was present. The notice was posted timely. After pledges and the Invocation, the Board took up the following agenda items:

**5. Recognize Visitors; Hear Public Comments**

Three members of the public spoke.

**6. Action Items**

**a. Discussion and possible action on amending TAD’s Personnel Policies and Procedures concerning Section 11.0 – “Retirement and Retiree Benefits” pertaining to the Retiree Group Medical Supplemental Insurance**

William Durham told the board that the 2024 general operations budget has \$150,000 designated for communications consulting which could more than offset the cost of this benefit and be the budget neutral solution the board had asked for.

Mr. Puente moved to pass Option B from the agenda packet and Mr. DeOtte seconded the motion. Mr. Jordan made a substitute motion to pass the staff recommendation to grandfather current employees in to keep the retiree benefit and Mr. Martinez seconded. This action killed the previous motion. Mr. DeOtte moved to amend Mr. Jordan’s motion to have employees within 10 years of retirement to keep the benefit



and other employees would be subject to the policy change. There was no second of the motion.

After discussion and in accordance with Option C of the agenda packet, Mr. Jordan stated his motion to reinstate the provision which has been in effect to pay the Medicare supplement for retirees and to include current employees in light of the fact that it was a benefit in effect at the time of hiring. It equates to \$42,000 in this year's budget and the board would grandfather the \$150/month cap for current employees. Mr. Martinez seconded. This passed 4-1.

**b. Deliberation and action on options for committing unspent funds from 2023 Budget.**

William Durham and Brad Patrick recommended moving all unspent funds remaining from the 2023 budget to the committed CAMA fund in anticipation of a future board using the funds for the cost of the one-time May 2024 election of three new board members which is an unfunded mandate and/or a future credit to the entities after the spring audit. Mr. DeOtte moved to follow the staff recommendation and Mr. Martinez seconded. Mr. Pompa mentioned the staff was doing a great job keeping costs low. The motion passed 5-0.

**7. Information Items**

**a. Report by Chief Appraiser**

- (1) Best Place to Work Award**
- (2) Communications Report**

Mr. Durham announced that for the 3<sup>rd</sup> year in a row TAD has won the Ft. Worth, Inc., Best Companies to Work for in Ft. Worth (mid-size companies) award. He read some customer service reviews and he had the Communications Specialist, Ricardo Aguilera, give a list of public events throughout the county where TAD gave presentations.

**8. Recess to executive/closed session pursuant to the following part(s) of the Texas Open Meetings Act, Government Code Ch. 551, for the following purposes:**

At 8:50am, the Board recessed into Executive Session as provided in Item 8 of the Agenda.

Section 551.074 – Deliberation on the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee related to the search for a permanent chief appraiser.

Section 551.076 – Deliberation regarding security devices, security software, or security audits.

Section 551.071 – Deliberation on a matter in which the Board of Directors seeks the advice of its attorney about contemplated litigation in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act, related to

statements made by Tarrant Appraisal District's former director of Information Services regarding the Tarrant Appraisal District's information systems.

At 10:14am, the Board returned to Open Session as provided in Item 9 of the Agenda.

## **9. Return to Open Session**

- b. Security devices, security software and/or security audits.

This subitem was taken up first. Matthew Tepper gave an update on the investigation by Apollo and said he expects their report by the end of the year. He also expects to release the full report. There was no evidence of any taxpayer information being accessed or compromised. From Spring to Fall of 2022, prior to 10/7 there were significant software vulnerabilities (two pieces of malware in the system that failed to launch). Mr. Tepper said there are plans to scrub the dark web to look for confidential information. The internal hack where a Driver's License was accessed was by TAD consultants and employees while working to check security. As a result, they took down the website in October 2022 and rebuilt it and it did not have every previous feature as a result.

- a. The search for a permanent chief appraiser and;

Mr. Pompa thanked William Durham for providing exceptional leadership and Mr. Puente moved to recognize the Interim Chief Appraiser for his service and acknowledged that the board is asking Mr. Durham to remain as Interim until February 1, 2024. In light of that, issue a one-time payment of \$10,000 payment to William Durham. Mr. Martinez seconded the motion which passed 5-0.

Mr. DeOtte moved that, subject to a pending background check, the Tarrant Appraisal District Board of Directors offers the Chief Appraiser position to Joe Don Bobbitt and approves the employment contract between Mr. Bobbitt and Tarrant Appraisal District as presented by McKenzie Eason and Matthew Tepper. Mr. Martinez seconded the motion and it passed 5-0.

## **8. Propose future agenda items; Set Next Meeting Date; Adjourn**

No future agenda items were proposed. The next meeting date is expected to be January 12<sup>th</sup>, 2024. The meeting adjourned at 10:48am.

