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TARRANT COUNTY CLERK
2023 JAN -6 AM 9:05

MARY LOUISE J. HANCOCK
COUNTY CLERK

Notice is hereby given that on January 13, 2023, the Board of Directors of Tarrant Appraisal District will meet in open session beginning at 9:00-a.m. at 2500 Handley-Ederville Road, Fort Worth, Texas

The meeting will also be broadcast live on Facebook. The link for the broadcast:

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

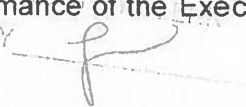
AGENDA

1. Call to Order
2. Verify Presence of Quorum and Posting of Meeting Notice
3. Pledges of Allegiance
4. Invocation
5. Elect Chairman and Secretary of the Board
6. Recognize Visitors; Hear Public Comments
7. Action Items
 - a. Consent Agenda Items
 - (1) Action regarding approval of Board of Directors meeting minutes – December 9, 2022
 - (2) Action regarding purchase of Tape Library System to replace existing system
 - b. Deliberate and act on authorization of Chief Appraiser to execute sublease for real property
 - c. Deliberate and act on evaluation of the Executive Director/Chief Appraiser
8. Discussion Items

Discussion follow-up regarding authorization of agent (AoA) forms
9. Information Items
 - a. Report by Taxpayer Liaison Officer
 - b. Report by Chief Appraiser

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

- a. Section 551.072 – To deliberate regarding the possible lease of real property.
- b. Section 551.074 – To deliberate on and evaluate the job performance of the Executive Director/Chief Appraiser.

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BY 

11. Return to Open Session

- a. Vote on any matters considered in executive session

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

Next meeting date: Friday, February 10, 2023

Jeff Law
Executive Director/Chief Appraiser

The public is invited to address the Board during the Public Comments period under Agenda Item 6 regarding any item on the Agenda and other issues under the Board's jurisdiction. During the Public Comments period, the Chairman will allow each speaker five minutes but may expand the time as needed if doing so will not interfere with the Board's completing its business and adjourning its meeting at a reasonable time. The Board may refuse to hear comments on subjects not reasonably related to items on the Agenda, to policies and procedures of Tarrant Appraisal District or Tarrant Appraisal Review Board, or to other issues under the Board's jurisdiction. The Board may not respond to comments regarding items not on the Agenda.

**Action Item 7(a)(1): Action Regarding Approval of Board of Directors Meeting
Minutes –December 9, 2022**

Staff Recommendation:

Approve December 9, 2022 as presented.

**Tarrant Appraisal District
Board of Directors Meeting Minutes
December 9, 2022**

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

These minutes are a summary of the only subjects the board addressed and the actions it took. For details, see the Agenda and Video Recording posted on TAD's website at this URL:

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

Members Present:

Ms. Kathryn Wilemon, Chairman
Mr. Rich DeOtte, Secretary
Mr. Jungus Jordan
Mr. J.R. Martinez
Mr. Tony Pompa

Not Present:

Ms. Wendy Burgess, Tax Assessor Collector
Mr. Jeff Law, Chief Appraiser

Also Participating:

Mr. Jeff Craig, Director of Administration
Mr. Matthew Tepper, TAD Board Attorney

Ms. Wilemon called the meeting to order at 9am, and verified a quorum was present. She noted that Mr. Law and Ms. Burgess could not attend due to illness. Mr. Craig served in Mr. Law's absence. After the pledges and invocation, the Board took up the following agenda items.

5. Recognize Visitors; Hear Public Comments

Six members of the public spoke.

6. Action Items

a. Consent Agenda Items

- (1) Action regarding approval of Board of Directors meeting minutes – November 11, 2022
- (2) Action regarding renewal of the annual "CoStar Suite" Subscription
- (3) Action regarding renewal of annual maintenance agreements for all Environmental Systems Research Institute (ESRI) software products in support of TAD's Geographic Information Systems (GIS) appraisal mapping system
- (4) Action regarding Adoption of 2023 Tarrant Appraisal District Investment Policy

- (5) Action regarding payment of Annual Maintenance and Support services provided by Manitron, Inc. and payment of Annual Escrow Fee
- (6) Action regarding Appointment of Taxpayer Liaison Officer for 2023
- (7) Action regarding consent to Agricultural Advisory Board member appointment
- (8) Action regarding a change of designation in TAD Retention Policy in regards to Records Management Officer
- (9) Action regarding Award of Contracts for Medical, Disability and Related Insurance and Authorization for Employer Contribution

Mr. DeOtte asked to remove Item 6a(1) from the Consent Agenda for amendment and it was removed. Mr. DeOtte moved to approve the remainder of the Consent Agenda Items 6a(2)-(9); Mr. Martinez seconded the motion which passed unanimously.

