



Notice is hereby given that on Wednesday, February 26, 2025, the Board of Directors of Tarrant Appraisal District (TAD) will meet in open session beginning at 9:00 a.m. at the Tarrant Appraisal District boardroom, 2500 Handley Ederville Rd, Fort Worth, TX

This meeting and supporting material will be available at www.tad.org and TAD's YouTube and Facebook channels

AGENDA

- 1. Call to Order**
- 2. Verify Presence of Quorum and Posting of Meeting Notice**
- 3. Invocation**
- 4. Pledges of Allegiance**
- 5. Presentation by Representative David Cook's Office**
- 6. Announcements**
- 7. Information Items**
 - a) Report by Taxpayer Liaison Officer
 - i. TLO Monthly Report
 - b) Report by Chief Appraiser
 - i. CAMA Conversion
 - ii. True Roll Implementation
 - iii. Overview of customer traffic and average wait time
 - iv. Technology Update
 - v. Quarterly Investment Report
 - vi. Resolutions from Castleberry, Everman, Fort Worth ISD requesting reappraisal
 - c) Reports from Committees
 - Designated Committees and members
- 8. Action Items**
 - a) Consent Agenda Items:
 - i. Action regarding approval of Board of Directors meeting minutes from January 15, 2025
 - ii. Resolution 2025-3 to remove Frederick Newton as Appraisal Review Board (ARB) member
 - iii. Resolution 2025-4 to Appoint Regular Members recommended by Board of Director Subcommittee on ARB to the Appraisal Review Board for 2025 and 2026
 - iv. Resolution 2025-5 to Appoint Auxiliary ARB Members recommended by Board of Director Subcommittee on ARB to the Appraisal Review Board for 2025 and 2026
 - v. Resolution 2025-6 to Appoint ARB Chair recommended by Board of Director Subcommittee on ARB
 - vi. Resolution 2025-7 to Appoint ARB Secretary recommended by Board of Director Subcommittee

- vii. Approve draft response to Tarrant County Auditor regarding penalty and interest supporting documentation
- b) Consider Responses to Request for Proposals for 2025 Copier, Printer and Managed Print Services and award bid and authorize Chief Appraiser to enter into a contract with selected vendor
- c) Consider Responses to Request for Proposals for 2025 Network Cabling Services and award bid and authorize Chief Appraiser to enter into a contract with selected vendor
- d) Consider purchase of CommVault Disaster Recovery and Backup Solution
- e) Consider authorizing chief appraiser to purchase servers for multiple migration projects
- f) Consider authorizing chief appraiser to spend up to \$150,000 with Improving Enterprises for professional services for technical support and consulting engagements
- g) Consider authorizing chief appraiser to spend up to \$150,000 for cybersecurity solutions
- h) Consider modifying Board of Directors policy

9. Public Comments

10. 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:

- a) Section 551.074 - to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.
- b) Section 551.071 – when the governmental body seeks the advice of its attorney about: pending or contemplated litigation; or a settlement offer; 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 this chapter.
- c) Section 551.076 – Deliberation regarding security devices, security software or security audits.

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meeting Act, Texas Government Code, Chapter 551, Subchapter D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.

11. 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 Item 9

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

Next meeting date: 5:00 PM Work Session, 7:00 PM Regular Meeting on Wednesday, March 12, 2025, at Tarrant Appraisal District, 2500 Handley-Ederville Rd, Fort Worth, Texas

Joe Don Bobbitt
Executive Director/Chief Appraiser

The public is invited to address the Board before each action item regarding that particular item on the Agenda and/or during the Public Comments period regarding any other issues under the Board's jurisdiction. During the item and or the Public Comments period, the Chair will allow each speaker three minutes. 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.

This packet is subject to change prior to the meeting.

Information Item 7(a): Report by Taxpayer Liaison Officer

**Taxpayer Liaison Officer Monthly Report
To TAD Board of Directors
February 26, 2024**

For Attention and Review

Expansion of key networking components within TAD staff and property owner groups in order to improve ongoing future communication and orientation efforts.

Expansion of communication to related offices under the auspices of tax assessor.

For consult with ARB Subcommittee, analyzed perceived attributes through group sort clustering of applications (both returning and new) pertaining to group potential for positive and effective contributions to TAD Appraisal Review Board Procedures. Criteria for this "Likert" analysis available upon request.

Of the 100+ contacts so far, approximately 30 involved questions about exemption application, type, or current status, most often referred to Customer Service or Residential Departments.

An additional 15 questions resulted in tax assessor office information rather than appraisal activity. Others involved, 40 to 45, involved additional information from property owner or another source, requiring additional research for pertinent information. The remaining miscellaneous balance (25-30) required the property owner with an opportunity for further communication to declare an agent status or refer to online information sources for additional clarity of concern.

Please note that one communique indicated a request for Complaint, but through follow-up conversation conducted by TLO, property owner withdrew that Complaint status, quite satisfied with previous staff efforts. TLO confirmed that current contact information is on file with TAD, since she now resides outside of Texas.

Respectfully submitted,

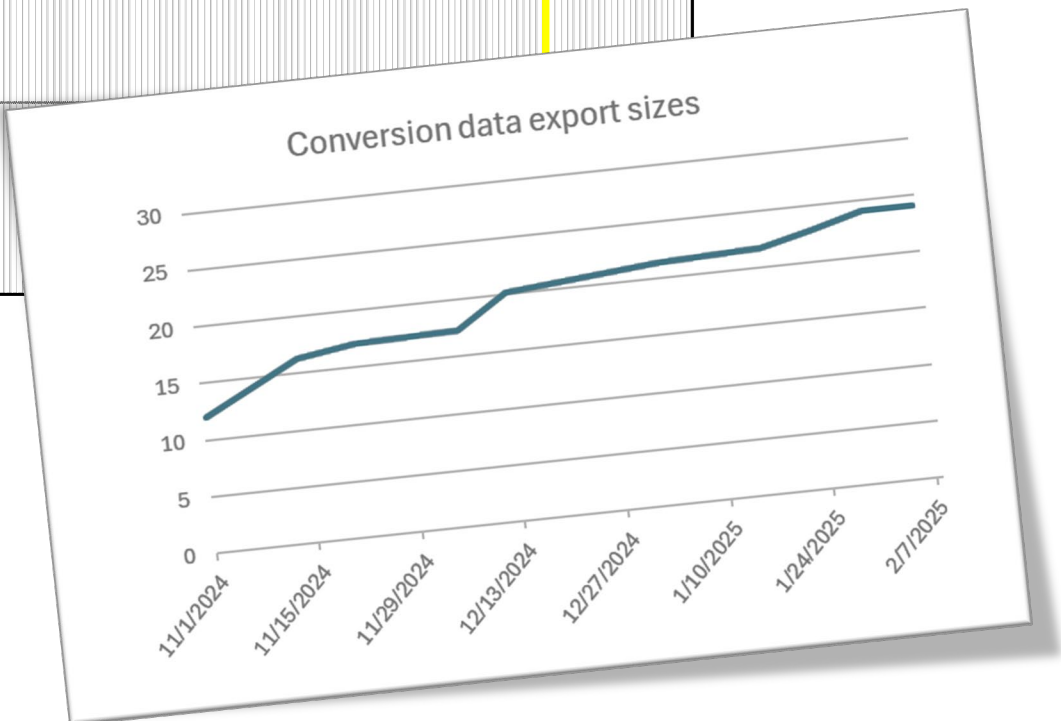
Dr. Elizabeth McIlvain

TLO TAD

Information Item 7(b): Report by Chief Appraiser
CAMA Conversion:

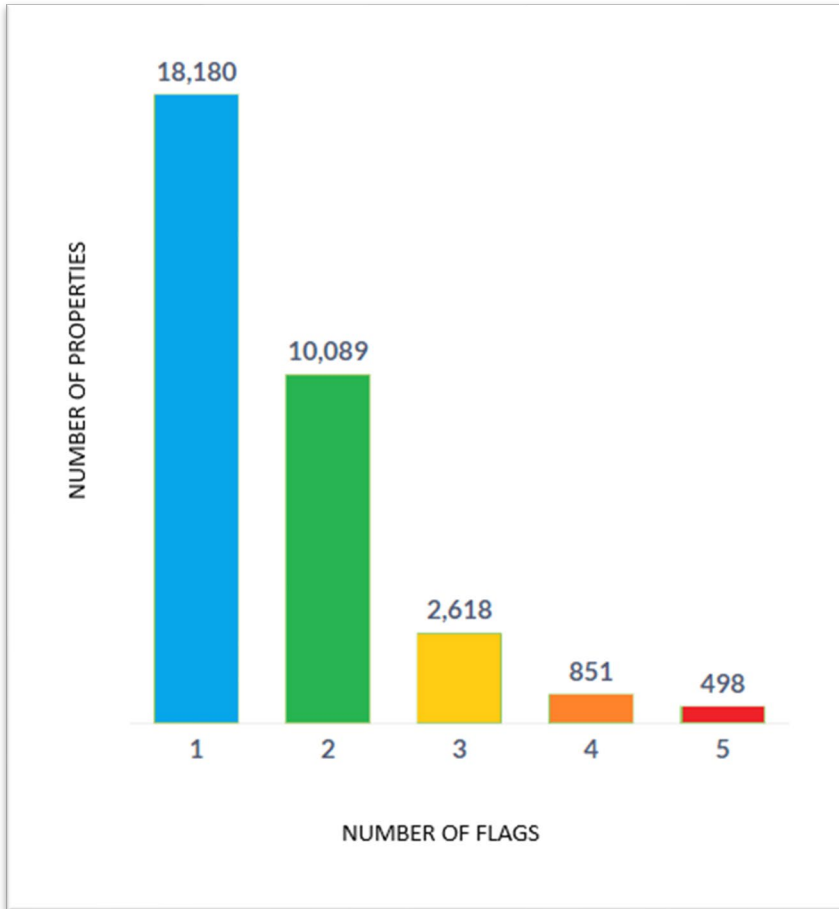
- Overall, the CAMA conversion project appears to be on schedule.
- True Prodigy currently has two CAMA environments running simultaneously on their servers supporting TAD's conversion. One is totally populated with sample data for staff training, the other is updated weekly with TAD data.
- Both True Prodigy and TAD staff are working to convert different sets of raw data into the new system. The chart below shows the size in gigabytes of the converted data exports for the TAD portion of the conversion and in addition another 116 GB in process data has been provided to True Prodigy.

TASK	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025
Contract Milestone 1 Creation Knowledge Base and Key User Accounts	Green	Grey	Grey	Grey	Grey	Grey
Contract Milestone 2 Configure of Base TP Environment with Sample Data	Grey	Green	Green	Grey	Grey	Grey
Contract Milestone 3 Conversion to shut down Aumentum / Iterative Conversions	Green	Green	Green	Green	Green	Grey
Phase 1 Online Self-Learning Courses, Preliminary Data Mapping, Preliminary Conversion	Blue	Blue	Blue	Blue	Grey	Grey
Data Validation & Iterative Conversion	Grey	Grey	Green	Green	Green	Grey
Phase 2 Perform Current Year Conversion, Validate, Balance, Go-Live	Grey	Grey	Grey	Grey	Grey	Grey
Phase 3 Prior Year Conversion, Validate, Balance, Go-Live, Resume Roll Corrections, Export	Grey	Grey	Grey	Grey	Grey	Grey

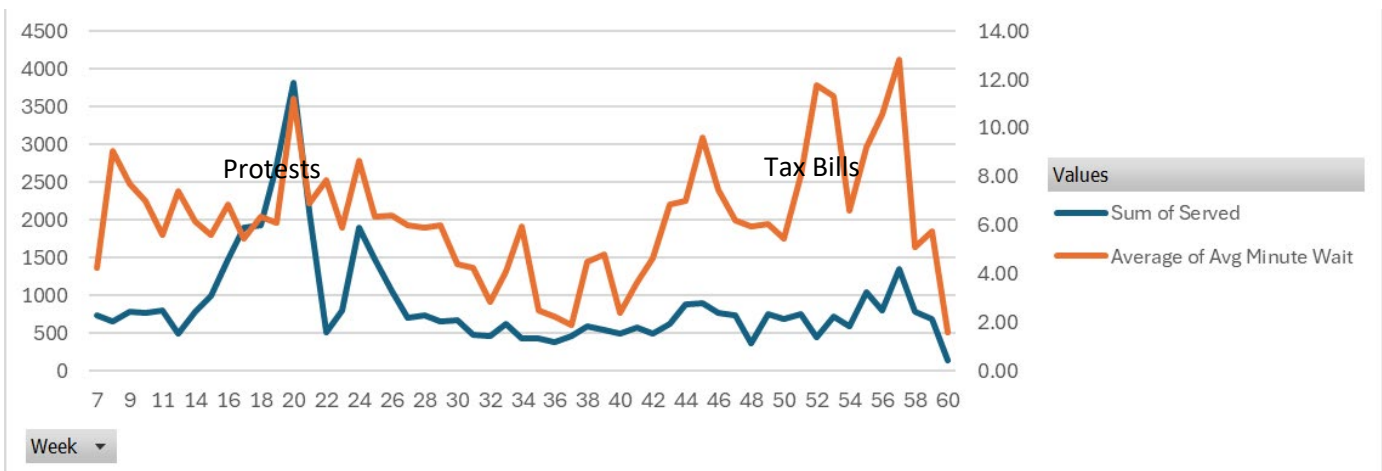


TrueRoll Homestead implementation:

