



Notice is hereby given that on February 9, 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 and Posting of Meeting Notice**
- 3. Pledges of Allegiance**
- 4. Invocation**
- 5. Recognize Visitors; Hear Public Comments**
- 6. Legislative Update from TAD Board Attorney; Training for Board of Directors from TAD Board Attorney**
- 7. Action Items**
 - a. Consent Agenda Items:
 - (1) Action regarding approval of Board of Directors meeting minutes – December 14, 2023; December 21, 2023 & January 12, 2024
 - (2) Action regarding consent to Agricultural Advisory Board member appointment
 - (3) Action regarding approval for Chief Appraiser to purchase online ESRI (mapping software) hosted service on an annual basis
 - b. Deliberate and act on authorization for Chief Appraiser to contract with GIS consultant
 - c. Deliberate and act on authorization for Chief Appraiser to contract with insurance consultant service
 - d. Review, deliberate and action on contracts, billing agreements, verbal or written in excess of \$50,000 not previously reviewed
 - e. Deliberate and act on possible revisions to TAD Board of Director's Policy Manual

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

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

10. Action Items, continued

- a. Deliberate and act on authorization for Chief Appraiser to contract with a website developer
- b. Deliberate and act on authorization for Chief Appraiser to purchase updated door entry system hardware and software for TAD offices and consider action of moving committed funds to the general fund to cover cost of purchase

11. Discussion Items

- a. Upcoming Purchases/Agenda Items
 - (1) Microsoft Office 365
 - (2) VOIP Phone updates for main building

12. Information Items

- a. Report by Taxpayer Liaison Officer
- b. Report by ARB Chairman
- c. Report by Chief Appraiser

Updates Regarding: Appraisals, Entity Totals, Protests, Arbitrations, Lawsuits, Methods & Procedures Audit, Property Value Study Results, Training & Education, Open Records Requests, Building, Contracts, Financials, Salaries, Google Reviews and Survey Responses, and Miscellaneous Issues; Staff Introduction

13. Propose Future Agenda Items; Set Next Meeting Date; Adjourn

Next meeting date: Friday, May 10, 2024

Joe Don Bobbitt
Executive Director/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.

88TH LEGISLATIVE SESSION PROPERTY TAX LAWS AND RULES UPDATE

McCreary, Veselka, Bragg & Allen, P.C.

SENATE BILL 2 – 2ND SPECIAL CALLED
SESSION



**SB2 – ADDS TEX.
EDUCATION CODE §§
48.2555 AND 48.283**

- School's Maximum Compressed Tax Rate for 2023-24 is reduced by \$0.107.
- No school's MCR can be less than 90% of another school district's MCR.
- Additional state aid will make up the difference.
- Effective for 2023 tax year.



**SB2 – AMENDS TEX.
TAX CODE §§ 11.13
& 11.26**

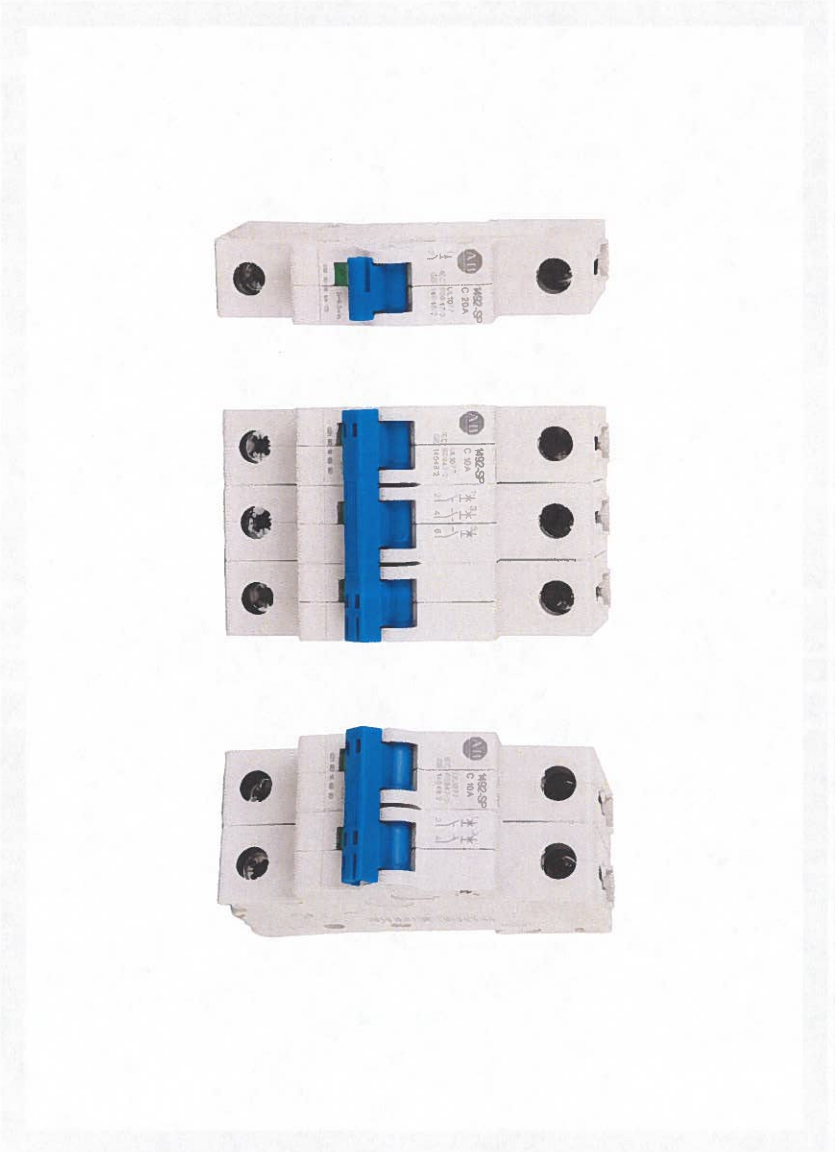
- State mandated school tax exemption is increased from \$40,000 to \$100,000.
- Schools, municipalities and counties may not reduce or repeal a local option exemption that was in place for tax year 2022. (expires Dec. 31, 2027).
- Recalculate tax ceilings.
- Additional state aid will make up the difference.
- Effective for 2023 tax year.

88th Legislative Session – Laws and Rules Update



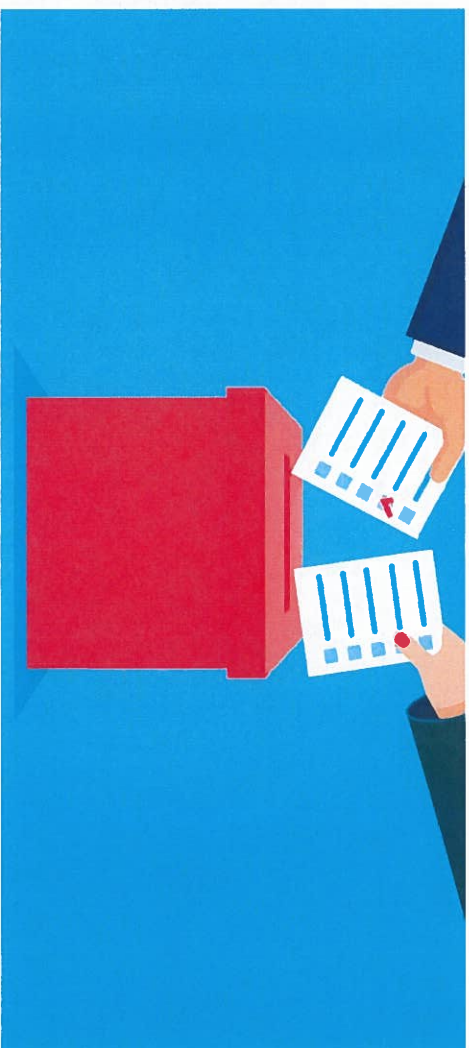
**SB2 – ADDS TEX.
TAX CODE § 23.231**

- Creates a “Circuit Breaker”/“Appraisal Cap” on all real property that is not a HS property.
- Applies to properties with an appraised value of \$5,000,000 or less. \$5,000,000 will be adjusted annually to reflect the consumer price index.
- Appraised value cannot increase more than 20% plus new improvement value year over year.
- Works just like a homestead cap.
- 2023 is the baseline year.



**SB2 – ADDS TEX.
TAX CODE § 6.0301**

- For counties with a population of 75,000 or more the appraisal district board of directors will have 9 members serving 4-year staggered terms.
- Five appointed by the entities (odd number years)
- Three elected by the people in a general county wide election (even number years)
- One elected Tax Assessor-Collector (voting ex-officio)



SB2 – TRANSITIONAL LANGUAGE

- First election is in May of 2024. Directors elected in May of 2024 serve until December 31, 2026.
- Second election is in November of 2026. Winners will draw lots to see who serves 2-year terms and who serves 4-year terms.
- Appointed members terms all end December 31, 2024.
- Taxing units appoint five members for term starting January 1, 2025. 2 serve 1 year term,;3 serve 3-year terms



ELECTION AND APPOINTMENT SCHEDULE

• **Elected Members Election Dates**

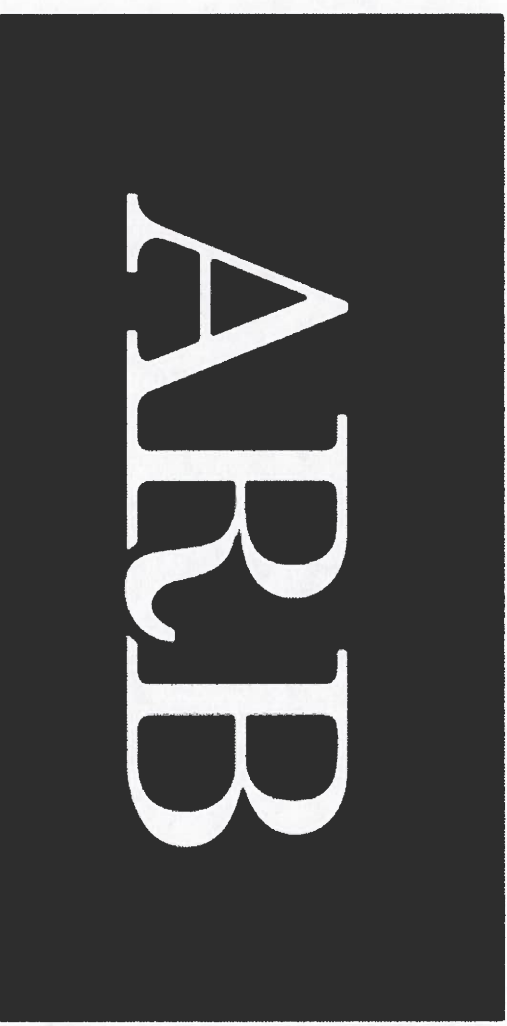
- May 2024 3 members
- November 2026 3 members (at first meeting they will draw lots to determine 1 member to serve a 2-year term and 2 members to serve a 4-year term)
- November 2028 1 member
- November 2030 2 members
- November 3032 1 member
- November 2034 1 members
- November 2036 1 member
- November 2038 2 members

