

**BURLESON COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS
POLICY MANUAL**



Board of Directors

Louise Pruett, Chairman
Jason Urbanosky, Vice-Chairman
Melvin Schoeneman, Secretary
Carla Patranella
Cheryl Castaneda
Kevin Scarmardo
Johnny C. Brewer, Jr

Damon Daughtry, Chief Appraiser

Adopted January 15, 2019

MISSION STATEMENT

BURLESON COUNTY APPRAISAL DISTRICT

Provide the best possible service to the taxpayers & tax entities of the District.

Apply the laws of the State of Texas in a fair & uniform manner.

Strive for excellence in the performance of our duties.

**BURLESON COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS
POLICY MANUAL**

The Board of Directors adopts the current Appraisal District Director's Manual published by the Texas Comptroller of Public Accounts in FEB 2018 as the reference guide of state laws and rules that govern the appraisal district Board of Directors. The state manual does not constitute nor serve as a substitute for legal advice.

The Board shall adopt and maintain policies to assure the uninterrupted operations of the Board to ensure the successful operations of the Appraisal District as charged in the Texas Tax Code.

No items in these policies shall be operative if it is found to be in conflict with any law of the State of Texas. Questions regarding the meaning/interpretation of statutes, legal requirements and other matters shall be directed to the appraisal district's attorney.

Governing Body

Composition of the Board (as adopted August 11, 2015)

The Board of Directors shall be composed of six (6) members who serve staggered terms, *Sec. 6.034*.

- Three (3) members shall be appointed to a two-year term to begin January 1 of odd-numbered year and continuing until December 31 of even-numbered year, and
- Three (3) members shall be appointed to serve a two-year term to begin January 1 of even-numbered year and continuing until December 31 of odd-numbered year.
- The county tax assessor/collector shall serve as a non-voting member, if not appointed by the taxing units as a voting member and may serve as an officer of the Board.

Directors are appointed in the following manner:

Caldwell Independent School District shall appoint two (2) Directors, one in the even numbers years and one in the odd numbered years;

Burleson County shall appoint one (1) Director in the even numbered years;

Snook Independent School District shall appoint one (1) Director in the odd numbered years;

Somerville Independent School District shall appoint one (1) Director in the even numbered years;
and

the Cities of Caldwell, Snook and Somerville shall jointly appoint one (1) Director in the odd numbered years.

If a vacancy occurs, the vacancy shall be filled by appointment by the voting tax units that nominated the person whose departure caused the vacancy, *Sec. 6.034*.

Governing Body

Election and Duties of Officers

The Board of Directors shall organize at the regular January meeting by the election of one of their members as chairman, one as vice-chairman and one as secretary. The officers shall serve for a period of one (1) year.

The duties of the Chairman include:

- Preside at Board meetings
- Appoint committee members or otherwise by Board majority.
- Sign all legal instruments requiring Board signature.
- Perform legal duties as required by statute and functions or designated by the Board.
- Ensure the Board operates according to accepted parliamentary procedures or other procedures adopted by Board.

The duties of the Vice-Chairman include:

- Preside at Board meetings in the absence of the Chairman.

The duties of the Secretary include:

- Perform legal duties as required by statute/code for the Secretary of the Board and functions as designated by the Board.
- Assure the minutes of all Board meetings and related items are recorded, and prepared for approval of the Board in a timely and complete manner as performed by the designee of the Chief Appraiser with approval of the Board. The Board shall hold the Chief Appraiser responsible for the assigned duties.
- Record and seal minutes of all executive sessions. Approve purging of said minutes upon expiration of required retention period in accordance with Board policy
- Signs all legal instruments requiring Board signature.

The Board shall elect a replacement at the first meeting after a vacancy in one of these offices.

If both the chairman and vice-chairman are absent from a meeting, the remaining board members may elect a temporary presiding officer by majority vote. The senior board member shall preside for the purpose of opening the meeting and conducting the vote.

Board of Directors

Newly-elected or re-elected Board members must sign a Statement of Elected/Appointed Officer. A non-voting county tax assessor-collector (appointed by PTC) shall also sign a Statement of Elected/Appointed Officer.