- 1,074 homesteads submitted through New Online Application in 7 days
- 1,296 Deceased individuals found
- 4,000 pending applications from previous online application being imported for vetting
- 4,000 paper applications being imported for vetting
- Previous paper audit process would have generated 57,000 homestead applications



Overview of customer traffic and average wait:



Technology Update:

- a) Virtual Private Network (VPN) training for staff with Multi-Factor Authentication (MFA)
- b) Cybersecurity collaborative meeting with entities
- c) Planning cybersecurity class for TAAO conferences
- d) Learned about new tools to improve efficiency at TAAO conference
- e) Discussed co-development with multiple True Prodigy clients and integrations with other vendors

Quarterly Investment Report

- 2023 & 2024 budget forecasted \$200,000 and \$250,000 of interest, respectively
- \$643,551 earned in 2023
- \$690,022 earned in 2024
- 2025 budget included \$600,000

**TARRANT APPRAISAL DISTRICT
SCHEDULE OF INVESTMENTS
4TH QUARTER 2024**

FY BEGINNING **\$ 15,298,960.37**

Purchase Date	Description/Bank	Certificate #	Term	Maturity Date	Interest Rate	4th Qtr Interest	Amount
10/31/2024	CD-EECU	[REDACTED]	12 months	10/31/2025	4.80%	\$	248,000.00
10/31/2014	Business Savings-EECU				0.45%	\$	100.00
Interest and Fees	EECU Interest and Fees			0.12	\$	2.24	
6/19/2018	Interest Checking - First Finacial			3.8554%	\$	2,519,762.22	
Interest and Fees	FFIN Interest and Fees				39,807.89	\$	681,821.07
4/3/2023	FFIN Money Market			4.25%	\$	13,500,000.00	
Interest and Fees	FFIN Interest and Fees				81,597.40	\$	659,361.71
CD - Inwood Bank			6 months	4/13/2025	4.80%	\$	2,151,764.45
Interest and Fees	Inwood Bank Interest and Fees					26,503.85	\$
10/26/2022	MM - Origin Bank			3.66%	\$	2,000,000.00	
Interest and Fees	Origin Bank Interest and Fees			20,644.58	\$	189,092.93	

4TH QUARTER BALANCE 2024 **\$ 21,976,408.47**

The Tarrant Appraisal District's investment portfolio is in compliance with TAD's Investment Policy investment strategies and Chapter 2256 of the Texas Local Government Code.

Report Approved by:

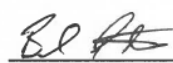


 Joe Don Bobbitt
 Executive Director / Chief Appraiser

2-11-25

 Date

Report Approved by:

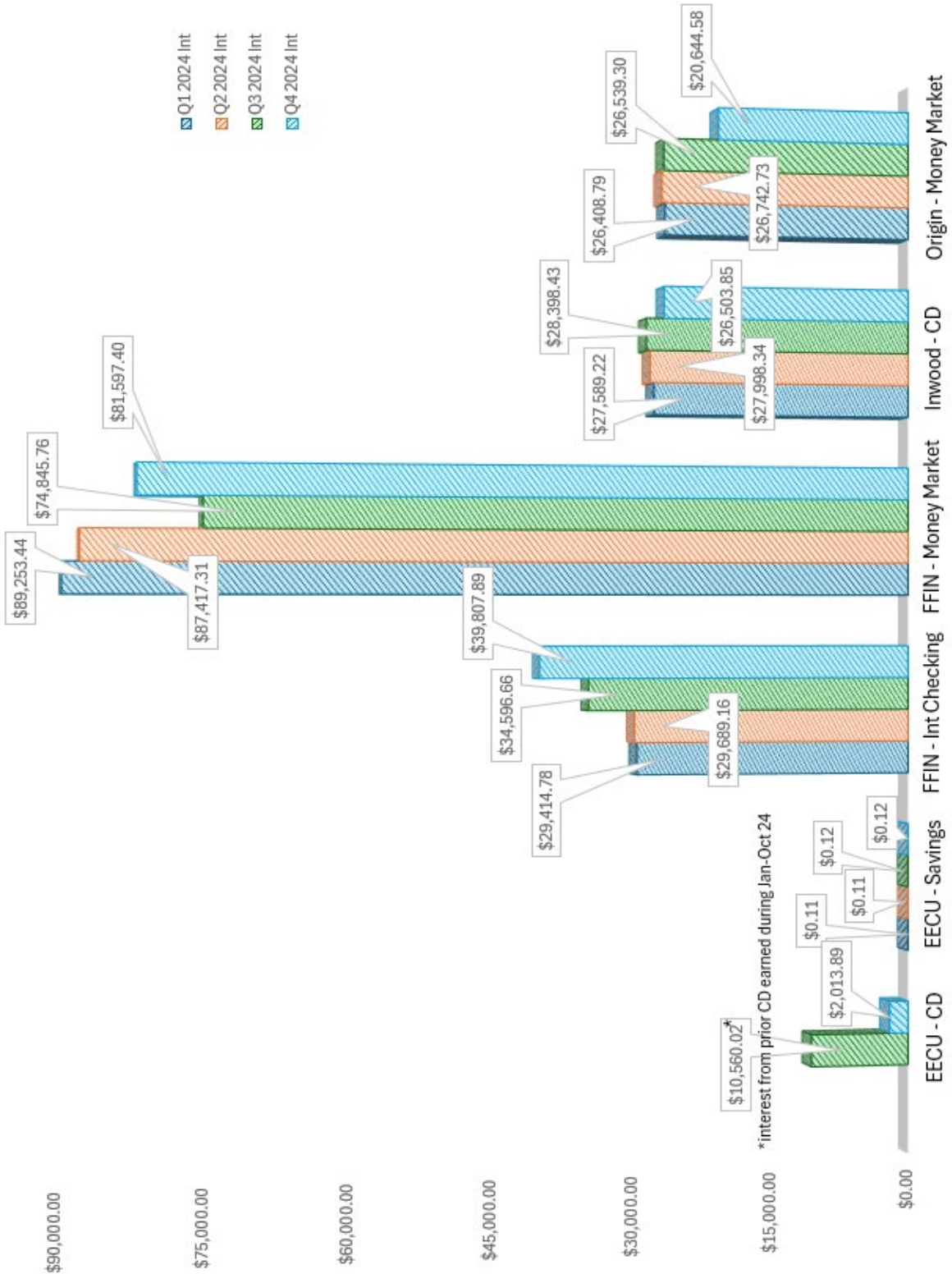


 Brad Patrick
 Director of Administration

2/11/25

 Date

2024 INVESTMENT INTEREST EARNED



A RESOLUTION TO REQUEST THE BOARD OF DIRECTORS OF TARRANT APPRAISAL DISTRICT TO AMEND ITS 2025–2026 REAPPRAISAL PLAN TO ALLOW ALL PROPERTY VALUE WITHIN THE AZLE INDEPENDENT SCHOOL DISTRICT’S BOUNDARIES TO BE REAPPRAISED FOR TAX YEAR 2025

WHEREAS, Tarrant Appraisal District (“TAD”) as a political subdivision of the State of Texas and is responsible for local property tax appraisal and exemption administration for local government taxing units in Tarrant County, Texas; and

WHEREAS, at its meeting on Friday, August 9, 2024, the board of directors of TAD approved a reappraisal plan (the “2025-2026 TAD Reappraisal Plan”) to appraise residential properties every other year, instead of annually, with appraisals occurring in odd-numbered years beginning in tax year 2027, with all other property types to be reappraised annually; and

WHEREAS, the 2025-2026 TAD Reappraisal Plan also holds residential property values for the 2025 tax year at 2024 levels, except for new construction and improvements to existing properties which are reappraised; and

WHEREAS, Texas Government Code Section 403.302 requires the Texas Comptroller of Public Accounts to conduct a Property Value Study to determine the total taxable value of all property in each school district at least once every two years, the purpose of which is to maintain an equitable distribution of state funding for public school district; and

WHEREAS, on Tuesday, January 14, 2025, the Azle Independent School District (the “District”) received notification from the Chief Appraiser of TAD that based upon TAD’s internal Mock Property Value Study, the District would potentially receive an “invalid” result when the Texas Comptroller conducts the District’s 2025 Property Value Study; and

WHEREAS, an “invalid” result on the Comptroller’s 2025 Property Value Study could adversely impact the District’s funding assistance from the State of Texas and, as a result, negatively impact the District’s financial condition and its ability to offer educational programs to its students; and

WHEREAS, pursuant to the 2025-2026 TAD Reappraisal Plan, if a school district is found pursuant to a Mock Property Value Study completed by TAD to potentially have an “invalid” finding, such information will be presented to TAD’s board of directors for their consideration and possible amendment of the 2025-2026 TAD Reappraisal Plan; and

WHEREAS, the Board of Trustees (the “Board”) finds and determines that it is necessary and in the best interests of the District to request TAD reappraise all property values within the District’s boundaries during tax year 2025; and

WHEREAS, it is officially found, determined and declared that the meeting at which this Resolution has been adopted was open to the public and public notice of the date, hour, place and

subject of said meeting, including this Resolution, was given, all as required by the applicable provisions of Texas Government Code, Chapter 551;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE AZLE INDEPENDENT SCHOOL DISTRICT:

Section 1. Findings. The declarations, determinations and findings declared, made and found in the preamble to this Resolution are hereby adopted, restated and made a part of the operative provisions hereof.

Section 2. Request for Reappraisal. The District requests TAD to reappraise all properties within the District for the 2025 tax year so as to present to the Texas Comptroller of Public Accounts accurate value information for the 2025 Property Value Study, in order to ensure the District receives its equitable share of state funding for public education.

Section 3. Authorization of Actions. The President or Secretary of the Board, the Superintendent of Schools or the Assistant Superintendent of Finance and Operations of the District (each an "Authorized Officer") is directed to take such actions and to execute and deliver any such documents, notices, orders and receipts as necessary or appropriate to consummate the actions authorized by this Resolution.

PASSED, APPROVED AND EFFECTIVE this February 24, 2025.



Bill Lane, President, Board of Trustees
Azle Independent School District

ATTEST:



Sarah Bennett, Secretary, Board of Trustees
Azle Independent School District

**RESOLUTION OF THE CASTLEBERRY INDEPENDENT SCHOOL DISTRICT
BOARD OF EDUCATION REQUESTING REAPPRAISAL FOR THE 2025 TAX YEAR**

WHEREAS, the Tarrant County Appraisal District (TAD) Board will be considering an action item at its upcoming meeting on February 26th, 2025, to authorize reappraisals for school districts where the ratios are at or below 90% based on a Mock Property Value Study, and

WHEREAS, these ratios are based on the average of the Appraisal/Sale Ratio for each independent school district and a weighted mean, and

WHEREAS, the Castleberry Independent School District's stratified weighted mean is projected to be approximately 0.81; and

WHEREAS, Property Value Study (PVS) results for certain school districts may be determined invalid by the state, which could lead to the assignment of a state value, potentially negatively impacting the financial revenues of these districts; and

WHEREAS, accurate property valuations are vital for the District's financial planning and help the District have a clearer picture of its revenue so that it can plan its budget accordingly for the upcoming year.

WHEREAS, the Castleberry Independent School Board recognizes that the TAD Board places significant importance on the input and recommendations of governing bodies, particularly in those cases where there is concern about a potential negative impact on its financial standing if a reappraisal is not conducted in any given year where there is evidence of a need for such reappraisal.


NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Castleberry Independent School District hereby formally requests that the TAD Board authorize a reappraisal for the 2025 tax year, and strongly encourages the TAD Board to give due consideration to the financial implications for our District.

BE IT FURTHER RESOLVED that this resolution be submitted to the TAD Board prior to the February 26, 2025, meeting for their review and consideration, in alignment with the District's interest in ensuring accuracy and fairness of the property valuation for properties within the District.

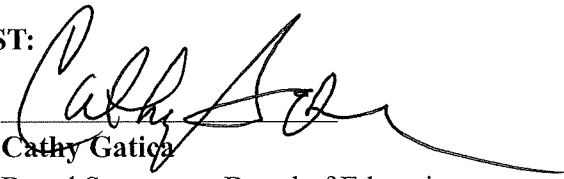
[Signature Page Follows]

Adopted during a regular meeting of the Board of Education of the Castleberry Independent School District on this 10th day of February 2025, by a vote of 6 ayes and 0 nays.

Castleberry INDEPENDENT SCHOOL DISTRICT

By: 
Dewey Tahaferro
Board President - Board of Education
Castleberry Independent School District

ATTEST:

By: 
Cathy Gatica
Board Secretary - Board of Education
Castleberry Independent School District

**RESOLUTION OF THE CASTLEBERRY INDEPENDENT
SCHOOL DISTRICT BOARD OF EDUCATION REQUESTING
REAPPRAISAL FOR THE 2025 TAX YEAR**

February 10, 2025

Page 2 of 2

EVERMAN INDEPENDENT SCHOOL DISTRICT

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE EVERMAN INDEPENDENT SCHOOL DISTRICT TO REQUEST THE TARRANT COUNTY APPRAISAL DISTRICT REAPPRAISE THE TAXABLE PROPERTY WITHIN THE SCHOOL DISTRICT.