• **Entity Appointed Members Appointment Dates**

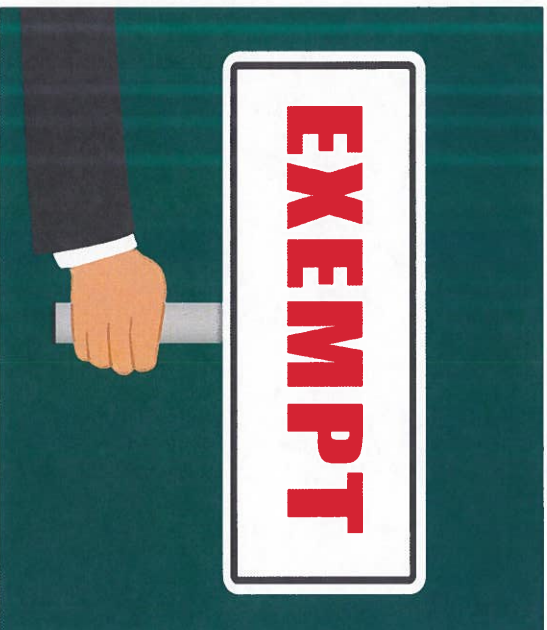
- December 2023 5 members
- December 2024 5 members (2 members to a 1-year term and 3 members to a 3-year term)
- December 2025 2 members
- December 2027 3 members
- December 2029 2 members
- December 2031 3 members
- December 2033 2 members
- December 2035 3 members
- December 2037 2 members

**SB2 – AMENDS TEX.
TAX CODE § 6.41**

- Appraisal District Board of Directors in more populous counties appoint the Appraisal Review Board members.
- Requires a majority vote that includes at least two of the elected members.



EXEMPTIONS

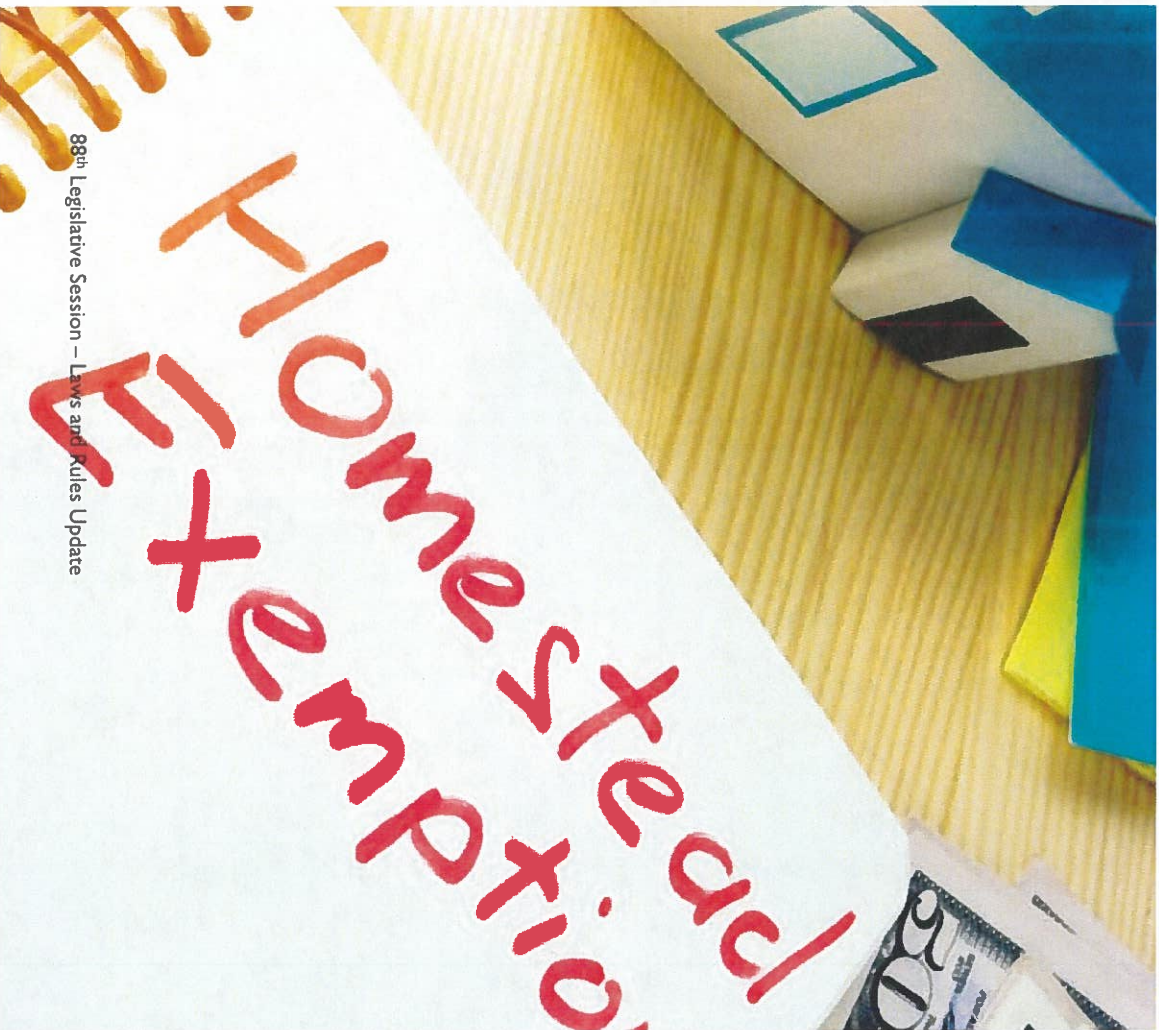




88th Legislative Session – Laws and Rules Update

HB456 – AMENDS TEX. TAX CODE § 11.18

- Certain charitable organization's minerals in place, including royalty interests are exempt from taxation.
- The minerals must not have been severed from the surface estate; or the minerals must have been donated to the charitable organization.
- Only applies to charitable organizations that perform the functions listed under (d)(1); (2); (3)(A)(ii); (5), (8), (13), (15), or (19).
- Effective January 1, 2024



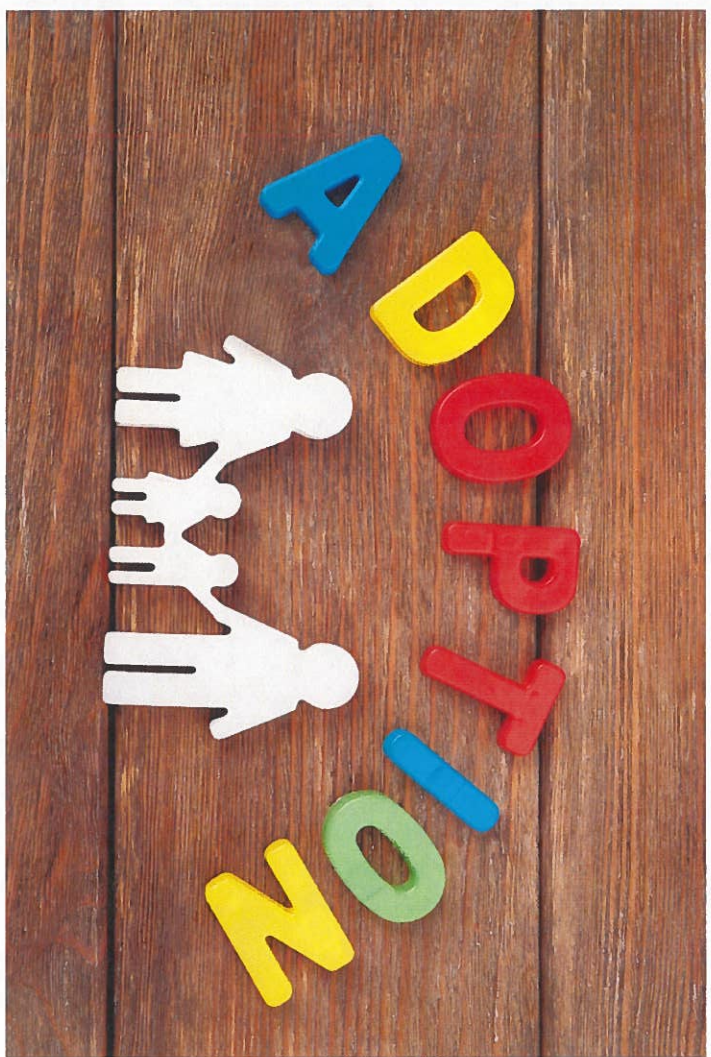
88th Legislative Session – Laws and Rules Update

HB4077 – AMENDS TEX. TAX CODE § 11.43

- Revises language that requires appraisal districts to automatically grant an O65 exemption for property owners who have a residence homestead, provide their birthdate and are O65.
- Requires CAD to grant O65 without the need for an exemption “in that next tax year.”
- No substantive change in the law.
- Effective January 1, 2024

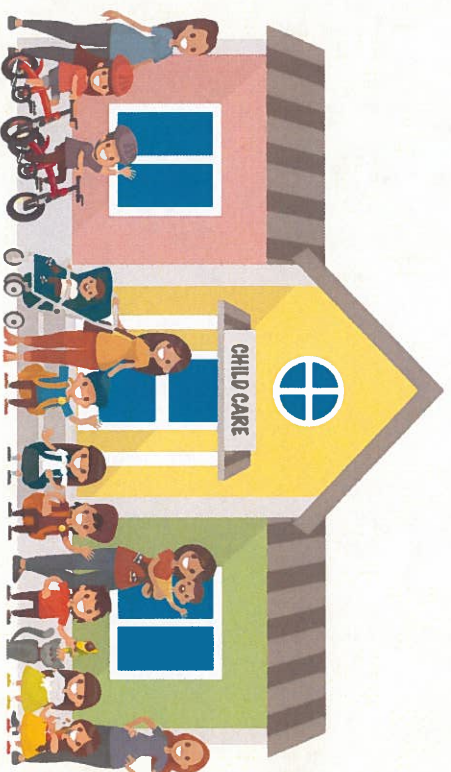
**SB719 – AMENDS
TEX. TAX CODE §
11.18**

- Replaces term “handicapped” with “disabilities.”
- Expands charitable exemption to include organizations that assist in the placement of children in foster or adoptive homes or who provide support or relief to women who are pregnant and are considering placing their unborn children for adoption.
- Effective January 1, 2024.



