

**Tarrant Appraisal District
Board of Directors Meeting Minutes
May 10, 2024**

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

These minutes are a summary of the only subjects the Board addressed and the actions it took.

For details, see the agenda and video posted on TAD's website at this URL:

<https://www.tad.org/board-of-directors> and Video recording posted at:

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

Members present:

Mr. Alan Blaylock

Mr. Gary Losada

Ms. Gloria Peña, Secretary

Mr. Vince Puente, Chair

Also Participating:

Mr. Joe Don Bobbitt, Chief Appraiser

Mr. Brad Patrick, Director of Administration

Mr. Matthew Tepper, Attorney

Members Absent:

Ms. Wendy Burgess, Tax Assessor Collector

Mr. Rich DeOtte

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

5. Recognize Visitors; Hear Public Comments

Mr. J.J. Wells & Mr. Pete Slover, Mr. Bennett, Mr. Dodson, and Mr. Crouch spoke.

6. Information Items

a. Report by Taxpayer Liaison Officer

b. Report by Chief Appraiser

Residential Director Eric Watkins gave a brief presentation on residential workload and status. Mr. Bobbitt presented his written report.

7. Action Items

a. Action regarding approval of Board of Directors meeting minutes April 22, 2024

Ms. Peña moved to approve the draft as presented and Mr. Blaylock seconded. The vote was unanimous, 4-0, so the motion passed.

b. Consideration and action regarding accepting the Tarrant Appraisal District Annual Comprehensive Financial Report for the Fiscal Year Ended December 31, 2023

Mr. Blaylock moved to accept the Tarrant Appraisal District Annual Comprehensive Financial Report for the Fiscal Year ended December 31, 2024. Ms. Peña seconded this motion, and the vote was unanimous, 4-0. The motion passed.

c. Consider approval of a resolution to adjust limits for committed funds and/or to commit unspent and unassigned funds to existing committed funds

Mr. Losada moved to table this item; Ms. Peña seconded, and the motion passed 4-0.

d. Discussion and possible action on proposed policy change concerning nepotism rules in the TAD Personnel Policy Manual

Mr. Blaylock moved to adopt the staff recommended amendments to Section 3.0(E)(2) & 3.0(E)(4) as presented. Ms. Peña seconded the motion and it passed 4-0.

e. Discussion and possible action on proposed policy change concerning limitation on information system purchases in the TAD Purchasing Policies and Procedures manual

Mr. Losada moved to accept the staff recommendation with the amendment that 'Personnel Policy' be corrected to 'Purchasing Policies & Procedures'. Ms. Peña seconded, and the motion passed 4-0.

f. Consider and possible action on contract for printing/ mailing/ emailing services for Tarrant Appraisal Review Board hearing notices and final/ agreed orders and TAD mailings in the future

Ms. Peña moved to authorize the Chief Appraiser to engage in a contract with Quadiant for up to 24 months at a base cost of up to \$3,000/month for the above-mentioned services and Mr. Losada seconded. The motion passed 4-0.

g. Consider and possible action on contract for homestead audit services

Mr. Losada moved to take this item from the table as it was previously tabled indefinitely; Ms. Peña seconded. The motion passed 4-0. After discussion, Mr. Blaylock moved to table the item to receive legal clarification and bids. Ms. Peña seconded, and this motion passed 4-0.

8. Discussion Items

a. 2025 Budget Workshop – discussion only; no action to be taken

This item was discussed however, no action was taken.

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

At 11:07am, the Board recessed into Executive Session as provided in Item 9 of the Agenda.

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

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

At 12:52pm, the Board returned to Open Session as provided in Item 10 of the Agenda. No action was taken but Chair Puente asked members to give input regarding committees.

Action Item 7c., cont'd. Consider approval of a resolution to adjust limits for committed funds and/or to commit unspent and unassigned funds to existing committed funds

Mr. Blaylock moved to take this item from the table; Ms. Peña seconded, and the motion passed 4-0. Mr. Blaylock moved to cap the Technology fund at \$1.5 million and the Building Maintenance Fund at \$1.5 million and appropriate \$1.3 million from excess funds from the 2023 budget of the Tarrant Appraisal District into the Technology fund and \$1,095,174 into the Building Maintenance fund by resolution 2024-1 and Ms. Peña seconded. The vote was unanimous, 4-0, and the motion passed.

11. Action Items, cont'd.

a. Consider and possible action on purchase or lease of PCs and/or laptops and consider moving committed funds to the general fund for this item

Ms. Peña moved to authorize the transfer of an amount not to exceed \$620,000 from a committed fund to the general fund and authorize the Chief Appraiser to purchase necessary PCs and/or laptops for a cost not to exceed \$620,000. Mr. Blaylock seconded and the vote 4-0. The motion passed.

- b. Consider authorizing the Chief Appraiser to engage in an Interlocal Agreement with Region 8 Education Services Center to allow for TAD's entry into The Interlocal Purchasing System (TIPS) for future purchases**

It was noted there was no charge to enter into the agreement. Mr. Losada moved to authorize the Chief Appraiser to enter into an interlocal agreement with Region 8 Education Services Center for purchase. Ms. Peña seconded, and the motion passed 4-0.

- c. Consider and possible action on a lease agreement for Voice Over IP phone software/hardware for the main TAD office and consider moving committed funds to the general fund for this action**

Mr. Losada moved to authorize the Chief Appraiser to seek a service agreement for VOIP phone hardware and software through a five-year contract through the TIPS cooperative for a cost not to exceed \$80,000 annually. The TAD staff will make efforts to use budgeted funds in 2024 to pay for these costs. The board further authorizes transfer of up to \$80,000 from the CAMA committed fund to the general fund for costs associated with this purchase for the initial 2024 year. Ms. Peña seconded, and Mr. Blaylock offered a friendly amendment that funds come from the Technology committed fund and Ms. Peña seconded and the friendly amendment was accepted by Mr. Losada as well. The motion passed 4-0.

- d. Consider 2024 budget amendments based on actions taken by the board from today's meeting**

It was stated that as board secretary, Ms. Peña sent a letter to notify the entities of the board's intent to consider a budget amendment at the June 7th board meeting per statutory requirements in the Texas Property Tax Code.

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

No future agenda items were proposed; the next Meeting is scheduled for June 7, 2024; the meeting adjourned at 1:17pm.



Gloria Peña, Board Secretary



Vince Puente, Board Chair