WHEREAS, a school district’s Basic Entitlement amount is set by the state and paid by local funds and state funds;¹

WHEREAS, if a school district’s Local Funding is less than the Basic Entitlement for the school district, the state provides funding until the Basic Entitlement is met for the school district unless the school district’s property values are appraised too low by the local appraisal district;

WHEREAS, a school district’s Local Funding is the Maintenance and Operations (M&O) Tax Rate multiplied by the taxable value for the school district, as determined by its local appraisal district (Appraisal District Values);

WHEREAS, because “[i]t is the policy of this state to ensure equity among taxpayers in the burden of school district taxes and among school districts in the distribution of state financial aid for public education”², state law requires that (1) the Texas Education Agency calculate each school district’s maximum compressed tax rate annually, which is the tax rate at which the district must levy an M&O tax to receive the full Basic Entitlement,³ and that (2) the Texas Comptroller’s office conduct a school district ratio study (Property Value Study) to determine the total taxable value of all property in each school district at least once every two years (State Values);⁴

WHEREAS, the Texas Constitution requires taxation to be equal and uniform;⁵

WHEREAS, if the ratio of a school district’s Appraisal District Values divided by the State Values is too low, the school district may receive less state funding towards its Basic Entitlement;⁶

WHEREAS, the Tarrant Appraisal District Board of Directors, on August 9, 2024, adopted its 2025-2026 Reappraisal Plan (Reappraisal Plan) that holds residential taxable values at the 2024 final values except for property with new construction or new improvement value and provides that residential properties will not be reappraised again until the 2027 tax year and only in odd number years thereafter;⁷

WHEREAS, the Reappraisal Plan, recognizing the danger posed to school district funding, pledges to reconsider the plan for school districts with “ratios that indicate an ISD

¹ Tex. Educ. Code §§ 48.002, 48.010.

² Tex. Tax Code § 403.301.

³ Tex. Educ. Code § 48.2551.

⁴ Tex. Gov’t Code § 403.302.

⁵ Tex. Const. art. 8, § 1(a).

⁶ Tex. Gov’t Code § 403.302(c).

⁷ Tarrant Appraisal District 2025 – 2026 Reappraisal Plan.

would qualify for a grace period (90-95%) in the [Property Value Study] or that would receive an invalid finding (<90%) resulting in state value will be identified for board consideration and possible amendment of the reappraisal plan.”⁸

WHEREAS, Tarrant Appraisal District Chief Appraiser, Joe Don Bobbitt, RPA, notified Everman ISD on January 14, 2025, that Everman ISD’s Appraisal District Values have an 86% ratio to the State Values;

WHEREAS, Tarrant Appraisal District Chief Appraiser, Joe Don Bobbitt, RPA, notified Everman ISD on February 3, 2025, that Everman ISD’s Appraisal District Values are “at 89.1% of what the Comptroller will likely calculate based on current sales. There is a risk that sale prices between now and June could continue to increase which would lower the ratio.”

WHEREAS, the 86% and 89.1% ratios are both below 90% and could go even lower once the State Values and Appraisal District Values become final;

WHEREAS, Everman ISD is in imminent danger of a severe negative financial impact if the Tarrant Appraisal District follows its Reappraisal Plan and refuses to reappraise Everman ISD’s Appraisal District Values;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees that the Everman Independent School District requests the Tarrant Appraisal District Board amend its 2025-2026 Appraisal Plan to provide for reappraisal of the taxable property within the Everman Independent School District for the 2025 tax year.

Passed and adopted this 18th day of February 2025.



Gary Balch
President, Board of Trustees
Everman Independent School District

ATTEST TO:



Linda Lutrick
Secretary, Board of Trustees
Everman Independent School District

⁸ *Id.* at pg. 27.

RESOLUTION OF THE FORT WORTH INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES REQUESTING REAPPRAISAL FOR THE 2025 TAX YEAR

WHEREAS, the Tarrant County Appraisal District (TAD) Board will be considering an action item at its upcoming meeting on February 26th, 2025, to authorize reappraisals for school districts where the ratios are at or below 90% based on a Mock Property Value Study; and

WHEREAS, these ratios are based on the average of the Appraisal/Sale Ratio for each independent school district and a weighted mean; and

WHEREAS, the Fort Worth Independent School District's (District) stratified weighted mean is projected to be approximately 0.87; and

WHEREAS, Property Value Study (PVS) results for certain school districts may be determined invalid by the state, which could lead to the assignment of a state value, potentially negatively impacting the financial revenues of these districts; and

WHEREAS, accurate property valuations are vital for the District's financial planning and help the District have a clearer picture of its revenue so that it can plan its budget accordingly for the upcoming year.

WHEREAS, the Fort Worth Independent School Board recognizes that the TAD Board places significant importance on the input and recommendations of governing bodies, particularly in those cases where there is concern about a potential negative impact on its financial standing if a reappraisal is not conducted in any given year where there is evidence of a need for such reappraisal.

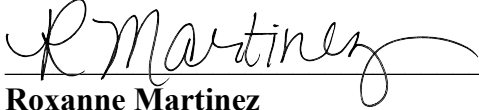
NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Fort Worth Independent School District hereby formally requests that the TAD Board authorize a reappraisal for the 2025 tax year, and strongly encourages the TAD Board to give due consideration to the financial implications for our District.

BE IT FURTHER RESOLVED that this resolution be submitted to the TAD Board prior to the February 26, 2025, meeting for their review and consideration, in alignment with the District's interest in ensuring accuracy and fairness of the property valuation for properties within the District.


[Signature Page Follows]

Adopted during a regular meeting of the Board of Trustees of the Fort Worth Independent School District on this 18th day of February 2025, by a vote of 8 ayes and 1 nays.

FORT WORTH INDEPENDENT SCHOOL DISTRICT

By: 
Roxanne Martinez
Board President - Board of Trustees
Fort Worth Independent School District

ATTEST:

By: 
Anael Luebanos
Board Secretary - Board of Trustees
Fort Worth Independent School District

Information Item 7(c): Reports from Subcommittees

Designated Subcommittees and members:

Board Policies Subcommittee

- Mike Alfred, Chair
- Gloria Pena
- Fred Campos

Appraisal Review Board Subcommittee

- Matt Bryant, Chair
- Eric Morris
- Gloria Pena
- Wendy Burgess

IT Subcommittee

- Alan Blaylock, Chair
- Matt Bryant
- Fred Campos
- George Dodson

Budget/Finance Subcommittee (Standing Audit Subcommittee)

- Callie Rigney, Chair
- Mike Alfred
- Eric Morris
- Alan Blaylock

Action Item 8(a)(i): Action regarding approval of Board of Directors meeting minutes from January 15, 2025

Staff Recommendation:

Approve Board of Directors meeting minutes from January 15, 2025, as presented

**Tarrant Appraisal District
Board of Directors Meeting Minutes
Friday, January 15, 2025**

This meeting was conducted in compliance with the Open Meetings Act (OMA) as written in the statute. A quorum of the members of the Board attended in person at the Tarrant Appraisal District boardroom, 2500 Handley-Ederville Rd, Fort Worth, Texas. These minutes are a summary of the only subjects the Board addressed and the actions it took. For details, see the agenda, supporting documents and video posted on TAD's website at this URL: <https://www.tad.org/about/board-of-directors> and TAD's YouTube and Facebook channels.

Members Present:

Mr. Michael Alfred
Mr. Rick Barnes, Chair & Tax Assessor Collector
Mr. Alan Blaylock
Mr. Matt Bryant
Ms. Wendy Burgess
Mr. Fred Campos
Mr. Eric Morris
Ms. Gloria Peña
Ms. Callie Rigney, Secretary

Also Participating:

Mr. Joe Don Bobbitt, Chief Appraiser
Mr. William Durham, Deputy Chief Appraiser
Mr. Brad Patrick, Director of Administration
Ms. Sharon Coffee Baxter, TAD Board Attorney

Immediately preceding the meeting, the five newly appointed members, Mr. Alfred, Mr. Blaylock, Ms. Burgess, Mr. Campos, and Ms. Peña, were sworn in. Having nine members seated, Secretary Gloria Peña, serving as Presiding Officer, called the meeting to order at 8:06am, verified a quorum was present and the notice was posted timely. After pledges and invocation, the board took up the following items:

5. Recognize Visitors & Public Comments

6. Special Presentation from the Office of Representative David Cook

Mr. Daryle Perez presented Mr. DeOtte, Mr. Losada, & Mr. Puente with individual Resolutions in recognition of their service to the TAD Board of Directors.

7. Action Items

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

Mr. Morris nominated Mr. Barnes to serve as Chair and Ms. Burgess nominated Ms. Peña. Mr. Alfred, Mr. Barnes, Mr. Blaylock, Mr. Bryant, Mr. Morris, and Ms. Rigney voted for Mr. Barnes and, receiving a majority of the votes, this motion passed, and he was elected as Chair. Mr. Morris nominated Ms. Rigney to serve as Secretary and Mr. Campos nominated Ms. Peña. Mr. Alfred, Mr. Barnes, Mr. Blaylock, Mr. Bryant, Mr. Morris, and Ms. Rigney voted for Ms. Rigney and, receiving a majority of the votes, this motion passed, and she was elected Secretary. At this point in the meeting Gloria Peña turned over the presiding officer duties to the new Chair, Rick Barnes.

b) Resolution 2025-1 In recognition and appreciation of service by Vince Puente

Mr. Barnes moved to pass Resolution 2025-1 as presented and Ms. Rigney seconded. The motion passed unanimously 9-0.

c) Resolution 2025-2 In recognition and appreciation of service by Gary Losada

Mr. Barnes moved to pass Resolution 2025-1 as presented and Mr. Campos seconded. The motion passed unanimously 9-0.

d) Consent Agenda Items:

- i. Action regarding approval of Board of Directors meeting minutes from December 13, 2024

The meeting minutes were approved as presented, 6-0-3, with Mr. Blaylock, Mr. Bryant, Ms. Burgess, Mr. Morris, Ms. Peña, and Ms. Rigney voting for and Mr. Alfred, Mr. Barnes, & Mr. Campos abstained.

e) Consider Responses to Invitation for Bids for 2025 Print Mail Notice Service and authorize Chief Appraiser to use selected vendors for printing and mailing services

Ms. Peña moved to authorize the Chief Appraiser to enter into the contracts with both Variverge and JohnSons Press to utilize the most cost-effective vendor for each print job as presented in the staff recommendation and Ms. Burgess seconded. This motion passed unanimously 9-0.

f) Board of Directors Policy Manual – potential changes for 2025

Mr. Campos moved to adopt the proposed Board Director Policy Manual (“Policy Manual”) as presented with three suggested changes to reflect changes that went into effect beginning July 1, 2024, because of SB 2. First, that regular meetings would start at 9am and occur on Wednesdays. Second, that the Public Comment time is now limited to 3 minutes. Last, that the subcommittee size would be changed to a number ‘less than a quorum.’ Ms. Peña seconded, and the motion passed unanimously 9-0.

Chair Barnes formed a new Ad Hoc Committee on Policies Manual revisions that consists of subcommittee Chair Mike Alfred, Fred Campos, & Gloria Peña, and asked Mr. Alfred to begin review of the Policy Manual.

8. Information Items

a) Report by Taxpayer Liaison Officer

The Chief Appraiser introduced Dr. Elizabeth McIlvain, and she made introductory remarks as the Taxpayer Liaison.

b) Report by Chief Appraiser

- i. Drawing for Term Lengths for new Board Members
- ii. Public Speaking Engagements
- iii. CAMA Conversion
- iv. Technology Update
- v. Updated Sales Ratios

The Chief Appraiser presented his report, and the information was included in the agenda packet on tad.org. The term drawing results were as follows- Mr. Alfred and Ms. Burgess received a one-year term and Mr. Blaylock, Mr. Campos, and Ms. Peña received a three-year term.

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

Next Meeting date is at 9am February 26th, 2025, at Tarrant Appraisal District, 2500 Handley-Ederville Rd, Fort Worth, Texas. The meeting adjourned at 9:43am.

Callie Rigney, Board Secretary

Rick Barnes, Board Chair

Action Item 8(a)(ii): Resolution 2025-3 to remove Frederick Newton as Appraisal Review Board (ARB) member

**ORDER OF REMOVAL OF
REGULAR MEMBER OF
TARRANT APPRAISAL REVIEW BOARD**

		TERM BEGINNING	TERM ENDING	TERM
1.	Newton, Frederick	01/01/2024	12/31/2025	1

The Tarrant Appraisal District Board of Directors finds that the regular member(s) named above does not satisfy the attendance requirement stated in §6.41(f-2) of the Texas Property Tax Code. The regular member(s) is/are hereby removed from the Tarrant Appraisal Review Board, effective immediately.

Signed on this ____ day of _____, 20____.