**SB1145/SJR64 –
ADDS TEX. TAX
CODE § 11.36**

- Creates a local option exemption for counties and municipalities for certain “child-care facilities.”
- Must participate in Texas Rising Star Program or have 20% of children enrolled must receive subsidies.
- Exemption is percentage based and must be at least 50%.
- Applies to leased property if savings is passed onto the child-care facility as shown by affidavit.
- Effective January 1, 2024



SBI381 – AMENDS TEX. TAX CODE § 11.43

- Surviving spouse of a person who received an exemption under 11.13(d)(local option) who is over 55 years of age receives the exemption under 11.13(q) without the need of filing an application.
- Homestead application must include place for spouse's birthday.
- Effective January 1, 2024.

APPLICATION



SB 1801 – AMENDS TEX. TAX CODE § 11.43

- Requires chief appraiser to periodically review each residence homestead exemption at least once every five years.
- Must have plan implemented by January 1, 2024.
- Effective September 1, 2023

2023



mvba Going Further™...

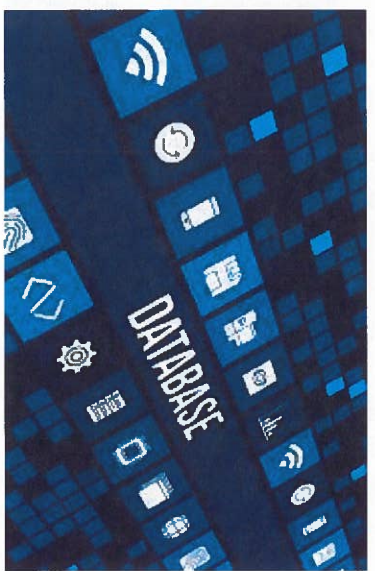
McCreary, Veselka Bragg & Allen P.C. Attorneys at Law

APPRAISAL DISTRICTS AND ARBS



HB796 – ADDS TEX. TAX CODE § 41.13

- By October 1, Chief Appraiser must publish an internet database on each hearing conducted by the ARB to include:
 - Name of each ARB member who attended the meeting
 - Date and time of hearing
 - Account number and category for the property that was the subject of the hearing
 - Appraised value as determined by the appraisal district
 - Property owner's opinion of value
 - ARB's determination, including the appraised value
- Database should have five-year history by 2030
- Effective January 1, 2024



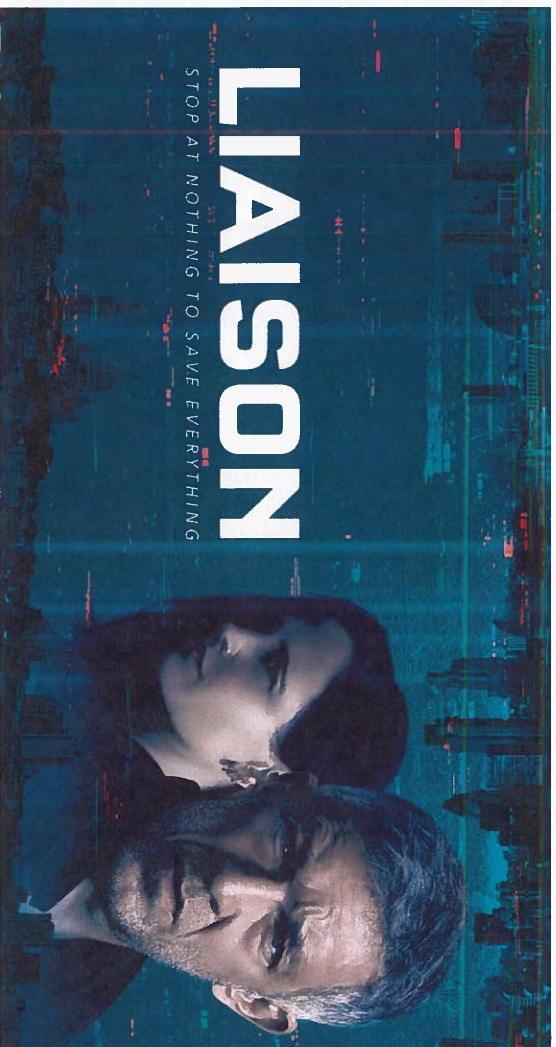
HB1228 – AMENDS TEX. TAX CODE §§ 1.085 & 25.193

- Property owners will be able to require tax officials to send and receive notices and communications electronically.
- Procedures must be established and published on the website and in a 25.19 notice of appraised value.
- Appraisal districts will have to provide appraisal districts in either an electronic or hard copy without charge to any owner or agent.
- Effective January 1, 2024.



HB 1285 – TLO

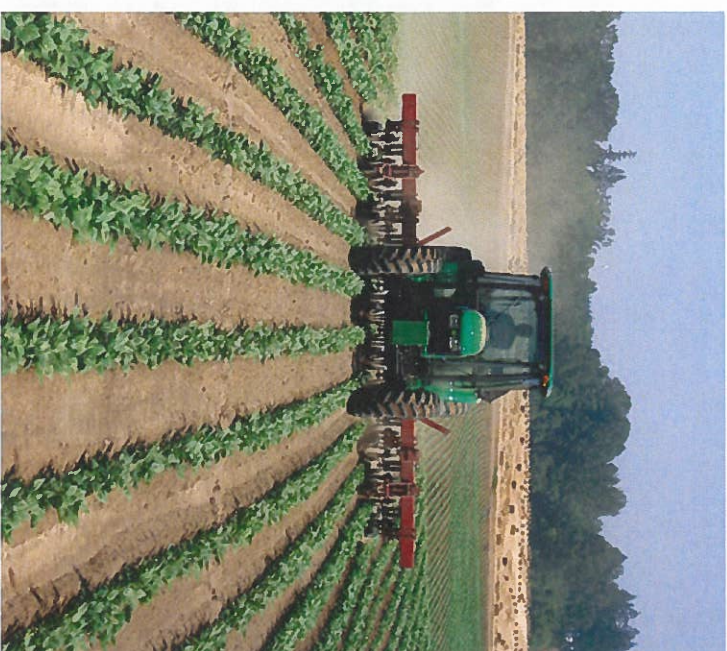
- Allows for Deputy Taxpayer Liaison Officers.
- TLO & Deputies must receive Comptroller training.
- Must receive a job evaluation by the Board of Directors to include timeliness of resolving complaints. (90 days).
- TLO shall help resolve complaints.
- TLO shall assist with ARB appointments.



HB3207 – AMENDS TEX. TAX CODE § 6.12

Members of an Agricultural Advisory Board
no longer must be residents of the district
for at least five years.

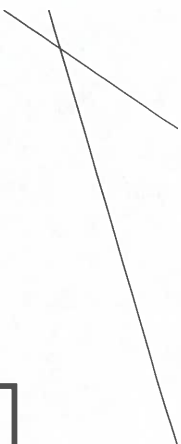
Members must be landowners in the
district whose land qualifies for open-space
appraisal.



HB3273 – AMENDS TEX. TAX CODE §§ 25.19; 26.04 & 26.17

- Appraisal Districts are no longer required to send out postcards informing property owners about TNT webpage.
- Notice of the TNT webpage must be posted on Appraisal District, Assessor and Taxing Unit website.
- Notice of TNT webpage must be published in newspaper.
- Must send email updates to property owners who registers to receive updates.
- Effective January 1, 2024.





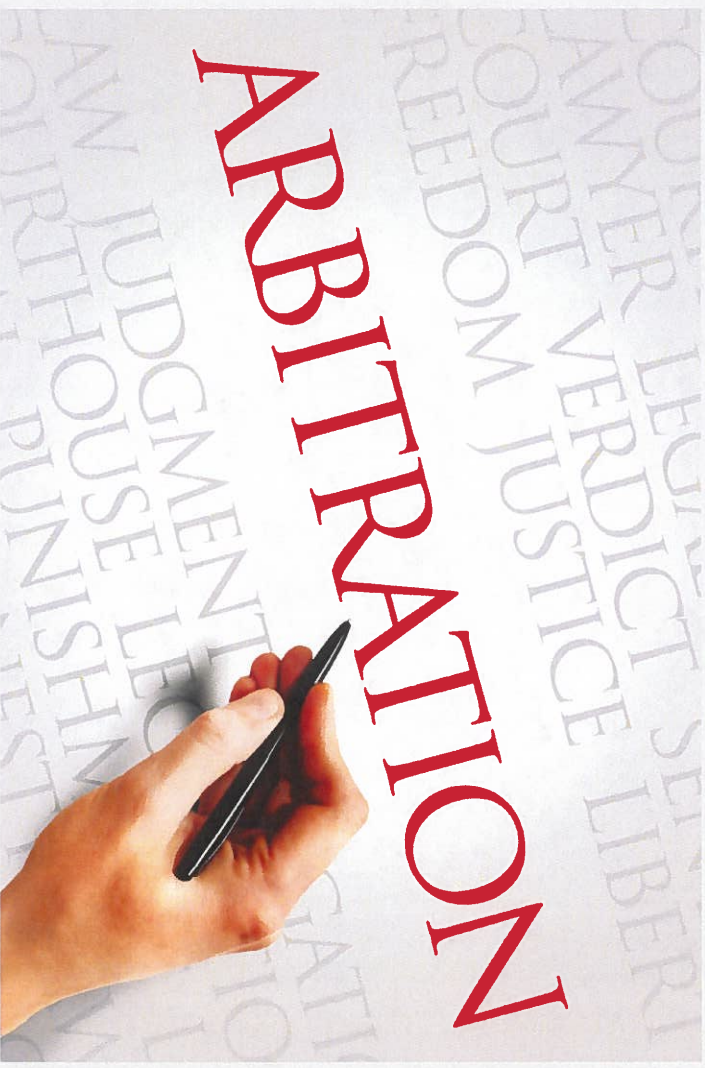
APPEALS



HB4101 – AMENDS TEX. TAX CODE § 41A.015

- Expands Limited Binding Arbitration to include any failure to comply with the hearing procedures adopted by the appraisal review board.
- Effective for protest heard after January 1, 2024.

