

**Tarrant Appraisal District
Board of Directors Meeting Minutes
February 12, 2021**

Due to health and safety concerns related to the COVID-19 epidemic, the February 12, 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(s), and full Audio Recording of the February 12, 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
Mr. Tony Pompa

Also participating:

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

Ms. Wilemon called the meeting to order (*starts at 0:00:09*); Mr. Law verified the presence of a quorum (with five of the six members present and Mr. Pompa absent at that time) and verified timely posting of notice of the meeting; Mr. Martinez led the pledge of allegiance and delivered the invocation. The Board then took up the following Agenda items.

4. Recognize Visitors; Hear Public Comments (*starts at 0:02:10; resumes at 0:12:24*)

The Board recognized and heard comments from Mr. Daniel J. Bennett.

5. Action Items (*starts at 0:17:37*)

Mr. Pompa having joined the meeting and Mr. DeOtte's audio connection having been reestablished, Mr. DeOtte moved to remove Action Item 5(c) from this agenda and postpone discussion of that issue until a special meeting in March; Mr. Martinez seconded the motion; and the motion carried unanimously.

a. Consent Agenda Items (starts at 0:20:20)

Ms. Wilemon called for a motion to approve Consent Agenda Items; Mr. DeOtte asked to pull Items 5(a)(4) and 5(a)(5) from the Consent Agenda.

Mr. DeOtte moved to approve Consent Agenda Items 5(a)(1) through 5(a)(3); Mr. Martinez seconded the motion; and the motion carried unanimously.

- (1) Consider and Act on Approval of Minutes of January 15, 2021 Meeting**
- (2) Consider and Act on Renewal of the Annual "CoStar Suite" Subscription**

Staff Recommendation approved:

Authorize renewal of the annual subscription with CoStar Realty Information, Inc. for the "CoStar Suite" of services at a total cost not to exceed \$51,482.52.

- (3) Consider and Act on Purchase of Microsoft Office 2019 License Upgrade**

Staff Recommendation approved:

Authorize purchase of Microsoft Office 2019 Software Part # 021-10626, # 381-04518, and # 79P-05746 through Texas Department of Information Resources contract # DIR-TSO-4092 in an amount not to exceed \$80,452.52.

- (4) Consider and Act on proposed revision of Personnel Policies and Procedures (starts at 0:21:42)**

Ms. Burgess moved to approve only the proposed change of Section 25.0 Telecommuting Policy and revisit later the other items that need to be clarified; Mr. DeOtte seconded the motion; and the motion carried unanimously. (starts at 1:03:45)

(5) **Consider and Act on proposed revision of Purchasing Policies and Procedures** (*starts at 1:08:57 in conjunction with Item 5(a)(5); resumes 2:01:12*)

Mr. Pompa moved to approve the policy as presented to us by counsel with all the changes, including Mr. Losada's changes we just made; Mr. Martinez seconded the motion; and the motion carried unanimously.

b. **Consider and Act on proposed further amendment of Purchasing Policies and Procedures to provide: "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"** (*starts at 1:11:25*)

Mr. Losada moved,

That Tarrant Appraisal District Board of Directors adopt the following resolution, 'Now therefore let it be resolved that the Tarrant Appraisal District Board of Directors hereby amends the Purchasing Policies and Procedures to read, "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 the motion; and the motion carried unanimously.

c. **Consideration and action relative to engaging Ad Valorem Protest Review services**

As noted above, the Board removed this item from this agenda and postponed discussion of that issue until a special meeting in March.

6. **Information Items** (*starts at 2:07:00*)

a. **Report by Taxpayer Liaison Officer** (*starts at 2:13:56*)

Ms. Jacobson reported matters referred to her in January 2021 and recapped activity in 2020.

b. **Report by ARB Chairman**

Mr. Bunker gave no report.

c. **Report by Chief Appraiser** (*starts at 2:08:40*)

Mr. Law reported on the following items and expressed his appreciation for Mr. Ron Wright services and condolences to his family on his passing.


- (1) Certificate of Achievement for Excellence in Financial Reporting from Government Finance Officers Association
- (2) 2020-21 Final Methods and Assistance Program Review report

7. Propose Future Agenda Items; Set Next Meeting Date; Adjourn (starts at 2:17:00)

Other than Item 5(c) being removed from this agenda and postponed to be discussed in a special meeting in March, as noted above, there were no suggestions for future agenda items.

The special meeting will be Friday, March 26, 2021 at 9:00 a.m. with Board members attending in person, if circumstances permit and at each member's option, and the public participating remotely.

The meeting adjourned. *(at 2:27:55)*



Chairperson Kathryn Wilemon

Secretary Richard DeOtte