Name

Tarrant Appraisal District Board of Directors

**RESOLUTION 2025-3
BOARD OF DIRECTORS
TARRANT APPRAISAL DISTRICT**

REMOVAL OF TARRANT APPRAISAL REVIEW BOARD MEMBER

WHEREAS, the Tarrant Appraisal District Board of Directors finds that the ARB Member named below does not satisfy the attendance requirement stated in Section 6.41(f-2) of the Texas Property Tax Code;

WHEREAS, the Tarrant Appraisal District Board of Directors has the responsibility of removal

It is therefore

RESOLVED, that the following member(s) of Tarrant Appraisal Review Board is removed from the Tarrant Appraisal Review Board, effective immediately:

Member: _____

Adopted on February 26, 2025

TAD BOD Chair

TAD BOD Secretary

Action Item 8(a)(iii): Resolution 2025-4 to Appoint Regular Members recommended by Board of Director Subcommittee on ARB to the Appraisal Review Board for 2025 and 2026

**ORDER APPOINTING REGULAR MEMBERS TO
TARRANT APPRAISAL REVIEW BOARD**

The following individual(s) are appointed to serve as regular member(s) of Tarrant Appraisal Review Board for the terms indicated, effective immediately:

	NAMES	TERM BEGINNING	TERM ENDING	TERM
1	Baadsgaard, Alma	01/01/2025	12/31/2026	3
2	Bess, James	01/01/2025	12/31/2026	2
3	Clyde, Victoria	01/01/2025	12/31/2026	3
4	Fairbanks, John	01/01/2025	12/31/2026	2
5	Gates, Martha	01/01/2025	12/31/2026	2
6	Jackson, Linda	01/01/2025	12/31/2026	2
7	Jones, Rodger	01/01/2025	12/31/2026	2
8	Lehman, Diane	01/01/2025	12/31/2026	3
9	McClure, William	01/01/2025	12/31/2026	2
10	Newby, Philip	01/01/2025	12/31/2025 *	2
11	Strickler, Sharon	01/01/2025	12/31/2026	2
12	Tobias, Carlos	01/01/2025	12/31/2026	3
13	White, Joan	01/01/2025	12/31/2026	3

* Replaces Newton whose term expired 12/31/2025 as per TPTC §6.41(d)(e)

The Chief Appraiser of the Tarrant Appraisal District shall notify each appointee of his or her appointment and when and where to appear.

Signed on this ____ day of _____, 20____.

Name

Tarrant Appraisal District Board of Directors

RESOLUTION 2025-4
THE BOARD OF DIRECTORS
OF THE TARRANT APPRAISAL DISTRICT

Appointing Regular Members recommended by Board of Director ARB Committee
to Appraisal Review Board for 2025 and 2026

WHEREAS, Section 6.41(d-2-1) of the Tax Code provides that 'A board of directors acting as an appointing authority must make appointments to the appraisal review board by majority vote, with at least two members of the majority being elected members of the board of directors.

WHEREAS, regular members of the appraisal review board serve one- or two-year terms and fill a position vacated during a term by appointing a member for the unexpired portion of that term;

WHEREAS, the Tax Code provides that the board of directors of an appraisal district, by resolution, shall provide for staggered terms for the members of the appraisal review board so that the terms of as close as possible to one half of the members expire each year;

WHEREAS, the Tax Code and other laws impose various requirements and restrictions on the operations of the appraisal review board and on the eligibility and conduct of its members;

WHEREAS, the board of directors of the Tarrant Appraisal District (TAD) recognizes the complexity of the duties of the Tarrant Appraisal Review Board (ARB); the necessity of all members of the ARB complying with the requirements and restrictions on the operations of appraisal review boards and on eligibility and conduct of appraisal review board members; the importance of all members of ARB proceedings treating all participants in ARB fairly, impartially and respectfully; the necessity of all members of ARB successfully completing the training required by the Tax Code and other applicable laws; the necessity of all members being available during his or her term of office to serve at the call of the officers as reasonably necessary to constitute a quorum and accomplish ARB's duties in the manner and within the time prescribed by law; Therefore, be it

RESOLVED, that the people listed in the attached Exhibit A are appointed regular members of the ARB for the indicated term of office beginning January 1, 2025.

Adopted on February 26, 2025

Rick Barnes, Chair

Callie Rigney, Secretary

Action Item 8(a)(iv): Resolution 2025-5 to Appoint Auxiliary ARB Members recommended by Board of Director Subcommittee on ARB to the Appraisal Review Board for 2025 and 2026

**ORDER APPOINTING AUXILIARY MEMBERS TO
TARRANT APPRAISAL REVIEW BOARD**

The following individual(s) are appointed to serve as auxiliary member(s) of Tarrant Appraisal Review Board for the terms indicated, effective immediately:

	NAMES	TERM BEGINNING	TERM ENDING	TERM
1	Bevill, James	01/01/2025	12/31/2026	1
2	Bradley, Shirley	01/01/2025	12/31/2026	1
3	Collins, Barrato	01/01/2025	12/31/2026	1
4	Franklin, Gwendolyn	01/01/2025	12/31/2026	1
5	Gansser, Shirley	01/01/2025	12/31/2026	1
6	Hamman, Anne	01/01/2025	12/31/2026	1
7	Harris, Harold	01/01/2025	12/31/2026	1
8	Huddleston, Karen	01/01/2025	12/31/2026	1
9	Macdonald, Rodney	01/01/2025	12/31/2026	1
10	McConnell, Kevin	01/01/2025	12/31/2025*	1
11	Schaub, David	01/01/2025	12/31/2026	1
12	Smith, Kasharrol	01/01/2025	12/31/2026	1
13	Speares, Barbara	01/01/2025	12/31/2026	1
14	Taylor, Jon	01/01/2025	12/31/2026	1
15	Valencia, Karen	01/01/2025	12/31/2026	2

* As per TPTC §6.41(e)

The Chief Appraiser of the Tarrant Appraisal District shall notify each appointee of his or her appointment and when and where to appear.

Signed on this ____ day of _____, 20_____.

Name

Tarrant Appraisal District Board of Directors

**RESOLUTION 2025-5
THE BOARD OF DIRECTORS
OF THE TARRANT APPRAISAL DISTRICT**

Appointing Auxiliary ARB Members recommended by Board of Director ARB Committee to Appraisal Review Board for 2025 and 2026

WHEREAS, Section 6.41(d-2-1) of the Tax Code provides that ‘A board of directors acting as an appointing authority must make appointments to the appraisal review board by majority vote, with at least two members of the majority being elected members of the board of directors.

WHEREAS, auxiliary members of the appraisal review board serve one- or two-year terms and fill a position vacated during a term by appointing a member for the unexpired portion of that term;

WHEREAS, the Tax Code provides that the board of directors of an appraisal district, by resolution, shall provide for staggered terms for the members of the appraisal review board so that the terms of as close as possible to one half of the members expire each year;

WHEREAS, the Tax Code and other laws impose various requirements and restrictions on the operations of the appraisal review board and on the eligibility and conduct of its members;

WHEREAS, the board of directors of the Tarrant Appraisal District (TAD) recognizes the complexity of the duties of the Tarrant Appraisal Review Board (ARB); the necessity of all members of the ARB complying with the requirements and restrictions on the operations of appraisal review boards and on eligibility and conduct of appraisal review board members; the importance of all members of ARB proceedings treating all participants in ARB fairly, impartially and respectfully; the necessity of all members of ARB successfully completing the training required by the Tax Code and other applicable laws; the necessity of all members being available during his or her term of office to serve at the call of the officers as reasonably necessary to constitute a quorum and accomplish ARB’s duties in the manner and within the time prescribed by law; Therefore, be it

RESOLVED, that the people listed in the attached Exhibit B are appointed auxiliary members of the ARB for the indicated term of office beginning January 1, 2025.

Adopted on February 26, 2025

Rick Barnes, Chair

Callie Rigney, Secretary

Action Item 8(a)(v): Resolution 2025-6 to Appoint ARB Chair recommended by Board of Director Subcommittee on ARB

**ORDER APPOINTING CHAIRMAN OF THE
TARRANT APPRAISAL REVIEW BOARD**

Pursuant to Section 6.42(a) of the Texas Tax Code, the following member of the Tarrant Appraisal Review Board (TARB) is hereby appointed as Chairman of the TARB effective immediately:

	Secretary	TERM BEGINNING	TERM ENDING
1.	Steve Moore	01/01/2025	12/31/2025

Signed on this ____ day of _____, 20____.

Name

Tarrant Appraisal District Board of Directors

**RESOLUTION 2025-6
BOARD OF DIRECTORS
TARRANT APPRAISAL DISTRICT**

APPOINTING CHAIR OF TARRANT APPRAISAL REVIEW BOARD

WHEREAS, Section 6.42(a) of the Texas Property Tax Code provides that the board of directors of an appraisal district, by resolution, shall select a chair and a secretary from among the members of the appraisal review board and encourages the board of directors to select as chair a member of the appraisal review board, if any, who has a background in law or property appraisal;

It is therefore

RESOLVED, that the following member of Tarrant Appraisal Review Board is appointed to the office of Chair for the term beginning January 1, 2025, and ending December 31, 2025:

Chair: _____

Adopted on February 26, 2025

TAD BOD Chair

TAD BOD Secretary

Action Item 8(a)(vi): Resolution 2025-7 to Appoint ARB Secretary recommended by Board of Director Subcommittee on ARB

**ORDER APPOINTING SECRETARY OF THE
TARRANT APPRAISAL REVIEW BOARD**

Pursuant to Section 6.42(a) of the Texas Tax Code, the following member of the Tarrant Appraisal Review Board (TARB) is hereby appointed as Secretary of the TARB effective immediately:

	Secretary	TERM BEGINNING	TERM ENDING
1.	Victoria Clyde	01/01/2025	12/31/2025

Signed on this ____ day of _____, 20____.

Name

Tarrant Appraisal District Board of Directors

**RESOLUTION 2025-7
BOARD OF DIRECTORS
TARRANT APPRAISAL DISTRICT**

APPOINTING SECRETARY OF TARRANT APPRAISAL REVIEW BOARD

WHEREAS, Section 6.42(a) of the Texas Property Tax Code provides that the board of directors of an appraisal district, by resolution, shall select a chair and a secretary from among the members of the appraisal review board and encourages the board of directors to select as secretary a member of the appraisal review board, if any, who has a background in law or property appraisal;

It is therefore

RESOLVED, that the following member of Tarrant Appraisal Review Board is appointed to the office of Secretary for the term beginning January 1, 2025, and ending December 31, 2025:

Secretary: _____

Adopted on February 26, 2025

TAD BOD Chair

TAD BOD Secretary

Action Item 8(a)(vii): Approve draft response to Tarrant County Auditor regarding penalty and interest supporting documentation

We received the attached letter from the County Auditor addressed to the Board of Directors. We have compiled the requested data for the board's review and the following draft response:

Ms. Buchanan,

Please find attached the information you requested. As to your question whether penalty and interest fees assessed against all taxing units will cause TAD to have raised more in the previous fiscal year than were spent or obligated, the answer is no due to the obligation of unanticipated expenses related to the ransomware event.

Recommended Attachments:

Letter to TAD (2-7-2025).pdf is the letter from the county auditor to the board of directors.

2024 P&I Waiver Information Request.xlsx is the data for questions 1,2&4

Tarrant County Penalty and Interest Calculations for 10-2024 Allocation.pdf is for question 3 for how we determined the amount of P&I

Tarrant Preliminary MAP Report 2024.pdf is the preliminary report from the comptroller's office stating Question 18 was a "No" and provided a recommendation. The MAP review is what caused the previous inappropriate handling of late payments to be brought to my attention.

2024-25 MAP Guidelines.pdf is the official MAP Guidelines and questions, on page 11, question 18 includes a checklist.

Recommendation: Approve draft response and documents provided by staff as response from Board of Directors

Kimberly M. Buchanan, CPA
Tarrant County Auditor

Linda R. Castillo
First Assistant County Auditor



Office of the Tarrant County Auditor
100 E. Weatherford, Room 506
Fort Worth, Texas 76196-0103

Phone (817) 884-1205
Fax (817) 884-1104

February 6, 2025

Tarrant Appraisal District Board of Directors
2500 Handley-Ederville Road
Fort Worth, TX 76118-6909

To the Members of the Tarrant Appraisal District Board of Directors,

As the Tarrant County Auditor, I am writing to request detailed information regarding late payments for Tarrant County and other taxing units served by the Tarrant Appraisal District ("TAD") that contribute to your budget.

Specifically, I am seeking the following information for the past calendar year:

1. A comprehensive list of waivers granted by the TAD Board of Directors, Chief Appraiser, or other employees to taxing units that requested a waiver of penalty and interest imposed under Tax Code section 6.06(e), including:
 - The names of the taxing units that submitted waiver requests.
 - The decisions made on these waiver requests, indicating which were approved and which were denied.
 - The amounts involved in each of these payments.
2. Record votes of the TAD Board of Directors associated with the approval or denial of these waiver requests.
3. Any additional information that may assist in reviewing the validity of the invoice recently presented by TAD to Tarrant County on Wednesday, January 29th, 2025.
4. We are also seeking a list of all late payments made by any taxing entity during the past calendar year where no waiver was sought and/or penalty was assessed, and a waiver was not requested or had been given.