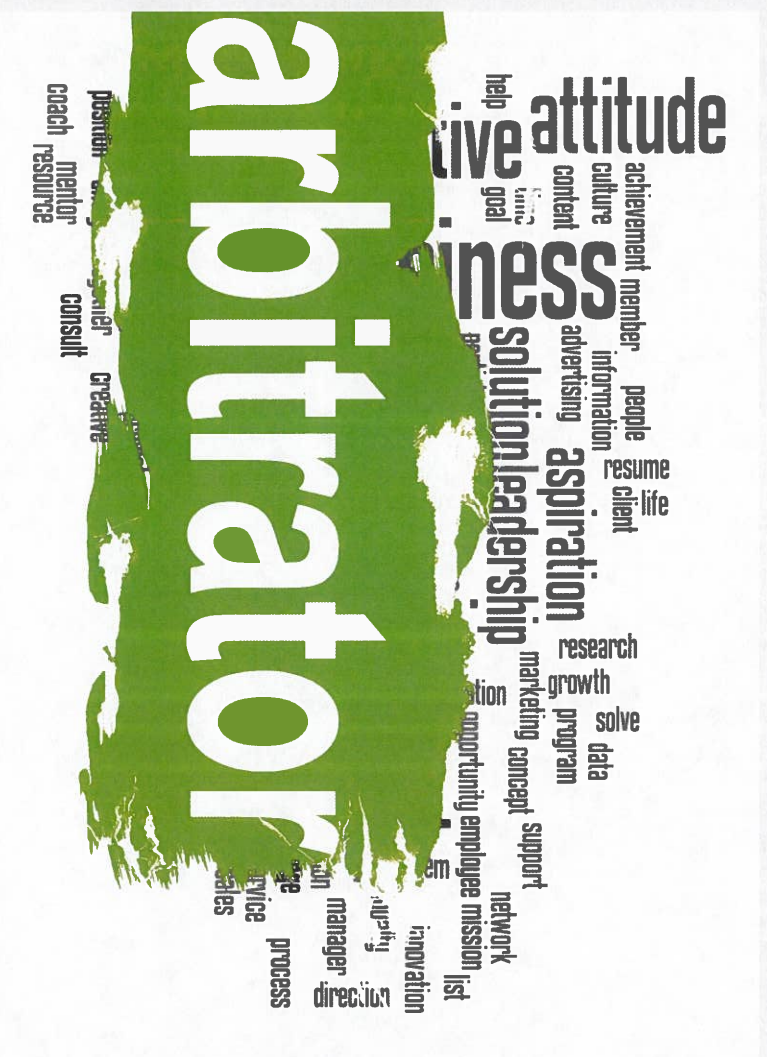
2023



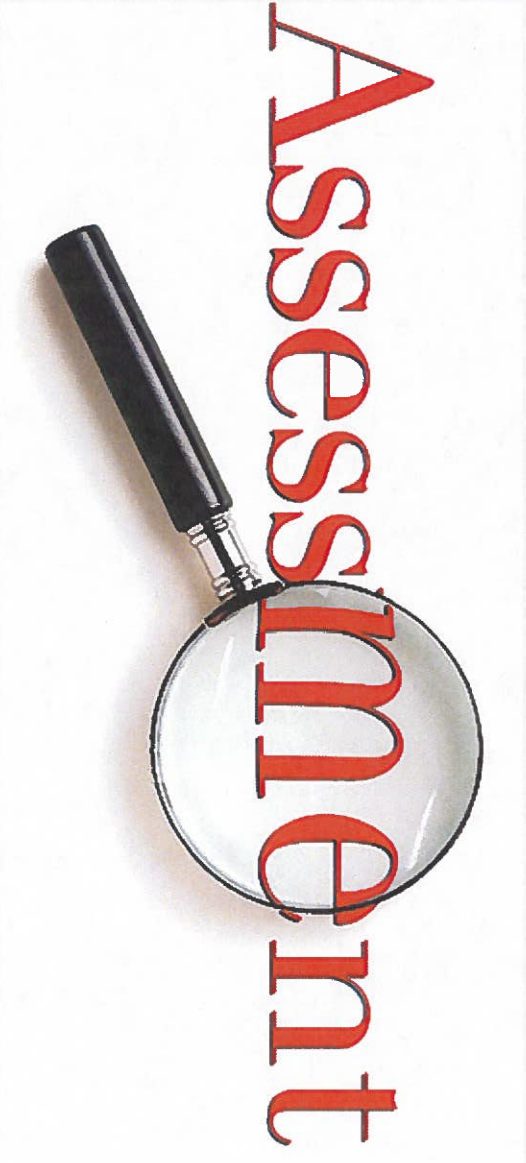
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McCreary Veselka Bragg & Allen, P.C. Attorneys at Law

SB23355 – AMENDS CHAPTER 41A, TEX. TAX CODE

- Arbitrations and deposits are now filed with Comptroller instead of Appraisal District.
- After notification, Appraisal District has 10 days to provide information necessary for Comptroller to process the request and appoint an arbitrator.
- Adds process for appointing an agent to represent a property owner in arbitration.
- Effective for arbitrations filed on or after January 1, 2024.



ASSESSMENT



**SBI999 – AMENDS
TEX. TAX CODE §
26.013**

- Substitutes a “foregone revenue amount” for the “unused increment rate” calculation.
- Effective January 1, 2024

88th Legislative Session – Laws and Rules Update



COLLECTIONS

COLLECTIONS

**SB62 – AMENDS
TEX. TAX CODE §
34.015**

- Each tax sale must be advertised on the webpage where the County posts other auction information.
- Advertisement must include date, time and location of the sale.
- TAC webpage must include a form for requesting written statement of no delinquent taxes.
- Effective January 1, 2023

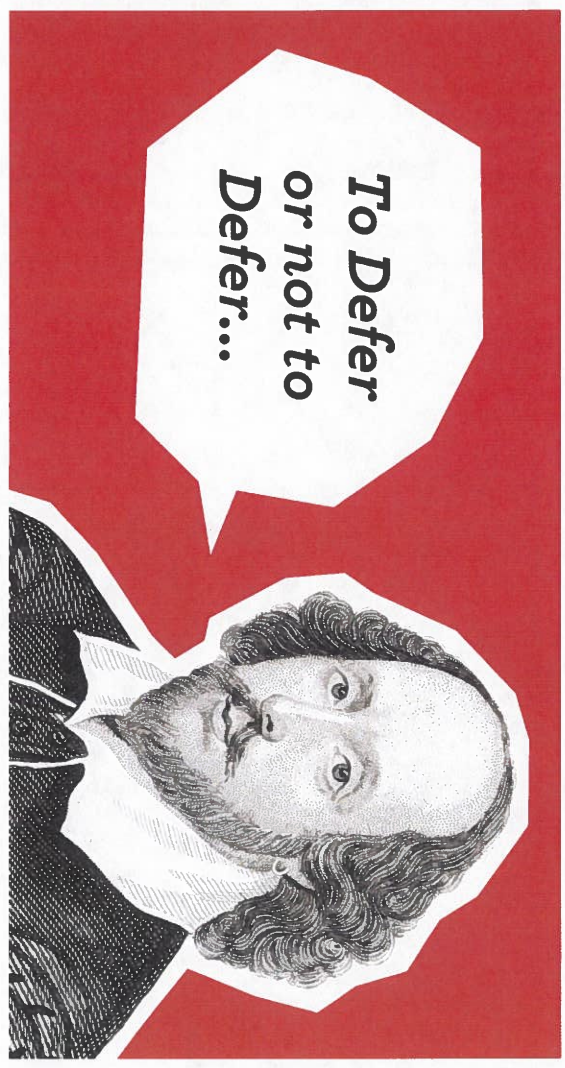
NOTICE

**THANK YOU FOR
NOTICING
THIS NOTICE**

**YOUR NOTING IT HAS BEEN NOTED
AND IT HAS BEEN REPORTED TO THE AUTHORITIES**

**SB539 – AMENDS
TEX. TAX CODE §
33.03**

- The collector for a taxing unit shall indicate on each delinquent tax roll for the taxing unit when a delinquent tax included on the roll is deferred or abated.
- Effective January 1, 2024



THANK YOU

Matthew Tepper

mtepper@mvbalaw.com

www.mvbalaw.com

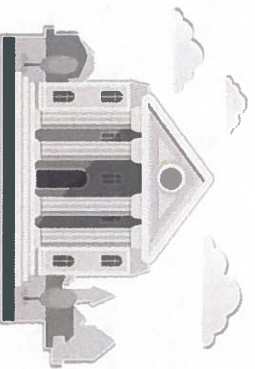
APPRAISAL DISTRICT DIRECTOR TRAINING

TARRANT APPRAISAL DISTRICT

FEBRUARY 9, 2024

LIMITED DUTIES ASSIGNED BY LAW

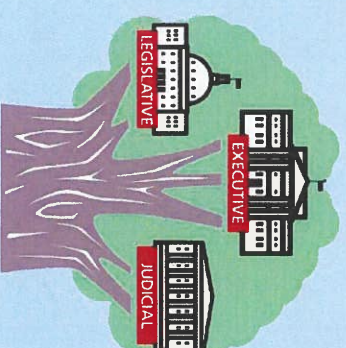
Limited Government



Limited Government is a political structure where the laws limit the powers of the government to avoid their abuse.



Separation of Powers



ORGANIZATIONAL DUTIES



- Establish appraisal office
- Hire eligible chief appraiser
- Select board chair and secretary
- Select any other officers
- Meet at least once a quarter

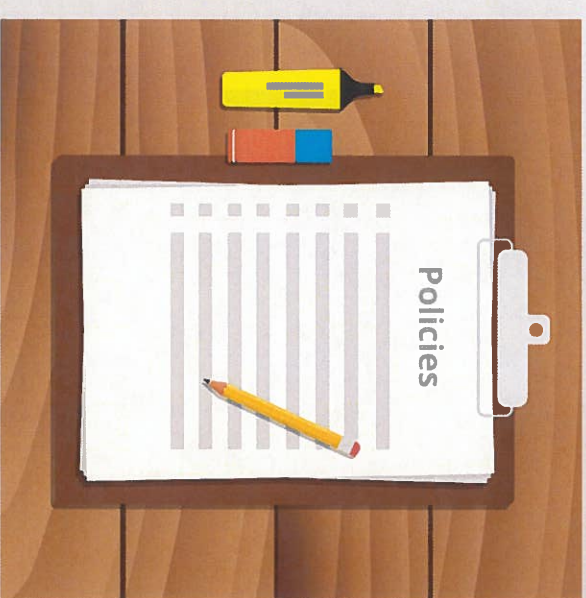
CHIEF APPRAISER ELIGIBILITY



- Eligible chief appraiser must have a license:
 - RPA
 - MAI
 - IAAO Designation
- If no eligible chief appraiser, the Comptroller appoints a chief appraiser