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Tony Pompa, Chairman

## **Action Item 6(a)(2): Action regarding consent to additional Agricultural Advisory Board member appointments**

Section 6.12 of the Texas Property Tax Code states “The chief appraiser of each appraisal district shall appoint, with the advice and consent of the board of directors, an agricultural advisory board composed of three or more members as determined by the board”.

At the December 21, 2023 Board of Directors meeting, the board consented to the Chief Appraiser’s appointment of Mr. Mark Stucks and Mr. William Hornick to two-year terms on the Agricultural Advisory Board. Mr. Dale Rector is serving the second of his two-year term in 2024. The Agricultural Advisory Board members must be landowners within the District whose land qualifies for agricultural appraisal. In an effort to increase the public voice, the Chief Appraiser is proposing expanding the Agricultural Advisory Board to six members. Mr. Casey Amundson, Mr. Michael Murphy and Ms. Katrina Semnes have interest in serving on the board and they meet the aforementioned qualifications. The Chief Appraiser chooses to appoint, with consent of the board, Mr. Amundson to a two-year term on the advisory board with Mr. Murphy and Ms. Semnes serving an initial one-year term. Per the Texas Property Tax Code, with initial appointments, half the members must be on one-year terms.

### **Staff Recommendation:**

**Consent to the Chief Appraiser’s appointment of Mr. Casey Amundson to the Agricultural Advisory Board to a two-year term through December 31, 2025 and the appointment of Mr. Michael Murphy and Ms. Katrina Semnes to a one-year term through December 31, 2024.**

**Action Item 6(a)(3): Approval of purchase of online ESRI hosted service on an annual basis**

In an effort to reduce the on-premise footprint, security burdens and operational costs of maintaining, upgrading and replacing physical services, TAD's ESRI GIS servers are a prime candidate to move to an approved ESRI online hosting platform (via New Edge). In addition to the long-term cost savings having an online solution will allow us to better engage entities and other consumers of TAD's GIS data. Hosted GIS could enable mobile friendly solutions and facilitate staff appraiser's field work. There is also the potential for cost savings if shared with other Tarrant County entities. Budgetary funds are available due to the savings of a tri-party imagery agreement (with Tarrant County 911 and Tarrant County) that will cover this initial contract in the amount of \$30,500. New Edge is a TxDIR partner.

**Staff Recommendation:**

**Authorize engagement with New Edge for the online GIS hosting service for a cost not to exceed \$30,500.**

**Funds are available in the current 2024 budget**

**Action Item 6(b): Deliberate and act on the authorization for Chief Appraiser to negotiate a proposed contract for GIS consultant**

With the departure of two senior staff members in the GIS department at the end of 2023 due to retirement, the IS department is seeking assistance in transitioning to an online GIS service as mentioned in the previous action item. To assist in this transition, TAD is seeking a GIS consultant to handle various tasks within TAD's current systems (CAMA, ESRI, TAD website, etc.) and to support current department staff. TAD proposes to contract with Ms. Karina Dawson-Philpot for this consultant work. Her product knowledge and skills coupled with her familiarity with TAD systems makes her a unique fit for this position. The proposed contract would be for a maximum of 80 hours per month at a rate of \$100 per hour. The initial engagement would be for 12 months. The cost will be coming from the current 2024 budget salary for the department and would result in an overall net savings.

**Staff Recommendation:**

**Authorize the Chief Appraiser to negotiate a contract with Ms. Karina Dawson-Philpot for GIS consultant work at a cost not to exceed \$8,000 monthly**

**Funds are available in the current 2024 budget**

**Action Item 6(c): Deliberate and act on authorization for Chief Appraiser to engage a recruitment firm for IS staffing**

TAD has multiple IS positions open and would like to engage a technical recruitment firm to place qualified candidates in a temporary role. We'd like to contract work for a multi-month period and then convert qualified resources to a full time equivalent. We believe contracting will save TAD the operational overhead (in reduced benefit cost) of the available budget while giving senior staff the ability to vet the candidate. We have an option to replace a candidate if determined unqualified.

**Staff Recommendation:**

**Authorize the engagement of contracted resources in an amount not to exceed \$115,000 per position.**

**Funds are available in the current 2024 budget**

**Action Item 6(d): Deliberate and act on authorization for Chief Appraiser to negotiate a proposed contract with DocuSign for an electronic signature solution**

TAD requires signatures in all departments across the organization. Formal e-signature solutions are a common place in business for their consistent results, ability to reduce paper, simplification of recordable, legally supportable signatures and efficiencies in time and accessibility. The DocuSign contract provided for TAD is \$154,162.12. En lieu of an e-signature solution, TAD would need to dedicate resources to building an internal electronic signature solution. The internal solution's scope would be specific to website applications only servicing only a small portion of the business and could be error prone, exposing TAD to unnecessary risk. DocuSign is a TxDIR partner.