This information is crucial for the proper auditing and validation of the mentioned invoice. Should there be any further data or documentation deemed necessary for a comprehensive review, please do not hesitate to include it.

Finally, I would request clarification as to whether penalty and interest fees assessed against all taxing units will cause TAD to have raised more in the previous fiscal year than were spent or obligated. If so, allocations to these taxing units into the amount owed for the current fiscal year or refunds pursuant to Tax Code section 6.06(j) would likely be required.

I appreciate your prompt attention to this matter and look forward to your timely response.

Sincerely,

A handwritten signature in blue ink that reads "Kimberly M. Buchanan".

Kimberly M. Buchanan
Tarrant County Auditor

Penalty & Interest

	<u>Entity</u>	<u>P & I Amount</u>	<u>Waiver Requested</u>	<u>November BOD Meeting</u>	<u>December BOD Meeting-1st Motion</u>	<u>December BOD Meeting-2nd Motion</u>
3rd Qtr:	Eagle Mountain Saginaw ISD	\$ 19,692.92	No	n/a	n/a	Denied
	Keller ISD	\$ 6,515.62	Yes	Denied	Denied	Denied
4th Qtr:	City of Grand Prairie	\$ 4,827.46	Yes	Denied	Denied	Denied
	Crowley ISD	\$ 8,996.80	No	n/a	n/a	Denied
	HEB ISD	\$ 12,404.39	Yes	Denied	Denied	Denied
	City of Burleson	\$ 418.02	Yes	Denied	Denied	Denied
October:	TC Hospital District	\$ 11,835.94	Yes	n/a	Denied	Denied
	Tarrant County	\$ 11,906.95	Yes	Denied	Denied	Denied

Motion to Deny Waiver Request

Approved 8-0

Blaylock
Bryant
Burgess
Morris
Losada
Pena
Puente
Rigney

Motion to Grant Waiver Request

Failed 3-6

For - Puente, DeOtte, Morris
Against - Blaylock
Bryant
Burgess
Losada
Pena
Rigney

Motion to Waive All P&I for 2024

Failed 3-6

For - DeOtte, Morris, Rigney
Against - Blaylock
Bryant
Burgess
Losada
Pena
Puente

2024 LATE ENTITY PAYMENTS

Board Decision to Assess P&I on any late payment on 09/09/2024

<u>ENTITY NAME</u>	<u>ELECTION</u>	<u>PAYMENT AMOUNT</u>	<u>Due Date</u>	<u>Payment / Postmark Date</u>	<u>P & I Assessed</u>	<u>P & I Amount</u>	<u>Waiver Requested</u>	<u>Waiver Granted</u>	<u>P&I Pymt Date</u>
City of Burleson	Q-1 2024	\$ 7,926.03	1/1/2024	2/23/2024	No				
City of Burleson	Q-4 2024	\$ 7,926.01	10/1/2024	10/17/2024	Yes	\$ 418.02	Yes	Denied	10/18/2024
City of Dalworthington Garden	Q-1 2024	\$ 3,230.28	1/1/2024	1/4/2024	No				
City of Dalworthington Garden	Q-2 2024	\$ 3,230.28	4/1/2024	4/3/2024	No				
Town of Edgecliff Village	Q-1 2024	\$ 1,105.32	1/1/2024	2/23/2024	No				
Town of Flower Mound	Q-2 2024	\$ 2,657.29	4/1/2024	5/23/2024	No				
City of Fort Worth	Q-1 2024	\$ 879,536.62	1/1/2024	4/19/2024	Yes	\$ 70,483.41	No		5/1/2024
City of Fort Worth	Q-2 2024	\$ 879,536.62	4/1/2024	4/19/2024	Yes	\$ 48,555.26	No		5/1/2024
City of Fort Worth	Q-3 2024	\$ 879,536.62	7/1/2024	8/20/2024	No				
City of Grand Prairie	Q-4 2024	\$ 85,327.97	10/1/2024	10/25/2024	Yes	\$ 4,827.46	Yes	Denied	10/10/2024
City of North Richland Hills	Q-3 2024	\$ 49,604.18	7/1/2024	9/4/2024	No				
City of Richland Hills	Q-3 2024	\$ 5,969.95	7/1/2024	9/6/2024	No				
City of Southlake	Q-1 2024	\$ 169,880.95	1/1/2024	2/9/2024	No				
Town of Westlake	Q-1 2024	\$ 4,690.43	1/1/2024	2/21/2024	No				
Town of Westlake	Q-2 2024	\$ 4,690.43	4/1/2024	7/3/2024	No				
Azle ISD	Q-2 2024	\$ 32,205.94	4/1/2024	5/3/2024	No				
Carroll ISD	Q-3 2024	\$ 152,827.34	7/1/2024	9/6/2024	No				
Castleberry ISD	Q-2 2024	\$ 19,454.54	4/1/2024	5/1/2024	No				
Crowley ISD	Q-2 2024	\$ 170,588.60	4/1/2024	7/17/2024	No				
Crowley ISD	Q-4 2024	\$ 170,588.60	10/1/2024	10/17/2024	Yes	\$ 8,996.80	No		10/18/2024
Eagle Mountain Saginaw ISD	Jan, 2024	\$ 79,102.20	1/1/2024	1/19/2024	No				
Eagle Mountain Saginaw ISD	Feb, 2024	\$ 79,102.20	2/1/2024	3/21/2024	No				
Eagle Mountain Saginaw ISD	Mar, 2024	\$ 79,102.20	3/1/2024	4/25/2024	No				

Eagle Mountain Saginaw ISD	Apr, 2024	\$	46,288.95	4/1/2024	5/10/2024	No				
Eagle Mountain Saginaw ISD	May, 2024	\$	46,288.95	5/1/2024	5/31/2024	No				
Eagle Mountain Saginaw ISD	Jun, 2024	\$	46,288.95	6/1/2024	9/16/2024	Yes	\$ 3,861.64	Yes	Denied	12/20/2024
Eagle Mountain Saginaw ISD	Jul, 2024	\$	79,102.20	7/1/2024	9/16/2024	Yes	\$ 5,948.92	Yes	Denied	12/20/2024
Eagle Mountain Saginaw ISD	Aug, 2024	\$	79,102.20	8/1/2024	9/16/2024	Yes	\$ 5,277.09	Yes	Denied	12/20/2024
Eagle Mountain Saginaw ISD	Sept, 2024	\$	79,102.20	9/1/2024	9/16/2024	Yes	\$ 4,605.27	Yes	Denied	12/20/2024
Fort Worth ISD	Q-3 2024	\$	714,227.34	7/1/2024	8/22/2024	No				
HEB ISD	Q-4 2024	\$	226,947.50	10/1/2024	10/18/2024	Yes	\$ 12,404.39	Yes	Denied	12/20/2024
Keller ISD	Jan, 2024	\$	111,915.45	1/1/2024	1/9/2024	No				
Keller ISD	July, 2024	\$	111,915.45	7/1/2024	7/30/2024	No				
Keller ISD	Aug, 2024	\$	111,915.45	8/1/2024	8/15/2024	No				
Keller ISD	Sept, 2024	\$	111,915.45	9/1/2024	9/13/2024	Yes	\$ 5,963.71	Yes	Denied	12/13/2024
Kennedale ISD	Jan, 2024	\$	30,056.56	1/1/2024	1/5/2024	No				
Lake Worth ISD	Q-1 2024	\$	23,990.66	1/1/2024	1/12/2024	No				
Lake Worth ISD	Q-3 2024	\$	23,990.66	7/1/2024	8/2/2024	No				
Viridian MMD	Q-1 2024	\$	9,438.29	1/1/2024	1/9/2024	No				
Live Oak Creek MUD	Q-1 2024	\$	2,724.72	1/1/2024	3/1/2024	No				
Tarrant County College District	Jan, 2024	\$	131,505.69	1/1/2024	2/6/2024	No				
Tarrant County College District	Feb, 2024	\$	131,131,505.69	2/1/2024	2/6/2024	No				
Tarrant County College District	June, 2024	\$	131,505.69	6/1/2024	6/25/2024	No				
Tarrant County Hospital District	Jan, 2024	\$	224,421.80	1/1/2024	2/1/2024	No				
Tarrant County Hospital District	Feb, 2024	\$	224,421.80	2/1/2024	2/12/2024	No				
Tarrant County Hospital District	Mar, 2024	\$	224,421.80	3/1/2024	3/4/2024	No				
Tarrant County Hospital District	Apr, 2024	\$	224,421.80	4/1/2024	4/8/2024	No				
Tarrant County Hospital District	Nov, 2024	\$	224,421.80	11/1/2024	11/11/2024	Yes	\$ 11,835.94	No		1/2/2025
Tarrant County	Jan, 2024	\$	221,172.39	1/1/2024	2/6/2024	No				
Tarrant County	Feb, 2024	\$	221,172.39	2/1/2024	2/6/2024	No				
Tarrant County	May, 2024	\$	221,172.39	5/1/2024	5/7/2024	No				
Tarrant County	Oct, 2024	\$	221,172.39	10/1/2024	10/15/2024	Yes	\$ 11,906.95	Yes	Denied	Unpaid

TARRANT COUNTY

PENALTY & INTEREST CALCULATIONS:

<u>Month</u>	<u>Due Date</u>	<u>Invoice Balance</u>	<u>5% Penalty</u>	<u>Estimated # of Days</u>		<u>10% Interest</u>	<u>Total P & I</u>
October	1-Oct	\$ 221,172.39	\$ 11,058.62	10	\$	605.95	\$ 11,664.57
		<u>\$ 221,172.39</u>		Total P& I to 10-11-2024			<u>\$ 11,664.57</u>

TARRANT COUNTY - RECALCULATED TO 10-15-24

PENALTY & INTEREST CALCULATIONS:

<u>Month</u>	<u>Due Date</u>	<u>Invoice Balance</u>	<u>5% Penalty</u>	<u># of Days Past Due</u>		<u>10% Interest</u>	<u>Total P & I</u>
October	1-Oct	\$ 221,172.39	\$ 11,058.62	14	\$	848.33	\$ 11,906.95
		<u>\$ 221,172.39</u>		Total P& I to 10-15-2024			<u>\$ 11,906.95</u>

VENDOR: 2500009
NAME: TAD - TARRANT APPRAISAL DISTRICT

TARRANT COUNTY ACH: 1100097107
TRANSMITTAL DATE: 10/15/2024
CLEARING DATE: 10/15/2024

Page 1

INV DATE	INVOICE #	GROSS \$	DISCOUNT \$	NET \$
08/15/2024	24199	221,172.39	0.00	221,172.39
	TEXT: Monthly Allocation; October 2024			
09/25/2024	24204	221,172.39	0.00	221,172.39
	TEXT: Monthly Allocation; 11/2024			
	TOTAL	442,344.78	0.00	442,344.78

Glenn Hegar
Texas Comptroller of Public Accounts
2024-25 Preliminary Methods and Assistance Program Tier 1 Review
Tarrant Appraisal District

This review is conducted in accordance with Tax Code Section 5.102(a) and related Comptroller Rule 9.301. The Comptroller is required to review appraisal districts' governance, taxpayer assistance, operating procedures and appraisal standards, procedures and methodology. Each appraisal district is reviewed every other year. This report details the results of the review for the appraisal district named above.

GOVERNANCE

	Review Question	Answer	Recommendation
1.	Does the appraisal district board of directors regularly evaluate the chief appraiser?	N/A	No Recommendation
2.	Is the chief appraiser certified as a registered professional appraiser as prescribed by Occupations Code Section 1151.160 or do they hold a professional designation as required by Tax Code Section 6.05(c)?	Yes	No Recommendation
3.	Has the chief appraiser completed a Chief Appraiser Institute prescribed by Occupations Code Section 1151.164 as required by Tax Code Section 6.05(c)?	Yes	No Recommendation
4.	Have the appraisal district board members and appraisal review board members completed Open Meetings training pursuant to Government Code Section 551.005?	Yes	No Recommendation
5.	Has the chief appraiser calculated the number of votes to which each taxing unit is entitled and delivered written notice of the voting entitlement before Oct. 1 of the most recent odd-numbered year as described in Tax Code Section 6.03(e) or if the appraisal district falls under Tax Code Section 6.031, have they received nominating resolutions by Dec. 31?	Yes	No Recommendation

Review Question		Answer	Recommendation
17.	Did the chief appraiser distribute the farm and ranch survey instructional guide to the members of agricultural appraisal advisory board as required by Government Code Section 403.3022(e) and provide information to the board regarding how to access the informational session provided under Government Code Section 403.3022(c) in the previous year?	Yes	No Recommendation
18.	Are allocation statements sent to each taxing unit and allocations received as described in Tax Code Section 6.06(e)?	No	Adopt a resolution outlining the procedures and policy of waiving penalty and interest on delinquent payments, as allowed by Tax Code Section 6.06(k).