ADOPT POLICIES

- Reappraisal plan
- Reasonable access by the public on matters under the board's jurisdiction
- Access for non-English speakers and people with disabilities
- Complaint procedure
- Replacement ARB members who violate *ex parte* communication rules



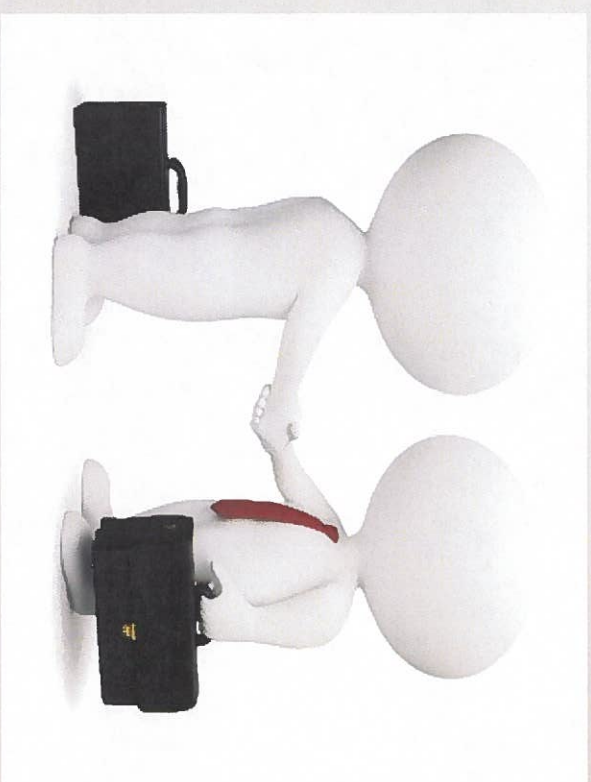
FISCAL AFFAIRS

- Adopt budget
- Approve contracts and purchases
- Select district depository
- Have annual audit performed



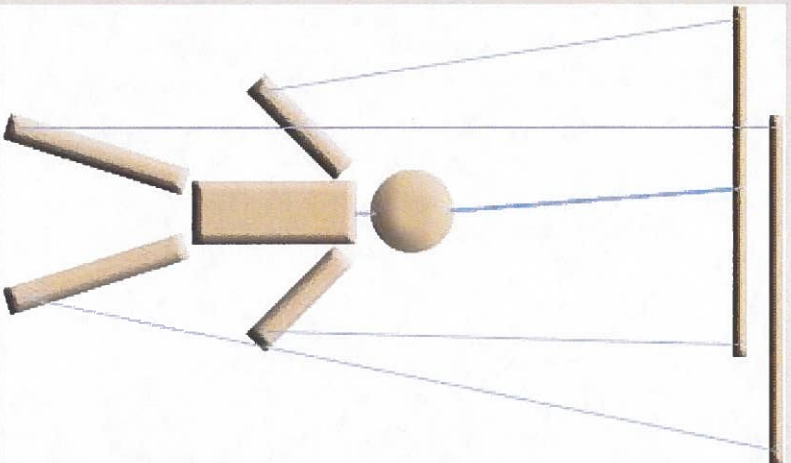
APPRAISAL DISTRICT OFFICIALS

- Appoint taxpayer liaison officer
- Advise and consent on ag-advisory board members
- Full list of duties on pages 9 and 10 of the Appraisal District Director's Manual



LIMITED APPRAISAL AUTHORITY

- Reappraisal Plan
- Budget
- Lawsuits
- Contract With Private Appraisal Firms, CADs, or Taxing Units



CHIEF APPRAISER DUTIES

- Appraisal of Property
- Administration of Office
- Creating and Maintaining the Appraisal Roll
- Full List on page 16 of the Appraisal District Director's Manual



APPRAISAL REVIEW BOARD APPOINTMENTS



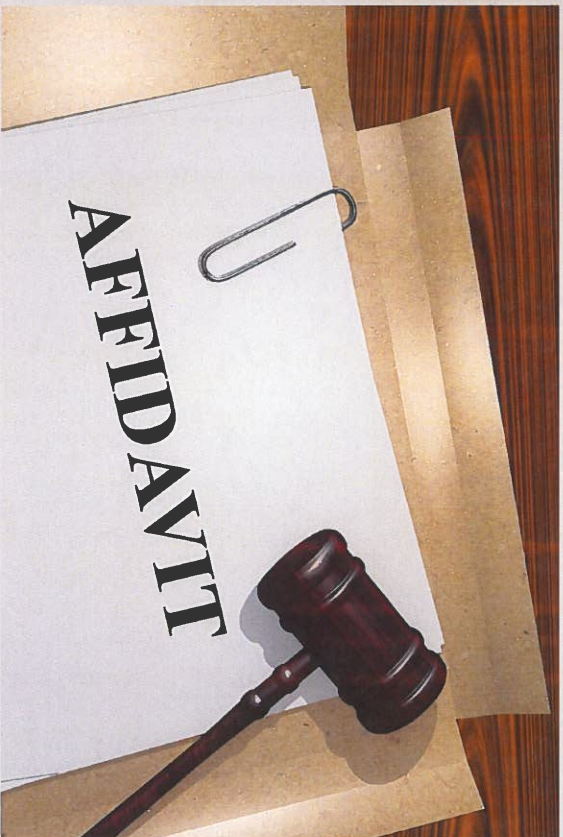
ARB

- Starting in 2024, Board of Directors in more populous counties appoint ARB members and officers
- Majority of elected Board of Directors members voting needed to confirm member of the ARB
- Board of Directors sets number of members

PROHIBITED COMMUNICATIONS

- Cannot communicate with an ARB member with the intent to influence a decision
- Cannot communicate with the local administrative district judge about appointment of ARB members
- Class A misdemeanor





CONFLICTS OF INTEREST – CHAPTER 171

- Requires affidavit and abstention from any vote or decision involving real property or a business entity in which the director has a substantial interest.
- Substantial interest means you own more than 10% or \$15,000 in a business, or you have a real estate interest worth more than \$2,500.

CONFLICTS OF INTEREST – CHAPTER 176

- Must file a disclosure form if you received from a vendor:
 - More than \$2,500 of business income; or
 - Gifts of more than \$100 other than food or political contributions.
- Must file a disclosure form if you are related to a vendor.

**LOCAL GOVERNMENT OFFICER
CONFLICTS OF INTEREST STATEMENT**

FORM LIS

1. **GENERAL DATA**

Name: _____
Address: _____
City: _____
State: _____
Zip: _____
Phone: _____
E-mail: _____

2. **Name of Vendor and the nature and value of work being provided**

Name of Vendor: _____
Nature and Value of Work: _____

3. **TOTAL 2015 ESTIMATED NET AND 2014 ESTIMATED NET**

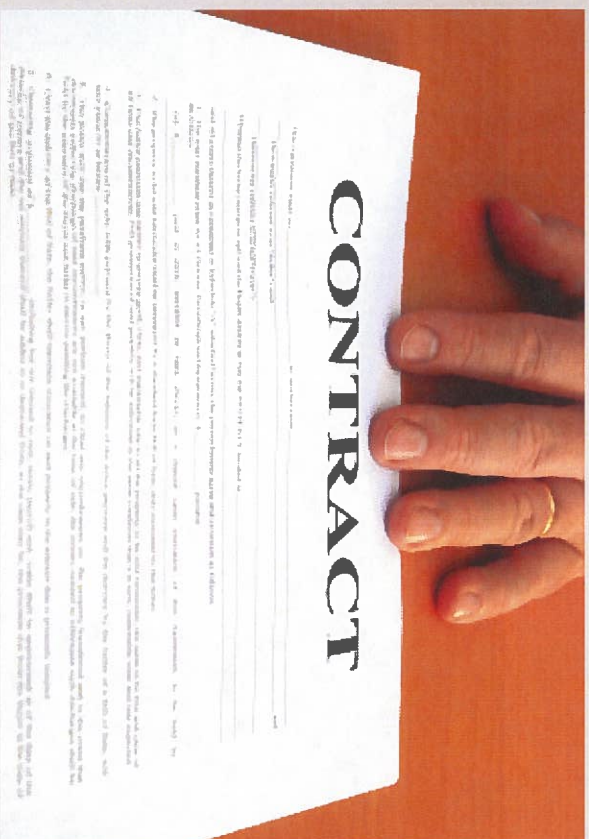
Total 2015 Estimated Net: _____
Total 2014 Estimated Net: _____

4. **GIFTS OF MORE THAN \$100 OTHER THAN FOOD OR POLITICAL CONTRIBUTIONS**

Name of Vendor: _____
Value of Gift: _____

5. **OTHER POTENTIAL CONFLICTS OF INTEREST**

Other Potential Conflicts of Interest: _____



CONFLICTS OF INTEREST – TAX CODE, SECTION 6.036

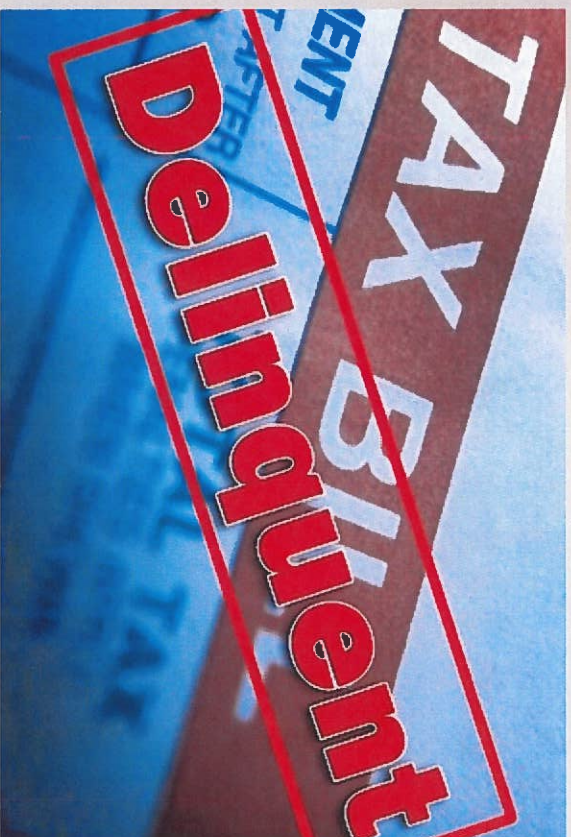
- Cannot have a contract between the appraisal district and any business entity that a director has a substantial interest in;
- Cannot have a contract between a taxing unit that participates in the appraisal district and any business that a director has a substantial interest in if the contract relates to property taxes.