**\$1.74M**  
Impact w/ DocuSign

- Improved Speed
- Productivity Boost
- Better Experience
- Reduced Risk & Errors

**150K**

Annual Document Volume

**21,750hrs**

Total Time Saved

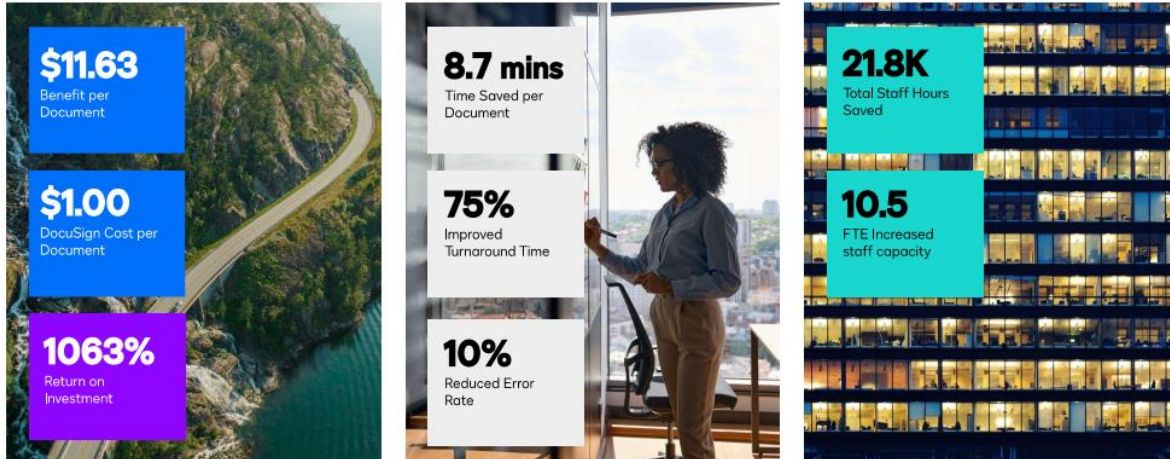
**8.7 mins**

Time Saved per Document

**\$11.63**

Benefit per Document

# Total Estimated Impact w/ DocuSign

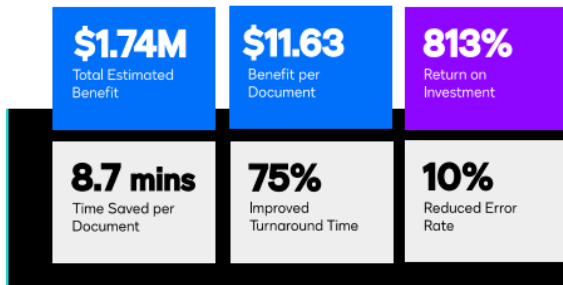


DocuSign

DocuSign Restricted

# Total Estimated Impact w/ DocuSign

Scope: 150K Annual Documents



DocuSign

DocuSign Restricted

Financial Benefits	
<b>Improved Productivity</b> Unlock productivity potential by automating mundane tasks, freeing up valuable time for employees to focus on high-impact activities	\$870,000
<b>Reduced Hard Costs</b> Unleash cost-savings through the digitization of paper-based processes, eliminating wasteful expenses like printing, postage, and storage	\$500,000
<b>Reduced Error and Rework Time</b> Fewer errors means less wasted time, less risk and lower overall costs	\$375,000
<b>Total Estimated Benefit</b>	<b>\$1,745,000</b>

Return-on-Investment (ROI)	
Benefit Per Agreement	\$11.63
Cost Per Agreement (Est. List Price)	\$1.00
<b>ROI</b>	<b>1063%</b>
Total Benefit	\$1,745,000
Total Cost	\$150,000
<b>Net Benefit</b>	<b>\$1,595,000</b>

Non-Financial Benefits	
Improved Productivity (%)	29%
Time Saved per Agreement (Mins)	8.7
Total Time Saved (Hours)	21,750
FTEs Increased Capacity (based on hours saved)	10.5
Improved Turnaround Time (%)	75%
Estimated Turnaround Time (Days)	1.25
Improved Error Rates (%)	10%
Additional Constituents Served	61,268

Paper Savings	
Paper Cost Savings (Paper, Printing, & Postage)	\$112,500
Sheets of Paper Saved	750,000
Tree Saved	81



**Staff Recommendation:**

**Authorize the Chief Appraiser to negotiate a contract with DocuSign for an amount not to exceed \$155,000.**

**Funds are available in the current 2024 budget**

**Action Item 6(e): Action to officially call for special election of three at-large Tarrant Appraisal District Board of Director members on May 4, 2024**