TAXPAYER ASSISTANCE

Review Question		Answer	Recommendation
19.	Is the information on the appraisal district's website up to date?	Yes	No Recommendation
20.	Does the appraisal district maintain contact with the public by providing written publications and annual reports as described in IAAO's Standard on Communication and Outreach?	Yes	No Recommendation
21.	Does the appraisal district publicize the notices required by Tax Code Sections 11.44(b), 22.21, 23.43(f), 23.54(g) and 23.75(g) in a manner designed to reasonably notify all property owners?	Yes	No Recommendation
22.	Does the appraisal district publish the notice of protest and appeal procedures as required by Tax Code Section 41.70?	Yes	No Recommendation

**Methods and Assistance Program Review
Guidelines 2024-25 MAP Reviews
October 9, 2023**

The Property Tax Assistance Division (PTAD) publishes these guidelines to assist the Methods and Assistance Program (MAP) reviewers in answering MAP questions during a review. PTAD trains MAP reviewers on the use of these guidelines. That training includes gathering and evaluating information, using professional judgment and determining when to contact management concerning processes, procedures or policies that may not, at first sight, meet the requirements of the MAP instrument. Appraisal district staff may use these guidelines to better understand the MAP reviewer's activities and better understand the MAP instrument. PTAD does not intend these guidelines to serve as specific instructions to appraisal districts.

PTAD periodically reviews these guidelines and reserves the right to change or add to the MAP instrument. Additionally, PTAD may provide further explanations in areas affected by variation among appraisal districts in complexity, size, topography, property types and duties. Instrument additions or changes may result from:

- **law and rule changes;**
- **appraisal standard changes;**
- **generally accepted appraisal practices changes;**
- **court and attorney general opinions; or**
- **opinions issued by appraisal organizations and entities.**

The most current version of these procedures is the version with the most recent date.

The MAP reviewer, with management approval, may request a larger sample on any question if the MAP reviewer determines a larger sample will help effectively answer the question. The MAP reviewer may request the larger sample while on site or at any time prior to the completion of the review. In cases where fewer properties or files exist in a category in the county than required by these instructions, the MAP reviewer looks at all properties or files that exist to satisfy the requirement.

Under review questions, PTAD lists steps that a MAP reviewer can take to determine the answers to the questions. PTAD does not require a specific outcome to each of those steps to determine the answer to the question.

Each MAP reviewer has discretion to customize MAP report recommendations as needed to be applicable to an appraisal district's situation.

Government Code Section 403.3022(c) to the members of the agricultural advisory board in the previous year.

Steps

- Determine if the chief appraiser distributed the farm and ranch survey instructional guide to the members of the agricultural advisory board in the previous year.
 - Email is acceptable.
- Determine if the chief appraiser distributed information on how to access the informational session provided by the Comptroller under Government Code Section 403.3022(c) to the members of the agricultural advisory board in the previous year.
 - Email is acceptable.

Recommendation Options

- Distribute the farm and ranch survey instructional guide to the members of the agricultural appraisal advisory board as required by Government Code Section 403.3022(e).
- Distribute information on how to access the informational session provided by the Comptroller under Government Code Section 403.3022(c) to the members of the agricultural appraisal advisory board as required by Government Code Section 403.302(e).

18. Are allocation statements sent to each taxing unit and allocations received as described in Tax Code Section 6.06(e)? **TIER(S) 1-3**

If the chief appraiser states that the governing body and the appraisal district have agreed to a different process for payment, notify management.

Tax Code Section 6.06(k) states that for good cause shown, the board of directors may waive the penalty and interest on a delinquent payment.

Data Needs

- Allocation statements for the previous year.
- Dates in which quarterly allocation payments were received for the previous year.
 - 2024 cycle: Use 2023 budget year.
 - 2025 cycle: Use 2024 budget year.

Steps

- Determine if notification is made to each taxing unit of the quarterly allocation amount and the date payment is due (email is acceptable). Payments are due at the end of each calendar quarter.
 - **First quarter allocation due: December 31st.**
 - **Second quarter allocation due: March 31st.**
 - **Third quarter allocation due: June 30th.**
 - **Fourth quarter allocation due: September 30th.**
- Determine that the appraisal district has applied penalty and interest to delinquent payments (see note above)
- Complete the checklist.
 - To receive a YES to this question, each checklist item must be answered YES.

Taxing Unit Participating in the Appraisal District	Was the allocation payment received by December 31st from all taxing units? (Yes/No)	Was the allocation payment received by March 31st from all taxing units? (Yes/No)	Was the allocation payment received by June 30th from all taxing units? (Yes/No)	Was the allocation payment received by September 30th from all taxing units? (Yes/No)	Did the appraisal district apply penalty and interest to delinquent payments? (Yes /No)

Recommendation Options

- Send allocation statements to each taxing unit.
- Apply penalty and interest to delinquent allocation payments if not waived as required by Tax Code Section 6.06(e).
- Adopt a resolution outlining the procedures and policy of waiving penalty and interest on delinquent payments, as allowed by Tax Code Section 6.06(k).

Action Item 8(b): Consider Responses to Request for Proposals for 2025 Copier, Printer and Managed Print Services and award bid and authorize Chief Appraiser to enter into a contract with selected vendor

Background Statistics

- a. Prior year total print count: 1,761,340 (excludes appraisal notices and outsourced jobs)
 - i. Color: 230,326
 - ii. Monochromatic: 1,531,014
- b. Total peak Monthly print count: 396,301
- c. Total number of current printers: 64
- d. Average of known acquisition year: 2007
- d. Total number of devices requested: 22
 - i. Number of Multi-function Printer's: 14
 - ii. Number of Desktop Printers: 8

The quantity and age of existing printers is consuming significant staff time to maintain operations especially during busy season. Various makes and models create issues with sourcing and storing consumables with common repair parts. Goal is to reduce type and kind of printers to one model of large multi-function printer, and one model of desktop printer that is serviced by a local vendor. Outsourcing of appraisal notices and large batch jobs has reduced our expected print requirements. Electronic communication and technology will continue to reduce smaller print job requirements.

Below are the top 3 vendors by score in a larger table, followed by a scoring table of all respondents. Based on predetermined scoring metrics, the top scoring lease vendor is Novatech, top purchase vendor is Southwest Office Systems. In third place with the lowest cost option is Datamax, who is outscored based on 10 points being awarded for in-county vendors.

The cost of the recommended contract is a budgeted item in the approved 2025 budget

Recommendation: Authorize chief appraiser to negotiate and enter into a contract for lease of fourteen multi-function printers and eight desktop printers from Datamax Inc.

Company Name	Datamax Inc.		Southwest Office Systems Inc.		Novatech	
A. Schedule 10 Vendors Plan	OK	10.0	OK	10.0	OK	6.0
B. References (Sch 2)		10.0		10.0	Less comparable	8.0
C. Contract Terms Schedule 9	Sample Provided	10.0	Sample Provided	10.0	Sample Provided	10.0
Miles to warehouse	8.5		10.3		20	
Miles to service center	20.9		10.3		12	
D. Average distance from TAD	14.7	3.4	10.3	5.0	16.0	3.0
E. Vendor is Within Tarrant Cty	NO	-	YES	10.0	NO	-
2024	2.9		2.8		2.0	
2023	2.8		2.5		2.3	
2022	3.0		2.7		2.3	
F. Trnt Cty avg onsite response hrs	2.9	6.7	2.6	8.0	2.2	10.0
2024	4.0		4.1		1.0	
2023	4.1		4.0		1.3	
2022	3.4		4.2		1.1	
G. First res time avg hrs	3.8	0.9	4.1	-	1.1	9.6
2024	93.8%		73.0%		87.0%	
2023	93.1%		72.0%		87.0%	
2022	94.5%		74.0%		86.0%	
H. Average Pct onsite first res	93.8%	8.3	73.0%	0.0	86.7%	5.5
I. Cost shown above						
I. Cost Lease Bid	\$43,593.57	20.0	\$50,895.87	13.6	\$46,359.22	17.6
I. Cost Purchase Bid	\$75,957.34	20.0	\$111,771.87	16.2	\$101,935.53	17.3
J. RFP Compliance	no art of inc amendment missing	4.0	Complete	5.0	no art of inc	4.0
State filing documents			YES			
MFP Recommended	Kyocera TASKalfa 6054ci		Sharp BP-70C65		Sharp BP-70C65	
Desktop Recommended	Kyocera ECOSYS PA4500x		Sharp MX-B468P		HP E40040DN	
Lease		73.3		71.6	HIGH SCORE	73.6
Purchase		73.3	HIGH SCORE	74.2		73.3

Company Name	Knight Enterprise	Datamax Inc.	Datamax Inc.	Toshiba Business Solutions	Southwest Office Systems Inc.	DEX IMAGING, INC.	Novatech
A. Schedule 10 Vendors Plan	OK	10.0	10.0	10.0	10.0	10.0	10.0
B. References (Sch 2)	10.0	10.0	10.0	7.0	10.0	Less comparable	Less comparable
C. Contract Terms Schedule 9	10.0	10.0	10.0	1.0	10.0	Sample Provided	Sample Provided
Miles to warehouse	22.1	8.5	8.5	24.4	10.3	19	20
Miles to service center	22.1	20.9	20.9	24.4	10.3	19	12
D. Average distance from TAD	22.1	14.7	14.7	24.4	10.3	19.0	16.0
E. Vendor is Within Tarrant Cty	YES	10.0	NO	NO	YES	10.0	NO
2024	4.3	2.9	2.9	4.0	2.8	3.2	2.0
2023	4.3	2.8	2.8	4.0	2.5	3.0	2.3
2022	4.3	3.0	3.0	4.0	2.7	3.4	2.3
F. Trnt Cty avg onsite response hrs	4.3	2.9	2.9	4.0	2.6	3.2	2.2
2024	1.2	4.0	4.0	1.0	4.1	1.0	1.0
2023	1.2	4.1	4.1	1.0	4.0	1.0	1.3
2022	1.2	3.4	3.4	1.0	4.2	1.0	1.1
G. First res time avg hrs	1.2	3.8	3.8	1.0	4.1	1.0	1.1
2024	72.9%	93.8%	93.8%	98.0%	73.0%	98.2%	87.0%
2023	72.9%	93.1%	93.1%	98.0%	72.0%	97.8%	87.0%
2022	72.9%	94.5%	94.5%	98.0%	74.0%	98.3%	86.0%
H. Average Pct onsite firstres	72.9%	93.8%	93.8%	98.0%	73.0%	98.1%	86.7%
I. Cost shown above							
I. Cost Lease Bid	\$53,738.02	\$60,381.00	\$43,593.57	\$44,632.62	\$50,895.87	\$66,447.19	\$46,359.22
I. Cost Purchase Bid	\$140,031.99	\$94,203.36	\$75,957.34	\$96,473.74	\$111,771.87	\$265,788.69	\$101,935.53
J. RFP Compliance	Not 100% on TAD form	no art of inc amendment missing	no art of inc amendment missing	att. to sub unsealed	Complete	no art of inc	no art of inc
State filing documents	YES	4.0	4.0	4.0	5.0	4.0	4.0
MFP Recommended	Sharp BP-70C65	Canon iR ADV DX C5860I	Kyocera TASKalfa 6054ci	Toshiba e-studio 6525AC	Sharp BP-70C65	Sharp BP-70C65	Sharp BP-70C65
Desktop Recommended	Sharp MX-B557P	Canon iR 1643P	Kyocera ECOSYS-PA4500x	Brother HL-EX415DW	Sharp MX-B468P	Sharp MX-427W	HP E40040DN
Lease	65.8	58.6	73.3	62.6	71.6	68.2	73.6
Purchase	67.9	71.4	73.3	61.3	74.2	68.2	73.3

Action Item 8(c): Consider Responses to Request for Proposals for 2025 Network Cabling Services and award bid and authorize Chief Appraiser to enter into a contract with selected vendor

The Tarrant Appraisal District (“TAD”) has requested proposals for Network Cabling replacement. TAD has invested significantly in new equipment to improve security and ensure we’re operating with supportable technology. Much of the existing cabling is original to the building with other drops having been added through the years. The existing cable has become unreliable and/or does not efficiently support data transfer requirements of the new equipment.

We’ve spoken with multiple vendors and received informal estimates up to \$300,000, from a TxDIR certified installer, which was more than anticipated. As a result, TAD chose to go through the formal RFP process in an effort to find a better tailored and cost-effective solution. This process yields the staff recommendation of a local vendor, Communications Unlimited for \$154,860. This vendor has presented appropriate references, has a good reputation, significant experience, and a good presence in this field.

This recommended contract would utilize funds previously committed by the Board of Directors for infrastructure improvements from the Technology Fund.

Staff Recommendation: Authorize chief appraiser to negotiate and enter into an agreement with Communications Unlimited for an amount not to exceed \$154,860

Action Item 8(d): Consider purchase of CommVault Disaster Recovery and Backup Solution

The district is looking for a different solution for backup and disaster recovery. Previously TAD had an agreement with the Texas Department of Information Resources (DIR) for a backup solution that was cancelled due to an inability to meet deadlines. IT staff have reviewed multiple commercially available solutions and narrowed the selection to CommVault as it provides better capabilities including the ability to scale down as we downsize the server footprint when TAD converts to the new appraisal software.

