

**Tarrant Appraisal District
Board of Directors Meeting Minutes
January 15, 2021**

Due to health and safety concerns related to the COVID-19 epidemic, the January 15, 2021 meeting was conducted by telephone conference call in accordance with the Texas Open Meeting Act, suspensions of certain requirements of the Act announced by the Office of the Texas Governor on March 16, 2020 and applicable directives and guidance from the Governor since the state of disaster was first declared on March 13, 2020.

These Minutes are a summary of only the subjects the Board addressed and the actions it took. For details, see the Agenda, complete Agenda Packet, and full Audio Recording of the January 15, 2021 meeting that are posted on Tarrant Appraisal District's website at this URL:

<https://www.tad.org/about/board-of-directors/>

Times noted in parentheses below refer to that Audio Recording.

Members who participated by telephone conference call:

Ms. Kathryn Wilemon, Chairman
Mr. Rich DeOtte, Secretary
Ms. Wendy Burgess
Mr. Gary Losada
Mr. J. R. Martinez

Also participating:

Mr. Jeff Law, Chief Appraiser
Ms. Catherine Jane Alder, District's attorney

Ms. Wilemon called the meeting to order; Mr. Law verified timely posting of notice of the meeting and the presence of a quorum (with four of the six members present and Mr. DeOtte and Mr. Pompa absent at that time); Pastor Jonathan Sawyer delivered the invocation; and Ms. Burgess led pledges of allegiance. With Mr. DeOtte having joined the meeting and Ms. Wilemon having reversed the order of Agenda Items 4 and 5, the Board then took up the following Agenda items.

5. Recognize Visitors; Hear Public Comments (starts at 7:05)

The Board recognized and heard comments from the following: Mr. Gio Giordano, Ms. Barbara Williams, Mr. Tyler Masterson, Mr. Peter Slover, Mr. David Ivey, Mr. David Lyons, Mr. Joe Bennett and Mr. George Dodson.

4. Elect Chairman and Secretary of the Board (starts at 51.22)

Mr. Martinez moved to elect Ms. Wilemon as Chairman; Mr. Losada offered amendment to the motion; Mr. Martinez accepted the amendment; Mr. Losada seconded the amended motion to elect Ms. Wilemon as Chairman and Mr. DeOtte as Secretary for the 2021 calendar year; and the motion carried unanimously.

6. Discussion Item *(starts at 54:10)*

Review of protests of property tax appraisals in Tarrant County as compared to other major metropolitan counties and related issues

7. Action Items

a. Consider and Act on Consent Agenda Items *(starts at 2:00:25)*

Mr. Losada moved to approve all five items under Action Item 7(a); Mr. Martinez seconded; motion carried unanimously.

(1) Consider Approval of Minutes of December 11, 2020 Meeting

The minutes approved are set out in full in the Agenda Packet for the January 15, 2021 meeting.

(2) Consider Approval of Payment for Annual Maintenance and Support Services provided by Manatron, Inc. and Payment of Annual Escrow Fee

Staff Recommendation approved:

Authorize payment to Manatron for invoice in total amount of \$295,297.00 for annual maintenance fees (a/k/a "Software Support Services Fees") in the amount of \$292,672.00 and annual escrow fee in the amount of \$2,625.00.

(3) Consider Authorizing Negotiation of Professional Services Agreement for TAD.org Maintenance, Support, and Development for 2021

Staff recommendation approved:

Authorize staff to negotiate professional services agreement with Ardent Creative, Inc. for continued maintenance, support, and development of TAD.org functionality in 2021 and in an amount not to exceed \$100,000.

(4) Consider Authorizing Annual Renewal of Software Maintenance Licenses for All ESRI Software Products in Support of the

District's Geographic Information Systems (GIS) Appraisal Mapping System

Staff Recommendation approved:

Authorize renewal of software maintenance licenses from ESRI for all GIS software products in support of the District's appraisal mapping system, with purchase to be made through the Texas Department of Information Resources contract in an amount not to exceed \$29,200.00.

(5) Consider Consenting to Appointment of Agricultural Advisory Board

Staff Recommendation approved:

Consent to the reappointment of current members Mr. Mark Stucks, Mr. William Hornick and Mr. Dale Rector to the Agricultural Advisory Board.

b. Authorize TAD Staff to Negotiate a Proposed Contract – Homestead Exemption Review Services *(starts at 2:04:55)*

Mr. Losada moved to table this item indefinitely; Mr. Martinez seconded; motion carried unanimously.

c. Consideration and Approval of the Final Acceptance of the Initial Software Project and Authorization of Final Payment *(starts at 2:08:34)*

Mr. Martinez moved to authorize final payment as per the staff recommendation below; Mr. DeOtte seconded the motion; Ms. Wilemon, Mr. DeOtte, and Mr. Martinez voted yes and Mr. Losada voted no. The motion carried.

Staff Recommendation approved:

- 1) Accept the Exhibit A deliverables, as that term is used in CR020;
- 2) Authorize transfer of \$537,204.29 from the CAMA Committee Fund to the General Fund; and
- 3) Authorize TAD to pay Vendor \$537,204.29 which represents the remaining two-thirds of the agreed total amount of the One-Time Fees that were outstanding when CR020 was executed, such payment being in full and final satisfaction of TAD's outstanding

payment obligation on Final Acceptance of the Software, as that term is used in CR020.

d. **Consider Proposed Revision of Purchasing Policies and Procedures**
(starts at 2:54:28)

Mr. Losada moved that any contract, Billing Agreement or Letter of Agreement in excess of \$50,000 individually or in the aggregate whether provided for or not in the budget be submitted to the TAD Board of Directors for approval prior to issuance. Mr. DeOtte seconded. After discussion, Mr. Losada withdrew the motion with the understanding that it will be placed on the February 12 agenda as a stand-alone item.

8. **Information Items**

a. **Report by Taxpayer Liaison Officer** (starts at 3:32:53)

Ms. Jacobson reported that she handled a total of 81 referrals in 2020, with the top categories being value increases, taxes, and homestead exemptions.

b. **Report by ARB Chairman** (starts at 3:34:23)

Mr. Bunker summarized levels and types of ARB activity in 2020, noting the cooperative efforts of ARB and TAD staff that allowed all timely filed protests to be scheduled and the appraisal records to be certified on time.

c. **Report by Chief Appraiser** (starts at 3:44:21)

(1) **COVID-19 impact on District's staff**

Mr. Law provided numbers of employees, hours of sick time, etc. associated with reported exposures, positive tests, illness, etc. and explained how federal guidelines were applied to pay employees for sick time during such absences without their earned sick leave being charged.

(2) **Status of work on and projections of 2021 appraisals** (starts at 3:52:30)

Mr. Law gave an initial forecast of how market data and other information known so far may impact TAD's 2021 valuations, noting that we may see increase in residential values, decline in commercial values, and an overall "flat" year of little overall change in total values compared to 2020 valuations.

9. Propose future agenda items; set next meeting date; adjourn (starts at 3:55:35)

Item 7(d) is to be carried over to the next meeting. There were no proposals for future agenda items.

The next meeting date is February 12, 2021.

The meeting adjourned at 1:05 p.m. (at 4:03:10)


Kathryn Wilemon, Chairman

Rich DeOtte, Secretary