ELIGIBILITY FOR BOARD OF DIRECTORS

- Must be a current residence of the district and lived in the district for the two years before taking office.
- An employee of a taxing unit that participates in the district is ineligible, unless they are also a member of a governing body or an elected official of a taxing unit.
- Cannot be related to an appraiser or tax agent who is engaged in the business of appraising property or representing property owners for use in proceedings under the Property Tax Code in the district.

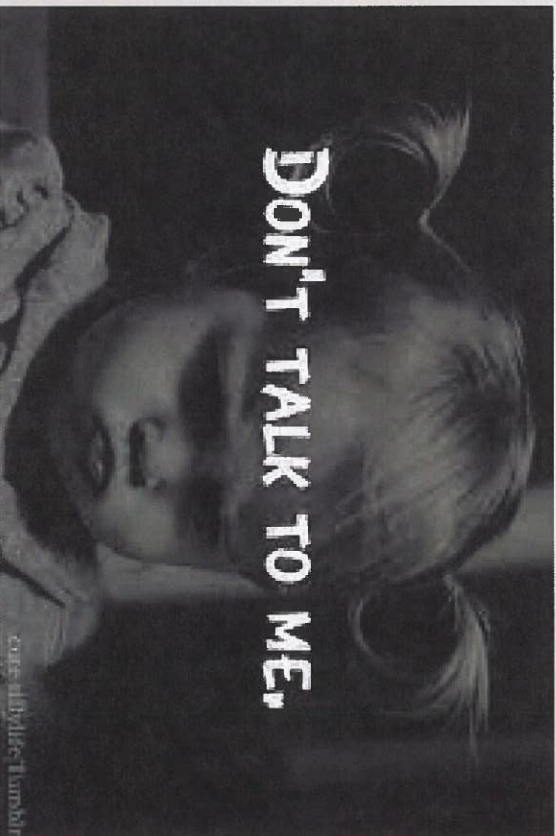
ELIGIBILITY FOR BOARD OF DIRECTORS

- Cannot have delinquent taxes for more than 60 days unless:
 - Party to a current installment payout agreement; or
 - Have a deferral



EX PARTE COMMUNICATIONS – TAX CODE, SECTION 6.15

- A director may not communicate with the chief appraiser on any matter relating to the appraisal of property by the district, except in:
 - An open meeting or other public forum; or
 - A closed meeting to discuss pending litigation with the board's attorney



EX PARTE COMMUNICATIONS – TAX CODE, SECTION 6.15



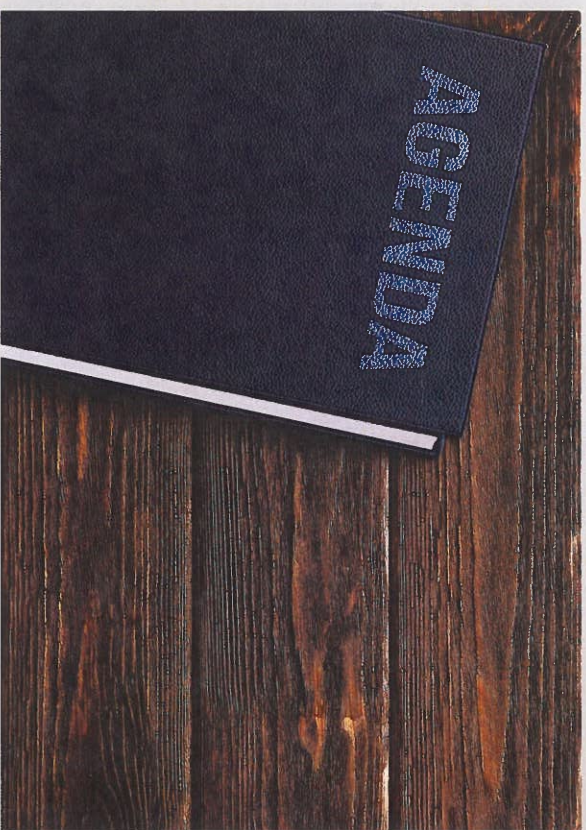
- A director may transmit without comment a complaint by a property owner or taxing unit about the appraisal of a specific property, provided that the transmission is in writing.
- Chief appraiser and county assessor-collector can communicate in connection with the certification, correction, or collection of an account.

EX PARTE COMMUNICATIONS – TAX CODE, SECTION 6.155

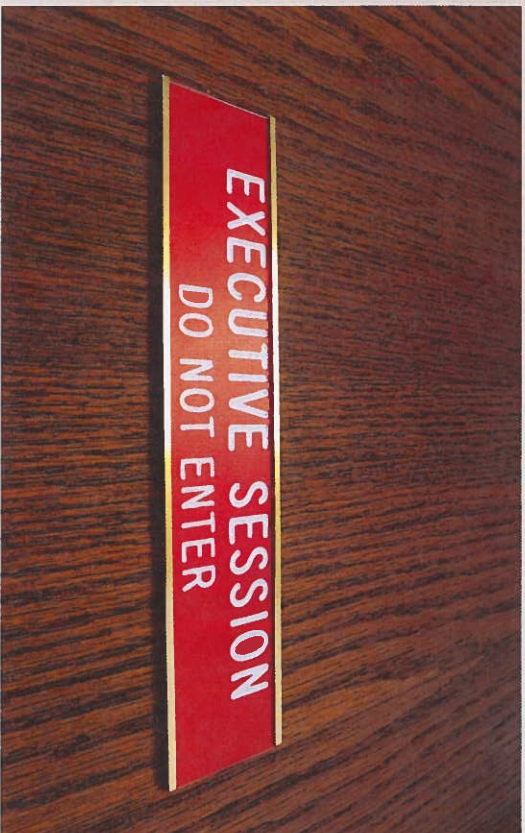
A member of the governing body, officer, or employee of a taxing unit commits an offense if the person directly or indirectly communicates with the chief appraiser or another employee of the appraisal district in which the taxing unit participates for the purposes of influencing the value at which property in the district is appraised unless the person owns or leases the property that is the subject of the communication.

OPEN MEETINGS

- Agenda must be posted not less than 72 hours before the beginning of the meeting.
- Board of Directors can only discuss or act on items that are on the agenda.



OPEN MEETINGS ACT – EXECUTIVE SESSION



- Executive sessions are only authorized under certain limited circumstances:
 - Consultation with attorney – lawyer must be there;
 - Personnel matters – must be open at request of employee under discussion
 - Real estate – must related to negotiations

COMMON OPEN MEETINGS ACT VIOLATIONS

- Don't discuss items that aren't on the agenda with enough information that reasonably intelligent person will know what you are going to discuss.
- Don't communicate with other directors outside of a public meeting about appraisal district matters. This includes email.
- Don't take 'straw votes' in executive session.
- Don't debate issues raised in public comment period unless it is also posted – limit response to fact or policy statement.

PUBLIC INFORMATION ACT

- Applies to all information collected, assembled, produced, or maintained in connection with transacting public business. It may be on paper, film, media, or electronic communications such as emails, internet postings, text messages, or instant messages.
- Cannot destroy public information except in accordance with records retention laws.



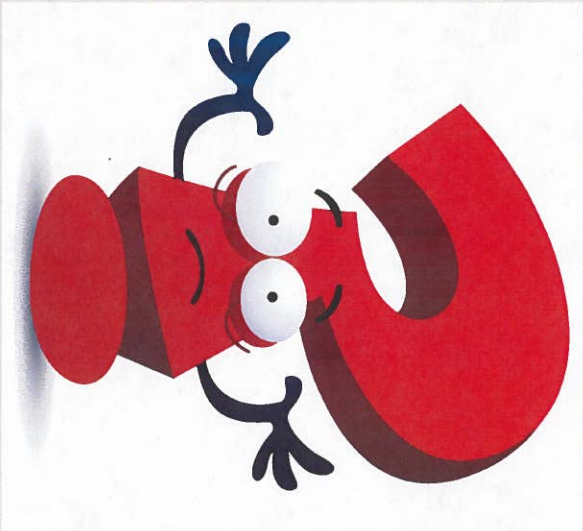
COMPTROLLER OVERSIGHT



Texas Comptroller of Public Accounts

- Property Value Study
 - Conducted at least every other year
 - Must be at 95% of PTAD value
 - Affects school funding
- Methods and Assistance Program

QUESTIONS



APPRAISAL DISTRICT DIRECTOR TRAINING

TARRANT APPRAISAL DISTRICT

FEBRUARY 9, 2024

Action Item 7(a)(1): Action regarding approval of Board of Directors meeting minutes – December 14, 2023; December 21, 2023 & January 12, 2024

Staff Recommendation:

Approve December 14, 2023; December 21, 2023 & January 12, 2024 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 21st. The meeting adjourned at 5:48pm.

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:

Option C: The premium quoted is below the \$150 capped monthly rate, Current retirees and, those active as of December 31, 2023, would not pay anything in additional monthly premiums when they retire. Those employees hired on or after January 1, 2024, would pay the entire \$120.30 premium. Any spouses added to the plan would pay the full premium. Section 11.0 (4) of TAD's Personnel Policies and Procedures would be updated as listed here: For retired and active employees as of December 31, 2023, for those that meet the retiree medical insurance stipulations under sections 1 and 2 above, the employee's premium for the insurance or alternative plan will be paid by TAD in an amount not to exceed \$150.00 per month. Any additional amount above the \$150.00 monthly premium will be paid by the retiree. Retiree's spouse may participate, but will pay the full premium. Employees hired on or after January 1, 2024 will have one or more insurance or alternative plans available to them, but the retiree in this case will pay the full premium To the extent the District's Board of Directors authorizes the aforementioned retiree medical insurance benefits : said benefits shall be governed by the applicable insurance plan(s) issued by the provider

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 3rd 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 in the next year, we'll try to scrub the dark web to look for additional information, even though the Board has not taken any action to authorize or pay for a scrub of the dark web. 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.

c. 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 12th, 2024. The meeting adjourned at 10:48am.

Tony Pompa, Chairman

**Tarrant Appraisal District
Board of Directors Meeting Minutes
January 12, 2024**

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
Mr. Alan Blaylock
Mr. Gary Losada
Ms. Gloria Peña
Mr. Vince Puente

Also Participating:

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

Rich DeOtte called the meeting to order at 8:01am 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

Seven members of the public spoke.

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**

Mr. Puente removed Items 6a(1) and 6a(3) and Mr. Blaylock removed Item 6a(2) from the consent agenda.

6a(1) Action regarding approval of Board of Directors meeting minutes - December 14, 2023; & December 21, 2023

Mr. Puente moved to table Item 6a(1) and Ms. Burgess seconded. The motion passed 2-0, 3 abstentions- Mr. Blaylock, Mr. Losada, and Ms. Pena.