The cost of the recommended contract, up to \$250,000, is a budgeted item in the approved 2025 budget and \$50,000 remaining would come from the contracting budget.

Staff Recommendation: Authorize chief appraiser to purchase CommVault not to exceed \$300,000

Action Item 8(e): Consider authorizing chief appraiser to purchase servers for multiple migration projects.

TAD's existing document imaging system runs on AS400 (an aging technology). The vendor supports transitioning to a windows platform. The AS400 server was managed by an employee that has retired this year, further supporting the transition to windows technology. In addition, there will be future cost savings as we migrate VMWare virtual servers, which tripled their pricing structure last year, to Hyper-V, which is a free Microsoft product.

We seek authorization to spend up to \$230,000 to purchase servers for migrations from AS400 to Windows Server and VMware to Hyper-V. Servers will be purchased using a contract from available purchasing cooperatives.

This recommended contract would utilize funds previously committed by the Board of Directors for infrastructure improvements from the CAMA Fund.

Staff Recommendation: Authorize chief appraiser to purchase servers not to exceed \$230,000

Action Item 8(f): Consider authorizing chief appraiser to spend up to \$150,000 with Improving Enterprises for professional services for technical support and consulting engagements

Improving Enterprises offers a wide range of experts in technical fields that assist our staff with timely implementation and troubleshooting of new technologies. Our goal is for the board to pre-authorize 2025 budgeted funds to spend with the vendor to reduce repeated requests for additional board authorization.

The cost of the recommended contract is a budgeted item in the approved 2025 budget

Staff Recommendation: Authorize chief appraiser to spend up to \$150,000 with Improving Enterprises for professional services for technical support and consulting engagements

Action Item 8(g): Consider authorizing chief appraiser to spend up to \$150,000 for cybersecurity solutions

This represents three purchases with one cybersecurity firm:

- Endpoint management and intrusion detection
- Multi-Factor Authentication – authorization and detection
- Email filtering – reduction in spam, phishing and malicious emails into and out of the organization

The cost of the recommended contracts are budgeted items in the approved 2025 budget

Staff Recommendation: Authorize chief appraiser to spend up to \$150,000 for cybersecurity solutions

Action Item 8(h): Action on Board Policy Manual

Staff Recommendation: None

Tarrant Appraisal District Board of Directors ~~2024~~–2025 Amended and Restated Policy Manual

INTRODUCTION:

~~The~~ Tarrant Appraisal District (“TAD”) is a political subdivision of the State of Texas created by Legislature through enactment of the Texas Tax Code. ~~The district’s~~TAD’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~~TAD are the same as Tarrant County’s boundaries.

Our mission is to service 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 and does not replace or contradict the Appraisal District Director’s Manual published by the Texas Comptroller of Public Accounts. ~~The Appraisal District 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. This Policy Manual is~~ Further, this Policy Manual does not ~~a substitute for or a summary of~~ apply to the various manuals and guidelines for ~~the district’s~~TAD’s day-to-day operations. To the extent any provision of this Policy Manual conflicts with applicable statutes, regulations, or other legal authority, such statutes, regulations and legal authority shall control.

The Board of Directors governs ~~Tarrant Appraisal District:the~~ TAD. The Board’s primary duties are to (i) select and supervise the Chief Appraiser, ~~to~~(ii) adopt the annual budget, and ~~to~~(iii) ensure that the ~~district~~TAD follows policies and procedures set by law. The Board does not appraise property or make decisions that affect the appraisal records for particular properties.

ALL BOARD-SPECIFIC INFORMATION CAN BE FOUND AT THE TAD WEBSITE, TAD.ORG. CLICK ON “ABOUT”, “BOARD OF DIRECTORS”, AND “APPRAISAL DISTRICT DIRECTORS MANUAL.”

SCHEDULING OF MEETINGS:

The Board ~~ordinarily~~**typically** meets at ~~86:00~~**8:00** a.p.m. on the ~~2nd Friday of the months listed below at the district offices:~~
last Wednesday of a month in which a meeting is scheduled. The Chair may call special meetings or emergency meeting if necessary. The Board may designate a different meeting time, day or place if needed. Open meetings of the Board shall be streamed live and recorded, available on TAD website within 24 business hours after the conclusion of any open meeting of the Board.

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

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 of the Board.

BOARD WORK CALENDAR

JANUARY

- ~~Election of Chair and Secretary~~
- ~~Evaluate district goals~~
- ~~Review Director's Handbook~~

FEBRUARY

- ~~Legislative Update from TAD Board Attorney in years following a legislative session~~
- ~~Training for Board of Directors from TAD Board Attorney~~

• **NEW DIRECTOR ORIENTATION:**

~~Taxpayer Liaison Officer Quarterly Complaint Status Report to Directors~~

MAY

- ~~Board goal setting~~
- ~~Safety and security report~~
- ~~Appoint Directors to Standing Audit Committee~~

JUNE

- ~~Mid-year review of Chief Appraiser~~
- ~~Budget Workshop~~

AUGUST

- ~~Approve Budget~~

NOVEMBER

- Evaluate Chief Appraiser

DECEMBER

- Review of vision, mission, etc., statements
- Report of external auditors

DIRECTORS SHOULD:

- Follow board policy.
- Recognize that they are only authorized to act or speak in an official capacity as directors of the Board as a whole.
- Respect the role of the administration and refrain from encroaching on managerial duties.
- Give the Chief Appraiser's office courtesy notice when visiting or contacting a staff member.
- Come to board meetings prepared.
- Attend all scheduled board meetings insofar as is possible.
- Recognize that email, text messages and social media are forms of communication that are subject to guidelines in this document and as outlined in the Texas Public Information Act, Texas Government Code, Chapter 552.001 et seq.
- Reserve the right to disagree but will not be disagreeable.
- Pledge to keep comments relevant and germane to the published agenda.
- Discuss any Board Policy Manual violations in executive session unless otherwise advised by legal counsel.
- Accept and offer criticism without anger.
- Ask questions to obtain information that is reasonably related to district business.
- Model the professionalism expected of district employees.

DIRECTORS SHOULD NOT:

- Berate another director or employee.
 - Represent that they, as individuals, have authority to act or speak on behalf of the Board or the district.
 - Deliberate in violation of the Texas Open Meetings Act, Texas Government Code, Chapter 551, outside the board meeting through personal conversations, electronic communications, or other means of conversations.
 - Try to solve complaints or grievances individually or outside established procedures for complaints or grievances.
 - Directly negotiate with vendors or bidders regarding any district business without prior Board approval.
 - Individually evaluate, reprimand or direct staff.
 - Pressure staff members into making recommendations or decisions.
 - Put items on the agenda that are not reasonably related to district business.
-

TARRANT APPRAISAL DISTRICT BOARD OF DIRECTORS WILL CONDUCT ALL BUSINESS IN COMPLIANCE WITH THE TEXAS OPEN MEETINGS ACT AND THE TEXAS PUBLIC INFORMATION ACT

1) ~~NEW DIRECTOR ORIENTATION~~

~~A.~~ The Attorney for the Board of Directors will conduct the District Orientation for the new director(s) no later than two weeks after the new director(s) assumes the duties of the office.

~~B.~~ The Chair will coordinate orientation for the new director(s) with the Secretary to provide board orientation no later than one month after the new director(s) assume the duties of the office. At this orientation, new director(s) will receive a copy of the Appraisal District Director's Manual published by the Texas Comptroller for Public Accounts, the Chief Appraiser evaluation instrument, current contracts and goals, ~~and~~ a copy of the Board Policy Manual, and an introduction to key office personnel and their roles.

~~C.~~ During Board meetings, all directors and the Chief Appraiser shall sit at the dais 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 shall sit adjacent to the Board.

2) ~~DIRECTOR TRAINING~~

~~New directors are encouraged to attend the Texas Association of Appraisal Districts (TAAD) annual conference where sessions are specifically designed for them.~~

DEVELOPING BOARD MEETING AGENDA ~~DEVELOPING BOARD MEETING AGENDAS:~~

3) _____

A. ~~A.~~ Who can place items on the agenda:

1. Agendas are developed by the board Chair in conjunction with the Chief Appraiser and presented to the Board ~~one week~~ at least three days before the regularly scheduled meeting.
2. If ~~any director requests~~ two Directors request in writing to the Chair that an item be placed on the agenda, the ~~board chair~~ Board Chair shall place it on the agenda for the next regular board meeting. The Chair does not have the authority to decline any such request. The written request ~~should~~ must be made to the Chair at least eight calendar days ~~prior to~~ before the scheduled meeting.
3. In accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, an item cannot be placed on an agenda less than 72 hours ~~in advance of~~ before the posted meeting, except in an emergency, as per state law.

B. Use of consent agenda Consent agendas:

1. At the discretion of the Board, the following items may be acted upon as a consent agenda (whole group) or may be acted upon individually. ~~Any individual director may remove an item from the consent agenda for discussion and separate action.:~~
 - a. _____ Budget amendments,
 - b. _____ Financial information,
 - c. _____ Minutes of regular and called board meetings,
 - d. _____ Policy updates, and

e. Other routine items

2. Any individual Director may remove an item from the consent agenda for discussion and separate action.

C. Removing items from the agenda

1. Items may be removed from the agenda by motion and majority vote in public session.

D. Items that cannot be discussed in public

1. All personnel issues shall be conducted in a closed session unless specifically required by the Texas Open Meetings Act.

2. Anything that violates the right to privacy cannot be placed on the agenda for discussion in open session.

~~4) DIRECTOR AND CITIZEN CONDUCT DURING BOARD MEETINGS~~

3. Issues for
~~A. which legal advice is sought by the Board, which shall be discussed in executive session to preserve the attorney-client privilege.~~

E. Taxpayer Liaison

1. The agenda for each regularly scheduled meeting of the Board shall include an agenda item for a report by the Taxpayer Liaison Officer.

2. At each 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. Any time a quorum of board members are gathered to discuss district business, it is considered a meeting, which must comply with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

~~B. Directors attending by remotely:~~

~~1. Must be on the posted agenda.~~

~~2. Must have a quorum present in the boardroom.~~

~~3. Director must attend the entire meeting when remote unless there are technical issues.~~

~~4. Remote access equipment will be provided by the District.~~

~~5. Must have two-way audio and video to actively participate and vote.~~

~~6. Technical issues~~

~~a. Technology Department will establish a remote link with the director prior to the meeting/closed session, and monitor the connection throughout the open session.~~

~~b. Directors appearing remotely will have access to all presentations prior to the meeting.~~

3. e.

4. Until final disposition of each complaint and unless doing so would jeopardize an investigation, the Taxpayer Liaison Officer shall notify the parties to the complaint at least once a quarter on the status of the complaint.

DIRECTOR AND CITIZEN CONDUCT DURING BOARD MEETINGS:

A. Citizens addressing the Board (Section 551.007, Texas Government Code):

~~1.~~

1. Citizens may address the Board on agenda items during the open forum for agenda items. They may also address the Board on non-agenda items that are within the jurisdiction of the Board. Speakers must register ~~prior to~~before the time the ~~chair~~Chair closes the public comment agenda item. Citizens wishing to address the Board must complete an open forum sheet available inside the boardroom. A staff member will be responsible for ensuring that the request sheet is completed.
2. ~~Guidelines for addressing the Board will be adhered to and the chair will emphasize the guidelines to the public.~~
 - ~~a. Comments.~~ Public comments are ~~usually~~ limited to 5three minutes or as may be set at the discretion of the ~~board chair.~~ Board Chair.
 3. Public speakers may not pool their time or give unused time to another speaker. ~~If a speaker addresses the Board through a translator, the speaker will be granted twice the amount of time ranted to other speakers in accordance with this policy.~~
 - ~~b.~~
 4. The Board will accept written as well as oral information.
 - ~~c.~~ 5. Groups of more than three people wishing to address the same item ~~might be asked to~~shall appoint one person to represent the group's view to the Board.
 - ~~d. The Board will not allow derogatory comments in a public session.~~
 - ~~e. Citizens are encouraged to use appropriate administrative channels before bringing concerns to the attention of the Board.~~
 - ~~f. The~~
 6. Unless the Chair determines otherwise, the public comment period will be the first item on the agenda before the Board discusses or acts on any other agenda item.
 - ~~g.~~
 7. Each public speaker shall list their name on the official sign-up sheet, as well as the specific agenda item(s) they will be addressing. 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 public concern under the Board's jurisdiction.
 - ~~h.~~
 8. Speakers will be called upon in the order in which they appear on the official sign-up sheet. ~~The~~
 9. Public speakers may not discuss and the Board will not ~~hear~~entertain public comments on matters that are not under ~~its~~TAD's jurisdiction.
 - ~~i.~~
 10. The chair 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.