TAD staff has been in contact with the Tarrant County Election Administrator's office concerning the upcoming TAD Board of Directors at-large election for 2024. The first step in the process was a posting by the Tarrant County Judge of the Notice of Deadline to File Application for Place on the Ballot. This notice was timely posted by the County Judge on December 14, 2023, with the Tarrant County Clerk's office and TAD added a link to the notification on our website as well. The timeframe for filing for a place on the ballot is January 17, 2024 – February 16, 2024, and the applications are due to the Tarrant County Judge's office. TAD will soon add a list of requirements and other info to our website concerning the process for the public to have access to. The next official step is for the TAD Board of Directors to officially call for the election to take place. The attached notice is needed to begin that process.

Subsequent actions are as follows:

- 1) The BOD is tasked with submitting a ballot to the county elections office by late February (potential action item for February board agenda)
- 2) The BOD would need to act to officially contract with the Tarrant County Election Administrator to handle the upcoming election. In speaking with that office, they will not be able to provide a contract for review or exact cost until after the bulk of their work for the upcoming primary elections is complete. Per their office, the earlier provided estimate of \$300,000 is still an accurate estimate for TAD to use.
- 3) When the election is complete, the result data will be provided to the TAD Board of Directors to officially canvass the results. The BOD would need to provide a signed copy of the canvass results back to the county elections office.
- 4) TAD would post the results on our website, and the county will as well. There may also be some early voting result posting requirements that may need to also appear on our website.

**Staff Recommendation:**

**Authorize the filing of the "Order of Special Election For Other Political Subdivisions" to officially call for the election of three at-large Board of Director members on May 4, 2024**

**ORDER OF GENERAL ELECTION FOR OTHER POLITICAL SUBDIVISIONS**  
**ORDEN DE ELECCIÓN GENERAL PARA OTRAS SUBDIVISIONES POLÍTICAS**  
**LỆNH BẦU CỬ ĐẶC BIỆT CÁC CƠ QUAN CHÍNH TRỊ KHÁC**

An election is hereby ordered to be held on May 4, 2024 for the purpose of voting on:

(Por la presente se ordena la celebración de una elección el 4 de mayo de 2024 con el fin de votar sobre:)

(Theo đây, một cuộc bầu cử được lệnh tổ chức vào ngày 4 tháng 5 năm 2024 nhằm mục đích bỏ phiếu cho:)

**Tarrant Appraisal District Board of Directors At-Large Place 1**

**(Consejo de Tarrant Appraisal District, Lugar 1 en General)**

**(Ban Giám đốc Quận Thẩm định Tarrant At-Large Place 1)**

**Tarrant Appraisal District Board of Directors At-Large Place 2**

**(Consejo de Tarrant Appraisal District, Lugar 2 en General)**

**(Ban Giám đốc Quận Thẩm định Tarrant At-Large Place 2)**

**Tarrant Appraisal District Board of Directors At-Large Place 3**

**(Consejo de Tarrant Appraisal District, Lugar 3 en General)**

**(Ban Giám đốc Quận Thẩm định Tarrant At-Large Place 3)**

Early voting by personal appearance will be conducted each weekday at: (La votación anticipada en persona se llevará a cabo todos los días de la semana en:) (Việc đi thân đến bỏ phiếu sớm sẽ được tiến hành vào mỗi ngày trong tuần:)

The Main Early Voting Location (La ubicación principal de votación anticipada) (Địa điểm bỏ phiếu sớm chính)

2700 Premier St, Fort Worth, Texas 76111	April 22 <sup>nd</sup> – April 26 <sup>th</sup>	8:00am – 5:00pm
	April 27 <sup>th</sup>	7:00am – 7:00pm
	April 28 <sup>th</sup>	10:00am – 4:00pm
	April 29 <sup>th</sup> – April 30 <sup>th</sup>	7:00am – 7:00pm

Branch Early Voting Locations (Ubicaciones de votación anticipada en sucursales) (Địa điểm bỏ phiếu sớm của chi nhánh)

Information can be found on the Tarrant County Elections Administration website when it is made available by their office. (La información estará disponible en el sitio web de la Tarrant County Elections Administration cuando sea proporcionada por su oficina.) (Thông tin có thể được tìm thấy trên trang web của Cơ quan Quản lý Bầu cử Quận Tarrant khi văn phòng của họ cung cấp thông tin này.)