Newly-elected or re-elected Board members must take and sign an Oath of Office before a notary public, county clerk, judge, or other official authorized to administer oaths of office before members begin their term. A non-voting tax assessor-collector shall take the oath.

Members of the Board are entitled to reimbursements for actual and necessary expenses incurred in the performance of their duties as provided in the current budget.

Board members are required to complete a training course on the Open Meetings Act not later than the 90th day after taking the oath of office.

Governing Body (continued)

Directors shall perform their duties in accordance with applicable laws and shall avoid the act or appearance of improper influences, conflict of interest, discrimination, abuse of powers, or misuse of title.

Administration Functions

The Board shall comply with all statutory functions required by the Property Tax Code and other state statutes.

- Establish an appraisal district office, *Sec. 6.05(a), (d), PTC*.
- Hire a chief appraiser, *Sec. 6.05(d), (e), PTC*.
- Adopt an annual budget before September 15 after holding a public hearing. Adopt a new budget within 30 days if budget vetoed.
- Give consent to the Chief Appraiser's appointment to the Agricultural Advisory Board, *Sec. 6.12, PTC*.
- Comply with the records retention law, *Sec. 6.13, PTC*.
- Designate a depository at least once every two years; may extend contract for one additional two-year period, *Sec. 6.11(a), PTC*.
- Follow competitive bidding procedures for contracts, *Sec. 6.11 PTC*.
- Appoint appraisal review board members, adopt and implement a policy for the temporary replacement of a member, *Sec. 41.66(g), PTC*.
- Approve contracts with private appraisal firms subject to approval by the Chief Appraiser, *Sec. 25.01(b), PTC*.
- Adopt certain written policies as required by law.

General Functions

The Board shall act as a legislative body making policies within the law to govern the appraisal district and as deemed necessary. Adopted procedures included in policy manual. The Board shall require timely reports concerning the progress of the appraisal plan and financial status of the district; provide the tax units said reports.

Board Policy Manual with related procedure attachments; current Reappraisal Plan, current year Budget and adopted future year budget; prior year audit report, and; other items in compliance with PTC and public service guidelines will be available at the front counter and online for public access upon request.

Meetings

All meetings of the Board shall be open to the public, Reference Open Meetings Act (ACT), Chapter 551, Government code. The Board may call executive session as deemed necessary and posted on the agenda. The Board shall consult with the Board's attorney on questions concerning the application and/or compliance of the ACT.

The Board shall meet the third (3rd) Tuesday of each alternating month, to begin in January of each year at 6:00 p.m. in the Appraisal District office in Caldwell, Texas. The Board may change time and/or place of the regular meeting. The Board must meet in regular session one time each quarter. The Chair may cancel a regular meeting when the Board has no business to be considered. Emergency and/or Special meetings shall be called in response to any situation demanding immediate action, not within control of the directors. (Approved September 15, 2015)

The Board shall be governed by accepted parliamentary procedures (reference an edition of Robert's Rules). The Chair may make motions, second motions and vote on all motions before the Board. The Board may, by majority vote, alter or set said rules of order.

A majority of the Board shall constitute a quorum for the transaction of business. The Tax Assessor-Collector, serving as a non-voting member, is counted in determining the presence of a quorum, *Sec. 6.03(a)*. Members of the Board shall have authority only when acting as a Board legally in session that has a quorum present and minutes are kept.

Minutes

The official minutes shall be stored in compliance with the Records Retention Plan adopted by the Board. The Board must approve the change to electronic storage of minutes prior to conversion as allowed in adopted plan. All reports and other related items subject of Board consideration and/or review are to be considered part of the recorded minutes and attached to recorded minutes or noted in said minutes of file location. A recording of all meetings to remain on file in the District office until the minutes are approved by the Board or 90 days, whichever is later.

Minutes for Closed Meeting

The Board of Directors for each of its meetings closed to the public except for consultation with Board's attorney shall keep certified agenda/minutes of the proceeding.