~~D.~~

C. Board response to citizens addressing the Board:

~~1. Staff~~

~~1. If instructed by the Chair, staff may present specific facts or existing policy in response to a public comment.~~

~~2.~~

~~2. The Board will not deliberate, discuss, or make a decision on any subject that is not on the meeting agenda.~~

~~—~~

~~3. A director may request that an item be put on a future agenda in response to a speaker's comments.~~

~~4. Directors cannot shall not respond directly to non-agenda items: a public speaker during the period for public comments.~~

~~E.~~

D. Meeting Procedural Rules:

~~1. The Board shall observe the parliamentary procedures in Robert's Rules of Order, Newly Revised, as a guideline.~~

~~F. Discussion of motions~~

~~—1.~~

~~2. All discussion of motions shall be directed solely to the business currently under deliberation.~~

~~3. —2. The board chair has the responsibility to Board Chair shall keep the discussion of motions at meetings relevant to the motion at hand.~~

~~G.~~

~~4. Directors requesting to speak will be recognized in order of request or at the discretion of the board chair Board Chair.~~

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

~~5) **VOTING AND MOTIONS**~~

~~Any director~~

E. Voting and Motions

~~1. When voting on a motion, the Chair may, at his discretion: implement i) a voice vote where Directors clearly express their vote verbally so that it may be recorded accurately by staff, or (ii) a roll call vote where each Director individually states their vote aloud so that it may be recorded accurately by staff.~~

~~2. Directors, 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.~~

~~The board chair may vote on all action items. Directors, including the board chair Board Chair, must abstain in the event of from voting on any issue for which there is a conflict of interest as defined under Tex Gov Code Chapter 176.~~

~~6) INDIVIDUAL DIRECTORS' REQUESTS FOR INFORMATION OR REPORT~~

INDIVIDUAL DIRECTOR'S REQUESTS FOR INFORMATION:

A. Protocol for Directors Requesting Information:

1.
 - A. ~~Directors shall request~~ submit requests, in writing, for information and/or reports through ~~from~~ the Chief Appraiser's office or the Chief Appraiser's designee, with a copy to the Board Chair and Secretary.
 - B.
 2. Written information/reports will be disseminated through the Chief Appraiser's office and shared with all ~~directors~~ Directors.
 - C. ~~Requests~~
 3. The Chief Appraisal shall ensure that requests for information by a Director during a board meeting ~~will be compiled by~~ are responded to fully within one week; or, if the Chief Appraiser's staff ~~request cannot be fulfilled within a week, the Chief Appraisal shall notify all Directors in writing with an information explanation as to why the request cannot be fulfilled, the Chief Appraiser will notify the Board within a week and a deadline by which the requested information shall be provided.~~
 - D.
 - E.
 4. The Chief Appraiser will copy all correspondence requesting information sent to the attention of the Chair and Secretary, or the Board of Directors and forward such correspondence to the entire Board within forty-eight (48) hours of receipt.

COMMUNICATIONS POLICY

A. ~~7) CITIZEN/EMPLOYEE REQUEST/COMPLAINT TO INDIVIDUAL DIRECTOR~~

- A. ~~The director may hear the problem to obtain full understanding.~~
- B. ~~The director will remind the individual of the proper chain of command and should not receive information that could affect their ability to remain impartial.~~
- C. Written requests/complaints should be forwarded to the Communications, generally:
 1. Individual Directors shall not and cannot speak in an official capacity for the Board outside of the boardroom.
 2. The Chief Appraiser shall not represent in any communications outside of a Board meeting that he has been directed to take any action by a director, without comment, for appropriate follow-up the Board unless that matter has been validly voted on and approved by the Board during a duly called and held meeting of the Board.
 3. When communicating in writing with a taxing entity within the TAD, the Chief Appraiser will provide appropriate information to the entire Board shall (a) direct all such communications to the attention of the presiding officer for that entity (i.e., if a school district, to the President of the Board of Trustees for that district; or, if a city council, to the Mayor for that city council), and (b) copy the Board on all such written communications.

~~8) DIRECTOR VISITS~~

A. All directors are encouraged to visit

B. Media Inquiries

1. The Board Chair shall be the district offices. As a courtesy, directors will notify official spokesman for the Board to the media and can only make statements on behalf of the Board for items upon which the Board has taken official action.
2. Individual Directors who make statements to media must expressly state that their statements are made as individuals only and not on behalf of the Board.

EVALUATION OF THE CHIEF APPRAISER

A. The Chief Appraiser's office: contract

~~B. Directors may interact with~~

1. Before any staff member but should not disrupt renewal or modification of the business process.

9) COMMUNICATIONS

~~A. The Chief Appraiser will communicate information~~Appraiser's contract, the Board shall review the contract in a timely fashion to all directors through in person conversations, telephone, text or email messages.

~~B. Individual directors will keep detail. Similarly, if the Chief Appraiser informed through in person conversations, telephone, email is presented with a new contract, the Board shall review it in detail before voting to approve, modify, or text messages: reject it.~~

~~C.~~

~~The Board will communicate with the community through public hearings; the communications department; civic clubs and other community groups; and regular board meetings.~~

~~D. Individual directors cannot speak in an official capacity for the Board outside the board room. Directors must also be cognizant of the fact that certain information they receive in their capacity as directors is confidential by law and may not be disclosed to third parties. In this regard, directors must not disclose information that is subject to the attorney-client privilege (i.e., information that is received through communications with or from the board attorney or other attorneys representing the district), information regarding the evaluation of personnel, and employee identifiable information.~~

~~E. If multiple directors are copied on an email, do not hit "reply all" and respond to the email if it involves district business.~~

10) DIRECTORS' STANDARDS OF BEHAVIOR

~~A. Directors will be knowledgeable of the contents of this Policy Manual that impact directors and the implications for their day-to-day actions.~~

~~B. Director's should review the this Policy Manual shall annually.~~

~~C. Each director will sign an annual Statement of Disclosure (conflict of interest) according to board policy or state law as required by Texas Government Code, Chapter 176.~~

11) EVALUATION OF THE CHIEF APPRAISER

~~A. review the Chief Appraiser's contract~~

~~1. The chief appraiser's contract will be reviewed in detail prior to the Board's approval.~~

2. ~~2. The Board will annually review the chief appraiser's compensation and benefits during the chief appraiser's evaluation.~~

B. Chief Appraiser's performance evaluation

~~1.~~

1. The Board ~~will~~shall determine the Chief Appraiser's goals in conjunction with the Chief Appraiser, but the Board has sole discretion in setting evaluation indicators.

~~2. The Board will maintain and use a Chief Appraiser~~

2. The Board shall evaluate the Chief Appraiser's performance at least annually, and may do so at any meeting upon proper notice and properly placing it on the agenda for any duly called or scheduled meeting.

3. The Board's evaluation instrument of the Chief Appraiser's job performance shall be

~~3. The board chair will obtain input from all directors on board-approved performance indicators.~~

~~4. Evaluation is conducted in executive session.~~

~~5. The mid-year goal calibration will be conducted in June and the annual evaluation will be completed in December prior to the review of the Chief Appraiser's contract.~~

~~12) CRITERIA AND PROCESS FOR SELECTING BOARD OFFICERS~~

~~A. Board officers serve at the will of the Board.~~

~~B.~~

OFFICERS:

A. Criteria & Selection

1. Any ~~director~~Director serving on the Board may be considered for the ~~office of chair or secretary~~ unless the director has asked not to be considered for the office. position of Chair or Secretary.

~~C.~~

~~Nominations and voting will~~for the Chair and Secretary shall occur in public session at a ~~regular~~ scheduled meeting of the Board.

2. ~~D. Election of officers is held at the regularly scheduled board meeting.~~

3. Election of the Board Chair and Secretary shall be held at the regularly scheduled meeting after the swearing in of newly elected directors takesDirectors take place.

~~14) ROLE AND AUTHORITY OF DIRECTORS AND/OR BOARD OFFICERS~~

~~A. Chair~~

~~1. Shall create~~

B. Role and Authority of the Chair and Secretary

1. The Chair's authority includes, but is not limited to:

a. Creating all board meeting agendas in coordination with the Chief Appraiser;

~~2. Shall preside~~ b. Presiding at all board meetings;

~~3. Shall appoint~~ c. Appointing committees.

- ~~— a. as deemed necessary, and if a committee is appointed, shall consist of COMMITTEES shall contain no more than three directors. Directors;~~
- ~~— b. Individual directors may serve on various committees, as they are requested.~~
- ~~— 4. Shall call d. Calling special meetings-;~~
- ~~— 5. Shall sign e. Signing all legal documents required by law, and perform other duties as required by statute and functions designated by the Board.~~

B. Secretary

- ~~— 1. Shall act~~
- 2. The Secretary’s authority includes, but is not limited to:
 - a. Acting in the capacity of chair in absence of Chair when the chair Chair is absent;
 - b. ~~— 2. Shall sign~~ Performing such acts as may be delegated by the Chair; and
 - c. Signing all legal documents required by law and perform other duties as required by statute and functions designated by the Board.
 - ~~e.~~
- 3. If both the chair Chair and the secretary Secretary are absent from a meeting, the remaining members shall 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.

COMMITTEES

A. Establishing Committees:

- 1. The Board may establish committees as needed to carry out its responsibilities.
- 2. The Chair appoints committee members to serve until successors are appointed or until the committee is disbanded, as decided by the Chair.

B. Committee Authority:

- 1. A committee acts only as an adjunct to the Board and may not take any action that usurps the power or responsibilities of the Board.

CLOSED MEETINGS:

~~A. — 15) ROLE OF BOARD IN CLOSED MEETING (Texas Government Code, sections 551.071, 551.072, 551.074, 551.076)~~

- ~~A. —~~ The Board shall only discuss items on the closed meeting agenda in accordance with the Texas Open Meetings Act.
- ~~B. The Board must vote~~
- B. Voting on any items discussed in executive or closed session must be cast in public session.
- ~~C. —~~ Information and opinions shared during a closed meeting or executive session must remain confidential. Others

ENGAGING LEGAL COUNSEL

The Chair or Secretary may be invited to participate by consent of engage the Board-Board's legal counsel on an as-needed basis for matters concerning the Board. If an individual Director has an issue or issues for which legal counsel is desired, the individual Director shall submit a request in writing to the Chair or Secretary for a conference or consultation with the Board's legal counsel. The request shall identify the issue or issues for which legal guidance is sought, and the Chair or Secretary shall then arrange a consultation with the Board's attorney on the identified issue or issues.

~~—16) MEDIA INQUIRIES TO THE BOARD~~

~~A. The board chair shall be the official spokesperson for the Board to the media and can only make statements on behalf of the Board for items upon which the Board has taken official action.~~

~~B. Individual statements and responses by directors are only individual statements, and the director will emphasize such to the media.~~

~~—17) PUBLIC COMMUNICATION~~

~~A. The Board of Directors welcomes and encourages input; however, anonymous communications may not receive Board action at the discretion of the Board.~~

~~C. A letter/email requesting Board or district action may be forwarded without comment to the Chief Appraiser and/or board chair for appropriate follow-up.~~

~~—18) VIOLATION OF BOARD POLICY MANUAL~~

~~A. Individual directors are encouraged to express their concerns privately about another director's performance directly to that director.~~

~~B. If addressing the issue directly with the director does not resolve the concern, then discussion with the board chair is appropriate.~~

~~1. The board chair shall discuss the concern with the individual in question on behalf of the reporting director or shall moderate a discussion between directors.~~

~~2. The chair shall remind the director whose behavior is in question and discuss how the questionable behavior affects the district. The discussion also will identify more appropriate alternatives to the questionable behavior or refer the director to policies or procedures that outline approved ways to deal with the issue that prompted the questionable behavior.~~

~~3. If the prior steps do not resolve the issue, an agenda item specifying "evaluation of director's performance" may be listed on the agenda for an upcoming board meeting.~~

~~4. The matter will be discussed by the full Board in closed session, unless the director being discussed requests that the discussion be held in open session.~~

~~C. If the concern involves the board chair, a director may discuss his/her concerns with the board secretary.~~

~~—19)~~

ACCESS TO BOARD FOR NON-ENGLISH SPEAKERS AND PEOPLE WITH DISABILITIES:

~~A. ___~~

A. Non-English speakers:

1. ___ 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 TAD shall make reasonable efforts to secure

the services of a translator or interpreter for the meeting.

~~B. Tarrant Appraisal District~~

B. Access for disabled persons:

1. The TAD strives to provide reasonable access to the Board by disabled persons. As part of this effort, the ~~district~~TAD 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.

~~— 20) Resolving~~

COMPLAINTS:

~~The Board will consider written complaints about the policies and procedures of the Tarrant Appraisal District and any other matter within the Board's jurisdiction~~ of the TAD. Correspondence should be addressed as follows and mailed to:

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

Hearing impaired persons who use 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 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 Office 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 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 Taxpayer Liaison Officer shall notify the parties to the complaint at least once a quarter on the status of the complaint.~~

~~— 21) Committees~~

~~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.~~

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 of the Board.

The Board shall establish a standing committee on audits.0

9. Public Comments

10. 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:

- a) Section 551.074 - to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.
- b) Section 551.071 – when the governmental body seeks the advice of its attorney about: pending or contemplated litigation; or a settlement offer; 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 this chapter.
- c) Section 551.076 – Deliberation regarding security devices, security software or security audits.

11. 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 Item 9

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

Next meeting date: 5:00 PM Work Session, 7:00 PM Regular Meeting on Wednesday, March 12, 2025, at Tarrant Appraisal District, 2500 Handley-Ederville Rd, Fort Worth, Texas