Mr. DeOtte moved to approve Item 6a(1) with his amendment and Mr. Martinez seconded. The motion passed unanimously.

- b. Deliberation and action on amending the percentage required for the Contingency Reserve account

Mr. Jordan moved to approve the staff recommendation and Mr. Martinez seconded and the motion passed unanimously.

- c. Deliberation and action on options for committing unspent funds from 2022 Budget

Mr. Pompa moved to approve that \$53,750 would be transferred to the Committed Fund for Technology, \$850,000 would be transferred to the Committed Fund for Pension Liabilities, and the board would authorize payment of the remaining \$1,415,000 out of the unspent 2022 funds to TCDRS to reduce TAD's unfunded liability. Any remaining amount would be credited to the taxing units. Mr. Martinez seconded the motion and it passed unanimously.

- d. Deliberation and possible action on adopting a policy governing the filing of complaints by TAD employees with licensing or regulatory agencies

Mr. Pompa moved to approve the motion and policy as amended and Mr. Martinez seconded and the motion passed 4 to 0 with Mr. DeOtte abstaining.

Ms. Wilemon suggested that the evaluation be tabled until the January meeting. Mr. DeOtte asked to recess in Executive Session for the purpose of discussing personnel issues. It was decided to move to Items 7 and 8 first.

7. Discussion Items

Discussion regarding Appointment of Agent (AoA) forms

Mr. Craig provided the board a blank 50-162 AoA form from the Comptroller's office, a copy of Section 1.111 of the Tax Code containing the laws, and a copy of the Comptroller's Rule 9.3044 of the Texas Administrative Code. Discussion was had regarding the responsibilities of the comptroller, the agents, and the appraisal districts.

8. Information Items

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

9. Recess to executive 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 on and evaluate the job performance of the Executive Director/Chief Appraiser.

At 11:25am, the board recessed into executive session as provided in Item 9 of the Agenda. At 12:09pm, the Board returned to Open Session as provided in Item 10 of the Agenda.

10. Return to Open Session

- a. Vote on any matters considered in executive session.

No action was taken after the return to Open Session.

6. e. Deliberate and act on Evaluation of the Executive Director/Chief Appraiser

Ms. Wilemon suggested this item be tabled until the January 13th meeting. Mr. Martinez moved for this action and Mr. DeOtte seconded. The vote was unanimous.

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

Mr. DeOtte suggested that releasing the full Walsh Gallegos report be added as a future agenda item. There was no second to Mr. DeOtte's suggestion. However, Mr. Pompa suggested having himself and Mr. DeOtte meet with the Board's attorney to review the full report for any material findings that may need to be released to the public. Mr. Pompa and Mr. DeOtte agreed to review the report and meet with the Board's attorney. No action was taken to place this item on a future agenda.

The next meeting date is scheduled for Friday, January 13th, 2023. The meeting was adjourned at 12:17pm.

Kathryn Wilemon, Chairman

Rich DeOtte, Secretary

Action Item 7(a)(2): Action regarding purchase of Tape Library System to replace existing system

TAD utilizes its Tape Library System for backups and recovery of business continuity, potential disaster recovery and cyber security incident response.

The tape system we currently use has had additional tapes and maintenance applied over the years, but the original technology is over 15 years old having been purchased in 2007.

The aging technology increases maintenance costs and parts availability. The tape technology has changed as well.

The speed and capacity of our nightly backups is the concern. The product we have is fine for data supported by the established iSeries but does not support our ever increasing server virtual machines.

To mitigate the concerns, the plan is to purchase an IBM TS4300 Tape Library System to replace our existing IBM TS3310 Tape Library System.

The new tape system comes with:

- 1) A library slot capacity of eighty (80) cartridges
- 2) Six (6) LTO-8 tape drives
- 3) 6U rack mountable chassis.

Additionally, TAD would propose the purchase of tapes cartridges that are designed for the new tape drives, this will increase speed and cartridge storage size:

- 1) Forty (40) IBM LTO-8 tape cartridges
- 2) Forty (40) barcode labels for inventory scanning cataloging.

To secure the items going forward it is proposed that TAD also purchase:

- 1) Three (3) Year IBM 24x7 support and maintenance agreement.

Staff Recommendation:

Move to approve and authorize the purchase an IBM TS4300 Tape Library System to replace our existing IBM TS3310 Tape Library System, additional tape cartridges and three (3) year support and maintenance agreement for an amount not to exceed \$65,000.

Funds are included and available in the 2023 budget

Action Item 7(b): Deliberate and act on authorization of Chief Appraiser to execute sublease for real property

Action Item 7(c): Deliberate and act on evaluation of the Executive Director/Chief Appraiser

Discussion Item 8: Discussion follow-up regarding authorization of agent (AoA) forms.