<https://www.tarrantcountytexas.gov/en/elections/current-election-information.html>

Applications for ballot by mail shall be mailed to: (Las solicitudes para boletas por correo deben enviarse por correo a:) (Đơn xin bỏ phiếu qua thư sẽ được gửi đến:)

\_\_\_\_ Tarrant County Early Voting Clerk \_\_\_\_\_ Name of Early Voting Clerk (Nombre del Early Voting Clerk) (Tên của Thư ký bỏ phiếu sớm)

\_\_\_\_ 2700 Premier St \_\_\_\_\_ Address (Dirección) (Địa chỉ)

\_\_\_\_ Fort Worth, TX 76111 \_\_\_\_\_ City (Ciudad) (Thành phố) Zip Code (Código Postal) (Mã Bưu Chính)

\_\_\_\_ (817) 831-8683 \_\_\_\_\_ Telephone Number (Número de teléfono) (Số điện thoại)

\_\_\_\_ ElectionsInfo@tarrantcountytexas.gov \_\_\_\_\_ Email Address (Dirección de Correo Electrónico) (Số điện thoại)

<https://www.tarrantcountytexas.gov/en/elections/current-election-information.html> Early Voting Clerk's Website (Sitio web del Early Voting Clerk) (Trang web của Thư ký Bỏ phiếu Sớm)

Applications for Ballots by Mail (ABBMs) must be received no later than the close of business on: (Las solicitudes para Applications for Ballots by Mail (ABBMs) deben ser recibidas a más tardar al cierre de operaciones el:) (Đơn xin lá phiếu qua thư phải được nhận không muộn hơn thời điểm kết thúc giờ làm việc ngày)  4 / 23 / 2024 . (date)(fecha) (ngày)

Federal Post Card Applications (FPCAs) must be received no later than the close of business on: (Las Solicitudes de Federal Post Card Applications (FPCAs) deben recibirse a más tardar al cierre de operaciones el:) (Đơn đăng ký Bưu thiếp Liên bang phải được nhận không muộn hơn thời điểm kết thúc ngày làm việc :) \_\_ 4 \_\_ / \_\_ 23 \_\_ / \_\_ 2024 \_\_. (date)(fecha) (ngày)

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_. (Expedido este día \_\_\_\_ de \_\_\_\_\_ de 20 \_\_\_\_\_.) (Đã phát hành cái này \_\_\_\_\_ ngày của \_\_\_\_\_, 20 \_\_\_\_\_.)

\_\_\_\_\_  
Signature of Presiding Officer (Firma del Oficial que Preside) (Chữ ký của viên chức chủ trì)

\_\_\_\_\_  
Signature of Board Member (Firma del Miembro del Consejo) (Chữ ký của viên chức chủ trì)

\_\_\_\_\_  
Signature of Board Member (Firma del Miembro del Consejo) (Chữ ký của viên chức chủ trì)

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Signature of Board Member (Firma del Miembro del Consejo) (Chữ ký của viên chức chủ trì)

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Signature of Board Member (Firma del Miembro del Consejo) (Chữ ký của viên chức chủ trì)

Instruction Note: A copy of this election order must be delivered to the County Clerk/Elections Administrator and Voter Registrar not later than 60 days before election day.

(Nota de Instrucción: Una copia de esta orden electoral debe ser entregada al County Clerk/Elections Administrator and Voter Registrar a más tardar 60 días antes del día de la elección.)

Lưu ý Hướng dẫn: Một bản sao của lệnh bầu cử này phải được gửi đến Thư ký Quận/Quản trị viên Bầu cử và Nhà đăng ký Cử tri không muộn hơn 60 ngày trước ngày bầu cử.

**Action Item 6(f): Deliberate and act on possible revisions to TAD Board of Director's Policy Manual**

Current manual is included for review



**TARRANT APPRAISAL DISTRICT**

**BOARD OF DIRECTORS**

**POLICY MANUAL**

**Adopted June 10, 2022**



## **I. Forward**

Tarrant Appraisal District is a political subdivision of the State of Texas created by the Legislature through enactment of the Texas Tax Code.

The District's primary responsibility is to develop each year an appraisal roll for use by taxing units imposing ad valorem taxes. The geographic boundaries of the District are the same as Tarrant County's boundaries.

Our mission is to serve the citizens, property owners, and taxing units of Tarrant County courteously and efficiently by timely producing an accurate, complete, and equitable appraisal roll.

We expect excellence in the services we provide and recognize that excellence shall be achieved through individual and team effort on the part of well-trained motivated personnel. Accordingly, we are committed to creating and maintaining a work environment that provides and supports innovation and change as essential to effective performance in a constantly changing society.

This Policy Manual supplements the Appraisal District Director's Manual published by the Texas Comptroller of Public Accounts. The Director's Manual is a comprehensive reference guide that explains constitutional requirements, state laws and rules that govern the conduct of not only appraisal district board of directors but also appraisal districts themselves. The scope of this Policy Manual is much narrower. It brings together certain written policies that state law specifically requires and summary descriptions of how this Board fulfills other statutory requirements about which detailed written policies are not required. This Policy Manual is not a substitute for or a summary of the various manuals and guidelines for the District's day-to-day operations.