6a(2) Action regarding consent to Agricultural Advisory Board member appointment

Mr. Blaylock moved to table Item 6a(2) and Ms. Pena seconded. The motion passed unanimously 5-0.

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

Mr. Losada moved to approve the staff recommendation to negotiate with New Edge for online hosting services for a cost not to exceed \$30,500 and Ms. Pena seconded. The motion passed unanimously, 5-0.

b. Deliberate and act on authorization for Chief Appraiser to negotiate a proposed contract for GIS consultant

Mr. Blaylock moved to table this item and Mr. DeOtte seconded. The vote passed 4-1 with Mr. Puente voting against the motion.

c. Deliberate and act on authorization for Chief Appraiser to engage a 6-month contract with a recruitment firm for IS staffing, for two temporary to permanent positions each with annual salaries of \$115,000.

Mr. Puente moved to pass the staff recommendation as amended and Mr. Losada seconded and the motion passed unanimously, 5-0.

Mr. DeOtte moved Item 6(h) in front of Item 6(d).

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

Mr. DeOtte moved to nominate Mr. Puente as the Chair of the Board and Mr. Losada as the secretary. Mr. Losada declined the nomination. Mr. Puente nominated Mr. Blaylock and he also declined the nomination. Mr. Puente nominated Ms. Pena and she accepted the nomination. The motion to nominate Vince Puente for Chair passed 4-0 with Mr. Losada abstaining. The motion to nominate Gloria Pena as Secretary passed 4-0 with Mr. Losada abstaining.

d. Deliberate and act on authorization for Chief Appraiser to negotiate a proposed contract with DocuSign for an electronic signature solution not to exceed \$155,000/year.

A representative from DocuSign presented slides regarding the proposed contract. Mr. Losada moved; Mr. Blaylock seconded and the motion passed unanimously, 5-0.

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

Mr. Blaylock moved to approve the notice as presented and Ms. Pena seconded the motion. It passed unanimously, 5-0.

f. Deliberate and act on possible revisions to TAD Board of Director's Policy Manual

Mr. Puente moved to table this item and Ms. Pena seconded. The motion passed 4-1, with Mr. Losada voting against.

g. Review, deliberate and action on all contracts, billing agreements, verbal or written in excess of \$50,000

Mr. Puente moved to table this item until the next meeting. This was seconded by Mr. Blaylock and this was 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 10:08am, the Board recessed into Executive Session as provided in Item 8 of the Agenda.

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.

At 12:51pm, the Board returned to Open Session as provided in Item 9 of the Agenda.

7. Information Items

- a. **Report by Taxpayer Liaison Officer**
- b. **Report by Chief Appraiser**
 - **Reintroduce Joe Don Bobbitt**
 - **Recognition of TAD BOD Members**
- c. **Legislative Update from TAD Board Attorney**

A motion was made to table Item 7c by Mr. Puente and seconded by Ms. Pena. The motion was passed unanimously, 5-0.

9. Return to Open Session

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

No action was taken.

- b. definition of and application of walking quorum laws;

No action was taken.

- c. election of Tarrant Appraisal District Board of Directors by the taxing entities for the 2024 term;

No action was taken. Matthew Tepper explained that a quorum was currently 4/6 members. The walking quorum portion of the Open Meetings Act is violated when at least 2-3 members with individual knowledge of the series of conversations discusses board business outside of an open meeting.

Mr. Puente moved to pass a resolution from the board of directors regarding casting votes in the appointment process. Mr. DeOtte seconded. This resolution passed 4-0, with Mr. Blaylock no longer present at the meeting.

- d. contract with newly hired Chief Appraiser Joe Don Bobbitt.

No action taken.

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

No future agenda items were proposed. The next meeting date is expected to be February 9th, 2024. The meeting adjourned at 1:27pm.

Rich DeOtte, Presiding Officer

Action Item 7(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. Additional information provided by the volunteers is listed below:

Casey Amundson
4380 Redbird Ln E
Burleson, Tx 76028

Mr. Amundson works for Oncor in delivery management.
He is on the Presidential Advisory Board for New Mexico State University.
He has about 32 acres in total. Half is used for grazing cattle and half is a hay operation.
This is his first ranch/farm, which provides a different perspective to the challenges of a start-up operation.

Michael J Murphy
12816 Day Break
Burleson, Tx 76028

Day Break is the mailing address.
Ag property is 6109 Country Hills Ct, Ft Worth 76140

Katrina J Semnes
12816 Day Break
Burleson, Tx 76028

Mr. Murphy is a retired teacher/coach.
Ms. Semnes is a retired school administrator.
They have 20 acres with 6-12 bee hives.
Both are members of Metro Beekeepers. Ms. Semnes is the youth chair for Metro.
Both are also members of Chisholm Trail Beekeepers.
As beekeepers, they would be our first on the Ag Advisory Board. This will benefit TAD in gathering info for the increased number of bee operations we are seeing each year.

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 7(a)(3): Deliberate and act on authorization for Chief Appraiser to purchase online ESRI (mapping software) 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. At the Board's request, this item is being returned for approval with a clause (on page 2 of the attached proposal) for contract termination with a 60-day notice.

Staff Recommendation:

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

Budget Note:

Funds for this item, as noted above, are available from the 2024 Budget due to a savings through an adjustment in the current Pictometry (aerial photography) contract that TAD has in a partnership with Tarrant County 911 and, beginning this year, Tarrant County. This was not a specific budgeted item.



Date: December 19, 2023

Customer: Tarrant Appraisal District (TAD)
2500 Handley-Ederville Rd
Fort Worth, Texas 76118

Contact: Karina Dawson-Philpot
817-595-6104
kphilpot@tad.org

Quoted By: Brad Daugherty
469-766-3732
bdaugherty@newedgeservices.com

DIR Contract: [DIR-CPO-4771](#)

Item	Description	Total Fee
1.0	<p>ArcGIS Enterprise Cloud Configuration NewEdge Services, LLC (NewEdge) will install and configure ArcGIS Enterprise components (ArcGIS Server and a replicated geodatabase) on the NewEdge Cloud. The configuration will include:</p> <ul style="list-style-type: none"> Database Population – NewEdge will create a replicated geodatabase in the NewEdge Cloud. The geodatabase will replicate nightly with the geodatabase being edited in-house by TAD staff ArcGIS Server Configuration – NewEdge will configure ArcGIS Server to publish services and maps to be utilized by the general public to access TAD data. NewEdge will assist in publishing existing services. 	<p>\$5,500.00 One Time</p>
1.0	<p>Cloud Hosting NewEdge will host TAD's ArcGIS Server and a replicated geodatabase on multiple cloud servers and provide all administration, including: hardware, software (Esri, SQL Server), and database administration. TAD will continue to maintain their own GIS data locally but will NOT be responsible for administering any of the components housed in the NewEdge Cloud, except as desired by TAD staff. Edits will continue to be made on the local TAD geodatabase and replicated to the cloud nightly.</p> <p>The Hosted solution includes:</p> <ul style="list-style-type: none"> ArcGIS Server <ul style="list-style-type: none"> 4 cores/32 GB RAM/100 GB data drive Dedicated ArcGIS Server machine with main data drive and shared folders Will utilize client's Esri License Database Server <ul style="list-style-type: none"> 8 cores/32 GB RAM/750 GB data drive Hosts the Esri Geodatabases SQL Server included Proxy Server <ul style="list-style-type: none"> 4 cores/16 GB RAM Directs web traffic 1 major software upgrade annually for ArcGIS, performed outside office hours. Upgrades will only be performed with client approval and scheduled accordingly with the client to best meet the client's needs. Minor software upgrades/patches for ArcGIS will be applied at client's discretion, performed outside office hours All servers are fully backed up nightly, including operating system and data drives, and backups are retained for 8 days Operating system patches and updates will be made during maintenance windows on the 1st Saturday of the month @ 8:00 UTC. 	<p>\$25,000.00 annually</p>

The fees quoted are good for 60 days from the date listed. The information contained within this quotation is confidential and proprietary and shall not be released to a third party without the consent of NewEdge Services, LLC.

- All GIS support outside of system administration (ex. data editing, application development, etc.) will be billed through a separate hourly support contract.

District Responsibilities

- The above cloud environment will utilize the client's Esri licensing. Maintenance for the GIS software would still be paid by the client to Esri.
- Client is responsible for any local hardware (desktops, laptops, servers, mobile devices, etc.) and internet connectivity.
- Client will be responsible for administering the local ArcGIS Enterprise Environment.

Special Terms and Conditions

Amazon Web Services, Inc.

Client acknowledges that hosting services originate with Amazon Web Services, Inc. ("AWS") and that both NewEdge and Client are bound by the terms that govern AWS products and services. Client expressly acknowledges that Materials and Services provided by NewEdge to Client can be no more robust than those provided by AWS to NewEdge and agrees to comply with the terms and conditions that govern AWS products and services and that govern the relationship between NewEdge and AWS as they may be amended from time to time. Client may access such terms as may be relevant to the Materials and Services provided by NewEdge to Client at the following web links:

- a. AWS Customer Agreement applicable to all AWS offerings provided by NewEdge.
<https://aws.amazon.com/agreement/>
- b. Amazon EC2 Service Level Agreement applicable to Amazon Elastic Compute Cloud ("Amazon EC2") and Amazon Elastic Block Store ("Amazon EBS") offerings.
<https://aws.amazon.com/ec2/sla/>
- c. Amazon Relational Database Service ("Amazon RDS")
<https://aws.amazon.com/rds/sla/>

Environmental Systems Research Institute, Inc. (Esri)

Client acknowledges that hosting services utilize licensed products from Environmental Systems Research Institute, Inc. (Esri) and that both NewEdge and Client are bound by the terms that govern Esri products and services. Client expressly acknowledges that Materials and Services provided by NewEdge to Client can be no more robust than those provided by Esri to NewEdge and agrees to comply with the terms and conditions that govern Esri products and services and that govern the relationship between NewEdge and Esri as they may be amended from time to time. Client may access such terms as may be relevant to the Materials and Services provided by NewEdge to Client at the following web links:

- a. Esri Master Agreement
http://www.esri.com/~media/Files/Pdfs/legal/pdfs/mla_e204_e300/english.pdf
- b. Esri Legal Information
<http://www.esri.com/legal/software-license>

This Agreement may be terminated by either party with a 60-day written notice. In such case, Client shall pay fees for work performed up to and including the date of agreed termination.

The fees quoted are good for 60 days from the date listed. The information contained within this quotation is confidential and proprietary and shall not be released to a third party without the consent of NewEdge Services, LLC.