1. The presiding officer must certify that the agenda kept is a true and correct record.
2. Agenda shall include an announcement made by the presiding officer at the beginning and end of session indicating the date and time; state the subject matter of each deliberation and shall include record of any further action. {Note: Session recorded by Board directive only. Jan. 2015}
3. No member of the Board shall participate in a closed meeting knowing that no certified agenda is being kept or tape made (violation is a Class C misdemeanor) and liable to any person injured or damaged; plus other costs as allowed.

Notice and Posting

Notice of all meetings shall be posted as required by Texas law. Notices shall be registered with the county clerk for posting. A recorded agenda shall be posted at the Appraisal District in a place open to the public at all times and shall be an attachment to the minutes of subject meetings. Notice of accessible policies shall be attached or posted with the Notice.

Meetings (continued)

Public Access to the Board

At each regular meeting, the agenda shall list citizen communication for persons wishing to address the Board on issues under the Board's jurisdiction. The Board shall adopt policy for public access for comments including communication of non-English speakers for adopted policies and Public Grievances.

Public Information

The Board shall designate the Chief Appraiser as Public Information Coordinator. The Chief Appraiser shall be responsible for procedures for public request for public information. The fee for copies and services will be assessed as outlined by the state and approved by Board. (Adopted 05-20-14)

Administration

Appointment of Chief Appraiser

The Board shall select the Chief Appraiser for the administration of the District. The Chief Appraiser is directly accountable to the Board and shall implement Board policies and provide information/recommendations to the Board for consideration.

The Board shall appoint the Chief Appraiser of the Bureson County Appraisal District in compliance with the Texas Tax Code. Board shall determine method and tentative timeline for the appointment of the Chief Appraiser. The Board may appoint a person to serve in a temporary, provisional or capacity as Chief Appraiser. The Board shall confirm applicant is eligible for employment as Chief Appraiser prior to interview. The Board shall perform annual reviews of the Chief Appraiser's performance.

Compensation

The Chief Appraiser is entitled to compensation as provided by the budget adopted by the Board. Board shall review current year budget for available funds and adopted future year if applicable. Compensation in excess of budgeted funds shall require budget amendment. Board shall review budget amendment requirements, effect and rights of veto prior to salary proposal to selected applicant.

Board Approval as Specified

The Board shall prescribe in Board policy and attachments specified actions of the Chief Appraiser relating to the finances and administration of the District (*PTC Sec. 6.05(a)*).

Personnel, Sec. 6.25(d) PTC

The Board shall provide funds in each fiscal year budget for positions as approved by the Board. The District shall make available a retirement plan for all full time regular employees instead of federal social security system program. Current rate shall be seven (7%) percent. Board shall appoint Trustee of Trust and plan administrator. The Trustee will be bonded for an amount greater than the total of funds. Proof of bond shall be presented to the Board annually.

The District shall provide health insurance for regular full time employees. The health plan shall be reviewed and approved by the Board.

The Board shall adopt a Personnel Policy with rules and guidelines. Changes and updates will be considered as needed.

Financial Affairs

Participating taxing units pay for CAD operations. The board of directors' financial responsibilities include: 1) adopting an annual operating budget; 2) selecting a district depository; 3) purchasing and contracting; 4) constructing and renovating real property; and, 5) providing for an independent audit.

Annual Operating Budget

The fiscal year of the District shall begin January 1, and end December 31, of each year.

The Chief Appraiser shall prepare a proposal budget for the AD operations for the following tax year and submit it to each participating taxing unit and the Board prior to June 15. The budget shall include:

- Each proposed position, including each position's proposed salary range and all proposed benefits;
- Each proposed capital expenditure; and,
- An estimate of the amount of the budget that will be allocated to each taxing unit and comparable to current year budget.

The Board of Directors shall hold a public hearing to consider the budget. Not later than the 10th day before the hearing, the Board of Director's Secretary shall deliver a written notice of the date, time and place of the hearing to each participating taxing unit in the CAD.

The Chief Appraiser shall present the proposed budget to the governing body head and administrator of each taxing unit. A copy of the proposed budget shall be available for public inspection in the Appraisal District office and the office of the unit per code.