The Board of Directors governs Tarrant Appraisal District. The Board's primary duties are to select the chief appraiser, to adopt the annual budget, and to ensure that the district follows policies and procedures set by law. The Board does not appraise property or make decisions that affect the appraisal records for particular properties.

## **II. Composition of the Board of Directors**

### **Selection**

The Board of Directors has five voting members who are appointed by the taxing units. When, the Tarrant County Tax Assessor-Collector is not appointed by the taxing units as a voting member, the Tax Assessor-Collector serves as a sixth, non-voting, member of the Board.

Tarrant Appraisal District has not made any of the changes in Board membership, selection, or recall that are permitted by the Tax Code.

### **Term**

Members of the Board, other than the Tarrant County Tax Assessor-Collector serving as a non-voting member, serve two-year terms beginning on January 1 of even-numbered years.

### **Officers of the Board**

The Board elects a chair and a secretary at its first meeting each calendar year. To later fill a vacancy in one of these offices, the Board elects a replacement at the first meeting after the vacancy occurs.

The duties of the chair include:

- Presiding at board meetings; Appointing committee members with input by the Board.
- Along with the secretary, signing all legal instruments requiring board signature; and
- Performing legal duties as required by statute and functions as designated by the Board.

The duties of the secretary include

- Presiding at meetings if the chair is absent;
- Along with the chair, signing all legal instruments requiring board signature; and
- Performing other duties as required by statute and functions designated by the Board.

If both the chair and the secretary are absent from a meeting, the remaining members select by majority vote a temporary presiding officer. The Board member whose surname appears first when listed in alphabetical order presides for the purpose of opening the meeting and conducting that vote.

The Tarrant County Tax Assessor-Collector serving as a non-voting member may serve as chair, secretary, or temporary presiding officer.

The presiding officer, other than the Tarrant County Tax Assessor-Collector serving as a non-voting member, may vote on any motion.

### **Compensation**

Members receive no compensation for service in the Board. They are entitled to reimbursement for actual and necessary expenses incurred in the performance of their duties as provided by the District's budget. When Board members must travel to represent the District, they are entitled to reimbursement at the rates and by the rules applicable to District employees as set out in the District's Personnel Policy.

### **III. Operation of the Board of Directors**

#### **Meeting Schedule and Format**

The Board ordinarily meets at 9:00 a.m. on the 2<sup>nd</sup> Friday of January, February, May, June, August, November and December at the District offices at 2500 Handley Ederville Road in Fort Worth, Texas. The Board may designate a different meeting time, day, or place if needed. Meetings start promptly at the scheduled hour or as soon thereafter as a quorum is present.

A majority of the members of the Board constitutes a quorum. The Tarrant County Tax Assessor-Collector serving as a non-voting member is counted in determining the presence of a quorum.

The chair may call special meetings or emergency meetings. During any meeting, the Board may vote to call a special or emergency meeting.

The Chief Appraiser is given administrative authority to deliver on behalf of the Board Secretary or Chair, required written notices of public hearings to members, taxing entities and the public. The Chief Appraiser will handle preparations for board meetings and public hearings, including notifying members, setting the agenda in conjunction with the Board Chair and preparing and signing agenda packets and

meeting notices on behalf other Board. In addition, any two board members may place an action item on the agenda by sending written notification of their desire to have an item placed on the agenda to the Chief Appraiser.

The Chief Appraiser normally delivers the agenda for the next meeting. Supporting information and the minutes of the last meeting should be delivered to each member at least forty-eight (48) hours before each regular meeting. The Chief Appraiser prepares, and posts meeting notices as required by law. Only items posted in the meeting notice may be discussed or acted upon at a meeting.

To the greatest extent practicable the Board conducts its meetings informally. However, the chair may resort to the parliamentary rules contained in Roberts Rules of Order, 12<sup>th</sup> Edition, for the orderly and fair conduct of its business.

The Board may deliberate in executive session only to the extent that meeting in executive session is authorized by the Texas Open Meetings Act. Provisions authorizing deliberations in executive session include

- Consultation with Attorney under Section 551.071
- Deliberations about Real Property under Section 551.072
- Deliberations Regarding Certain Personnel Matters under Section 551.074

Deliberations Regarding Security Devices or Security Audits under Section 551.076The first order of business at a meeting is approval of the minutes of the preceding meeting. The Chair and Secretary will sign the minutes when approved. The Chief Appraiser prepares and keeps the official minutes on behalf of the Board.