Action Item 7(b): Deliberate and act on authorization for Chief Appraiser to contract with 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 consulting service to handle various tasks within TAD's current GIS systems with impacts to Aumentum, the website and our partnering entities. Additionally, they can be used to support current department staff. TAD proposes to contract with SIGIS, LLC for this work. The consulting firm's product knowledge and proven skills coupled with her familiarity with TAD systems makes SIGIS, LLC an excellent fit for this position. The proposed contract would be for a maximum of 80 hours per month at a rate of \$100 per hour and may be terminated at any time with 30 days' notice. The cost of this item would be covered from the current 2024 budget salary for the department and would result in an overall net savings. Additional info for SIGIS, LLC is provided below:

Bio:

SIGIS LLC, has over 27 years of GIS professional experience, 25 of which serving within Texas local government. SIGIS LLC is familiar with the latest ESRI(Environmental Systems Research Institute) tooling and technologies, applied to GIS systems for appraisal districts. SIGIS LLC, provides consulting, development and training services and seeks to find opportunities to help organizations move technology initiatives forward, realizing tactical and strategic business objectives.

Mission Statement:

We take a service orientated approach to provide experienced innovative solutions that are efficient and cost-effective to meet the evolving business needs of local government.

Staff Recommendation:

Authorize Chief Appraiser to engage with SIGIS, LLC for GIS consultant work at a cost not to exceed \$88,000 for 2024

Budget Note:

Funds for this item, as noted above, are available from the 2024 Budget resulting from a savings from budgeted salary in the GIS Department due to staff reduction from retirement. This was not a specific budgeted item.

Date: January 29, 2024

To: Tarrant Appraisal District

From: Karina Dawson-Philpot(President SIGIS LLC)

Subject: GIS Consulting Services

Service performed for: Tarrant Appraisal District
2500 Handley Ederville Rd
Fort Worth, TX 76118

Statement of Work

This Statement of Work ("SOW") is between Tarrant Appraisal District ("Client") and SIGIS, LLC. (Sandia Independent Geographic Information Specialist LLC. Consulting services), effective February 11, 2024 ("the Effective Date")

This SOW is entered into, as of the Effective Date, by and between the Client and Consultant, and is subject to the terms and conditions specified below. In the event of inconsistency between the terms and this SOW and the Agreement, the terms of the SOW shall prevail.

Project Description: Tarrant Appraisal District (TAD) is a political subdivision of the State of Texas. SIGIS understands that TAD is responsible for local property tax appraisal for seventy-three jurisdictions or taxing units in Tarrant County. SIGIS's business objective is to provide (GIS) consulting services that will allow for the continuation of data sharing to jurisdictions, taxing units and their vendors and to continue providing support for TAD's IS/GIS department as needed within the defined project objectives.

Project Objectives:

- Help facilitate cloud-based technologies
- Ensure connectivity, accessibility for all data users.
- Leverage ArcGIS technologies to streamline data sharing.
- Assist with CAMA GIS related research and conversion
- Maintain ongoing TAD GIS objectives and activities.

Work Schedule: Not to exceed 80 hours per month

Payment Terms: Not to exceed \$96,000 annually(\$8,000 monthly)

This contract for GIS services shall commence on February 11, 2024 and has no end date. The Tarrant Appraisal District and/or SIGIS LLC. have the option to extend or terminate this SOW as mutually acceptable and with a 30-day written notice.

Signatures and Date

Signed and agreed to by:

X

Brad Patrick
Director of Administration

X

Karina Dawson-Philpot
GIS Consultant

Action Item 7(c): Deliberate and act on authorization for Chief Appraiser to contract with insurance consultant service

TAD's current insurance consulting services contract with Frost Insurance began in 2018 and will expire 2/29/2024.

Under this contract, TAD receives assistance in preparing its requests for proposals for group medical, dental, life, disability and other insurance coverage; in reviewing proposals, negotiating with carriers, and preparing Board contract award recommendations; in conducting employee insurance enrollment sessions; in handling employee insurance-related questions and issues throughout the year; and in keeping TAD apprised of insurance-related regulatory and statutory changes. For the past year, TAD has paid Frost a total of \$35,728 for its services.

TAD generated an RFP that was directly sent to multiple vendors and advertised in the Commercial Recorder on two occasions. Four bids were received based on a one-year contract and includes TAD's option to renew for (2) two additional (12) twelve-month periods.

The bidders met all the requirements requested in the RFP and are capable to provide the needed service. All have staffs that would service our account in the Metroplex. Higginbotham, Frost and USI are located in Fort Worth and Gallagher is in Dallas.

With similar factors overall, the decision, as based on language in the RFP, was weighted heavier toward overall cost. Our current insurance provider, Texas Association of Counties (TAC), provides some additional services that TAD administrative staff utilizes. As part of the RFP, we requested proposals from the vendors for an Option 1 (if TAC remains our provider for the new year) and for an Option 2 (if we change insurance providers after 2024 and need our consultant to provide the additional services). The proposals are listed below:

		YEAR 1	YEAR 2 - Optional	YEAR 3 - Optional	TOTAL
Higginbotham	Option 1	\$50,000	\$50,000	\$50,000	\$150,000
	Option 2*	\$50,000	\$58,080	\$58,080	\$166,160
*For Year 2 & 3, vendor quoted a rate of \$22/PCPM; Year 2 & 3 amounts based on current budgeted employee headcount					
Frost	Option 1	\$65,000	\$67,600	\$70,304	\$202,904
	Option 2	\$65,000	\$72,600	\$75,304	\$212,904
Gallagher	Option 1	\$75,000	\$75,000	\$75,000	\$225,000
	Option 2	\$75,000	\$75,000	\$75,000	\$225,000
USI	Option 1	\$96,000	\$99,000	\$102,000	\$297,000
	Option 2	\$96,000	\$99,000	\$102,000	\$297,000

Staff Recommendation:

Authorize the Chief Appraiser to engage with Higginbotham to provide insurance consulting service for TAD at the price of \$50,000 for 2024 with an option for year 2 and 3 that will be considered and reviewed by staff and presented to the board in 2025 and 2026.

Budget Note:

Funds for this item are budgeted as consulting fees in the current 2024 budget. With not only this contract expiring, but also that of our Benefit Administration software contract expiring in the coming months and the annual possibility of insurance provider changing, staff recommends this one-year contract with options to ensure TAD has flexibility for this item when these other factors are resolved.

Action Item 7(d): Review, deliberate and action on contracts, billing agreement, verbal or written in excess of \$50,000 not previously reviewed

Staff reviewed records and did not find any contracts that exceeded the \$50,000 threshold that were not budgeted and/or reviewed by the Board. One contract did exceed \$50,000 and was not budgeted, but the expenditure was directed and approved by the BOD

Action Item 7(e): Deliberate and act on possible revisions to TAD Board of Director's Policy Manual

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;
- [Establishing, with assistance from the Chief Appraiser, agendas for the meetings of the entire 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 alphabetical order presides for the purpose of opening the meeting and conducting the 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 2nd 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 item on the agenda by sending written notification of their desire to have an item placed on the agenda to the ~~Chief Appraiser~~chair of the Board and notice to the Chief Appraiser. The Chair does not have the authority to decline any such request.

Any two members may request a Board meeting and the Chair will set a meeting date with associated topics, as soon as possible.

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~~seventy-two (48/72) 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, 12th 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 of Security Audits under Section 551.076

The 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. The Board Attorney will sit at a separate dais adjacent to 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. Board members who notify the chair at least five business (5) days prior to the meeting of their inability to attend a Board meeting and wish to participate in the Board meeting remotely, will be permitted to participate remotely provided the physical quorum requirements of the OMA are followed. TAD staff will prepare and make ready remote participation.

Public Access to Board Meetings

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

All Board meetings shall be streamed live and be recorded. Recorded meetings shall be available for viewing via the TAD website and available within twenty-four business hours after the conclusion of the meeting.

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. The Board will solicit speakers on each agenda item in numerical order. If the Board hears public comment on issues of general concern under the Board's jurisdiction, those matters will be heard after the Board has received public comment on each item on the agenda. 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. [The Chief Appraiser will copy all correspondence sent to the attention of the Chair and forward such to the entire Board within forty-eight \(48\) hours of receipt.](#)

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 Taxpayer Liaison Officer](#) 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, [including officers](#), may not bind the Board by any statement or action.

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 7th 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 7th 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 10(a): Deliberate and act on authorization for Chief Appraiser to contract with a website developer

Due to recent staffing changes within the IS department, TAD engaged a website consultant in January 2024 to provide work for the TAD website. This work was for continued improvements to functionality and security. The initial cost for this work was \$24,700. The intent was to follow the initial contract with a temp-to-hire employee going forward to handle website work. That position was one of two approved at the January 12th Board meeting. Since that time, we have not located a suitable hire for that position so the need remains for the consultant to return for the month of February. With the cost once again being \$24,700, this passes the threshold for aggregate IS purchases. The plan is to now bring the new temp-to-hire individual on during February to work alongside the consultant through the remainder of the month to share knowledge, get up to speed and support TAD for the remainder of the year.

Staff Recommendation:

Authorize the Chief Appraiser to engage with Improving Dallas for a one-month term at a cost not to exceed \$24,700 for continued website work.

Budget Note:

Funds for this item are available from the 2024 Budget resulting from a savings from budgeted salary in the IS Department due to staff reductions. This was not a specific budgeted item.

Action Item 10(b): Deliberate and act on authorization for Chief Appraiser to purchase updated door entry system hardware and software for TAD offices and consider action of moving committed funds to the general fund to cover cost of purchase

Review of TAD's current door entry/key card system has prompted staff to propose updates to the building. The current equipment at both the main building and the off-site location is antiquated from both the hardware and software side. TAD sought a bid from EMC Integrated Systems Group – a current vendor with Tarrant County.

The proposed updates will include reusing existing door components that are compatible, installing new hardware and increasing the total number of key access doors to 23. Updated software is also included for the entire system, with both locations handled from a central location. An additional door will also be added to the ARB area.

The goal of the project is to improve not only the equipment used, but to increase safety for staff, visitors and TAD property located at our offices. The improvements are not included in the 2024 budget, but staff is recommending action in the current year to ensure safety on all fronts.

Staff Recommendation:

The recommendation is that TAD engages with EMC Integrated Systems Group for the purchase of door entry/key card hardware and software for TAD's main office and off-site location for an amount not to exceed \$44,140. Further, it is recommended that the Board act to move committed funds currently available in the Building Maintenance fund to the general fund in the amount of \$44,140 for use in this purchase.

Budget Note:

This is not a budgeted item, but staff feels the need to update this system is urgent enough to not delay the purchase when funds are available in a committed fund.