Any director, including the Tarrant County Tax Assessor-Collector serving as a non-voting member may make or second a motion at any time after the agenda item has been called by the presiding officer. Directors are encouraged to make their motions as clear as possible. When making a motion to accept the staff recommendation, a Director may ask that the staff recommendation be read, and then move to accept the staff recommendation.

### **Seating at Board Meetings**

During Board meetings, all the directors and the chief appraiser shall sit at the dais. Seating at the Dais shall be in the order determined by the Chair. No other person shall sit at the Dais unless invited to do so by the Board.

At the first meeting where any new members are being sworn in, both the incoming and the outgoing directors will be seated at the dais when the meeting starts. The meeting will be convened with the outgoing members as the directors. The first order of business will be for the new directors to be sworn in and sign any required oaths of office. Once the incoming directors have been sworn in, the outgoing directors will leave the dais, leaving the current board sitting at the dais in the order described above.

All directors will be sworn in at the first open meeting of the Board that the director attends after the director's term begins.

## **Public Access to Board Meetings**

Tarrant Appraisal District shall conduct all meetings in accordance with applicable Open Government Laws.

## **Right of Public to Address the Board**

Pursuant to Section 551.007, Texas Government Code, each member of the public who desires to address the Board regarding an item on the agenda for an open meeting of the Board may do so in accordance with this policy. The right to address the board applies to any member of the public.

## **Comment Procedure**

- a. After the presiding officer calls the meeting to order, the public comment period will be the first item on the agenda before the Board discusses or acts on any other agenda item.
- b. The Board will place the official sign-up sheet for the meeting in a conspicuous location at the meeting not later than 15 minutes before the presiding officer calls the meeting to order. Speakers may sign up to address the Board at any time before the presiding officer calls the public comment period agenda item, at which time the Board will collect the official sign-up sheet. Individuals may not address the Board or add their name or additional topics to the official sign-up sheet after the Board has collected it.
- c. Each speaker shall list their name on the official sign-up sheet, as well as the specific agenda item(s) they will be addressing. In addition to public comment on agenda items, the Board may also hear public comment on issues of general concern under its jurisdiction that are not on the agenda. If a speaker wishes to address an issue that is not on the agenda, they shall indicate on the official sign-up sheet that they wish to speak on a matter of general concern under the Board's jurisdiction.
- d. Speakers will be called upon in the order in which they appear on the official sign-up sheet. The Board will not hear public comments on matters that are not under its jurisdiction.
- e. The public comment period will end after all individuals on the official sign-up sheet have addressed the Board.

## **Time Limit for Public Comment**

- a. Each speaker may address the Board for not more than 5 minutes per meeting. The Board has the right to extend or reduce the 5-minute time limit as it sees fit at any meeting.
- b. The official time for each speaker will be maintained and enforced by the Chair or the Chair's designee.
- c. Speakers may not pool their time or give unused time to another speaker.
- d. If there are many individuals who are aligned on an issue who plan to provide the same or similar comments, the presiding officer may request that the group designate a

spokesperson to speak on the group's behalf. However, individuals may still provide additional comment if they choose to do so.

- e. If a speaker addresses the Board through a translator, the speaker will be granted twice the amount of time granted to other speakers in accordance with this policy.
- f. Time spent on Board member questions or comments shall not be counted against a speaker's time.

#### **Location for Public Comment**

The presiding officer shall identify the podium, table, microphone, or other location from which speakers may address the Board. Speakers may not address the Board from any other location.

#### **Decorum**

- a. All members of the public shall always be respectful of the Board and other attendees.
- b. Speakers shall address the Board one at a time.
- c. Attendees may not interrupt a speaker or Board member when the speaker or Board member has the floor.

#### **Response by Board**

The Board welcomes public input and will take note of all public comment it receives at a meeting. The Board may ask questions and engage in dialogue about public comments regarding items on the agenda. For public comments regarding items not on the agenda, the requirements of the Texas Open Meetings Act (Tex. Gov. Code Ch. 551) prevent the Board from engaging in a dialogue but allow the Board to provide statements of factual information or recite existing policy in response to an inquiry.

#### **Access to Board For Non-English Speakers and People With Disabilities**

If a person who does not speak English or a person who communicates by American Sign Language notifies the taxpayer liaison officer in writing at least three business days before a regularly scheduled meeting that they desire to address the Board and are unable to provide an interpreter or translator, the District shall make reasonable efforts to secure the services of a translator or interpreter for the meeting.

Tarrant Appraisal District strives to provide reasonable access to the Board by disabled persons. As part of this effort, the District restricts seven parking spaces for use only by disabled persons and maintains wheelchair accessibility to the Customer Service area and to the boardroom. A person who needs additional assistance for entry or access should notify the taxpayer liaison officer in writing at least three business days before a scheduled meeting.

#### **Cell Phone Use During Meetings**

Directors to the greatest extent possible shall refrain from using their electronic devices during Board meetings.

## **Resolving Complaints**

The Board will consider written complaints about the policies and procedures of Tarrant Appraisal District and any other matter within the Board's jurisdiction.

Correspondence should be addressed as follows and mailed:

Chair, Board of Directors  
Tarrant Appraisal District  
2500 Handley Ederville Road  
Fort Worth, Texas 76118

Hearing impaired persons who TTY or TDD may call (817) 284-0024 to have a complaint delivered to the Board.

The Board will not consider complaints addressing any of the grounds for challenge, protest, or motion for correction of the appraisal roll that are specified in Sections 41.03, 41.41, and 25.25 of the Texas Tax Code. The Board of Directors has no authority to overrule an agreement between the Chief Appraiser and a property owner on a matter specified in Tax Code, section 1.111(e) or a determination of the Tarrant County Appraisal Review Board on a challenge, protest or motion for correction made under the authority of sections 41.07, 41.47 or 25.25 of the Texas Tax Code.

Any director who receives a written complaint shall be considered a temporary custodian of the complaint and shall immediately forward the complaint to the Taxpayer Liaison Officer for processing and resolution in accordance with this policy.

The agenda for each regularly scheduled meeting of the Board shall include an agenda item for a report by the Taxpayer Liaison Officer. At each such meeting, the Taxpayer Liaison Officer shall report to the Board on the nature and the status of resolution of all complaints filed. Board deliberations concerning complaints must comply with the applicable provisions of the Texas Open Meetings Act. Until final disposition of each complaint and unless doing so would jeopardize an undercover investigation the Board shall notify the parties to the complaint at least once a quarter on the status of the complaint.

Other responsibilities of the Taxpayer Liaison Officer include:

- Administering the public access functions required by the Tax Code;
- Supporting the Chief Appraiser and their staff to assist property owner's in understanding the appraisal process, protest procedures and related matters;
- Developing and implementing policies and procedures to guarantee access to the Board by non-English speaking and disabled property owners;
- Preparing information of public interest describing the Board functions and procedures including how complaints are filed and resolved by the Board; and
- Performing other duties as assigned.

## **Authority of the Board**

The Board establishes general policies in keeping with the wishes of the community and the requirements of law. The Board may exercise its authority only by majority vote with a quorum

present in a properly posted meeting. An individual member may not bind the Board by any statement or action.

The Board may establish committees as needed to carry out its responsibilities. The chair appoints committee members to serve until successors are appointed or until the committee is disbanded. A committee acts only as an adjunct to the Board and may not take any action, which in any way usurps the power or responsibilities of the Board of Directors.

Appointments to standing committees are normally made as soon as possible after the Board begins a new term. Except as otherwise provided in this Policy Manual each committee establishes its own written operating procedure, subject to approval by the Board.

The Board shall establish a standing committee on audits.

Additionally, the Board has all the powers and responsibilities given to it under Texas law including the Texas Property Tax Code.

### **Conflict of Interest Procedures**

Members of the Board and the Chief Appraiser (the District's Officers) shall file the disclosure statements required by Chapter 176 of the Texas Local Government Code in circumstances where Chapter 176 requires the filing of such a statement. The chief appraiser shall ensure that the district complies with Chapter 176 providing conflict of interest forms to current and prospective vendors and in publishing any filed statement or questionnaire on the districts website in the manner required by Chapter 176.

With exceptions, Chapter 176 requires a district officer to file a disclosure statement when the district considers or makes a contract with a person and:

- The officer or the officer's family member has received at least \$2,500 in income (other than dividends) from employment or another business relationship with the vendor in the previous 12 months; or
- The vendor has given the officer or the officer's family members gift(s) with a total value of more than \$250 in the previous 12 months.

Chapter 176 does not require the officer to file a disclosure statement covering gifts by family members, political contributions, or food, lodging, or entertainment accepted as a gift. A disclosure statement must be filed within 7 days of the date the officer becomes aware that a statement should be filed with respect to an existing or prospective vendor.

In any circumstances that would require an officer to file a disclosure statement, the vendor must also file a "conflict of interest questionnaire" with the district. This questionnaire must be filed by the 7<sup>th</sup> business day after the vendor begins contract negotiations with the district, submits an application, bid, RFP, or similar document related to a potential contract with the district. It must also be filed by the 7<sup>th</sup> business day after the vendor becomes aware of a business relationship or gift that triggers the requirement of disclosure statement.

The district's records management officer shall serve as the custodian of filed disclosure forms.

**Action Item 6(g): Review, deliberate and action on all contracts, billing agreements, verbal or written in excess of \$50,000**



**Action Item 6(h): Deliberate and action on the election of a chair and secretary of the TAD Board of Directors**