The Chief Appraiser shall publish notice of hearing in local paper not later than 10 days before the hearing date.

The Board shall hear all persons wishing to address the Board concerning proposed budget items during the public hearing. Prior to final approval, the Board may make changes to the proposed budget.

Use of Funds

The Chief Appraiser may obtain and maintain corporate credit/debit card to be used for designated charges. Reference Credit/Debit Card Guidelines (Pg 7) approved by Board, June 2014. The Chief Appraiser will be responsible for the authorizations and use of cards by designated employees in accordance with approved guidelines. Purchase procedures and recording of use shall be followed. (Approved June 2014)

Funding the District *Sec. 6.06(d) and ©, Sec. 6.061, PTC*

The portion due for each jurisdiction will be calculated on their portion of the total tax levy of all jurisdictions in the Appraisal District. Note: PTC, *Sec. 6.06(d)* for limitation.

The Appraisal District will calculate allocations for all taxing units and notify the governmental head. The Board lacks the authority to rescind or waive the penalty and interest imposed except as set forth in the Texas Property Tax Code, Sec. 6.06(k). (A.G. OP No. J.M-74 [1983]). Monies received from penalty and interest shall be recorded as unbudgeted income.

Financial Affairs (continued)

Surplus Funds

Surplus funds are those monies not designated for payment of current year budgeted items (unused funds). The Board must approve use of funds and may designate the surplus funds for use in the following budget year. Designation of funds is subject to veto action. Use and reporting directive follows.

Budget Amendments

The Board may authorize an emergency amendment to meet an unusual and unforeseen deficit resulting from unbudgeted expenses to be allocated to the tax units in like proportions to the budget allocation. The amendment shall specifically state the reason for the amendment and the funds required to meet the emergency. The Board may consider unbudgeted income and/or use of the Building Maintenance Reserve monies.

Designation of Depository

The Board shall designate a depository for payments to be deposited (*Texas Tax Code Sec. 6.06(f); Sec. 6.09(a); Sec. 6.09(d)*). The Board must designate the financial institution that offers the most favorable terms and conditions for the handling of the District's funds.

The Board shall solicit bids no later than October 15th for a term of two (2) years and until its successor is designated and has qualified. The Board and the depository may agree to extend a depository contract for one (1) additional two-year (2) period. The Board and the depository will sign an agreement to extend the depository. Funds in excess of the depository's insurance fund shall be secured by a written pledge of securities. Pledge must be made as of January 1 of each calendar year under agreement.

Disbursement of Funds

District's funds may be disbursed only with a certified check or draft. The Board authorizes the Chief Appraiser to disburse funds. All checks issued by the Burleson County Appraisal District, other than payroll checks, must be processed by the approved accounting procedures. Procedures include approval of expense vouchers. All checks require two signatures before being valid. The Chief Appraiser or any members of the Board are authorized to sign Appraisal District checks and any two of these signatures are permissible. Board of Directors shall approve all expenditures greater than \$10,000, including payouts except those payouts approved at time of contract.

The Chief Appraiser and/or authorized signatories shall have the authority to use a two-signature check up to \$1,000 or for approved contract amounts. (Amended January 15, 2019)

Subject payee shall not sign check.

Credit/Debit Guidelines

The Chief Appraiser may obtain and maintain corporate credit/debit card to be used for the following charges:

1. Educational, testing and conference registration fees.
2. Membership dues to professional organizations
3. Lodging, travel, parking and dining expenses associated with paid membership and educational activities.
4. In-office use for purchase of pre-approved purchases and maintenance.

*Purchase of tobacco products and alcoholic beverages are expressly forbidden.

Financial Affairs (continued)

Designated Cardholders

The Chief Appraiser and the employee assigned the accounting functions shall be the designated cardholders. The Chief Appraiser will be responsible for the authorization of designated staff/employees to be issued a credit/debit card.

1. Designees shall sign "Understanding of Limited Use" at time of receipt of card.
2. Use shall identify holder's need(s) and purpose.

Change and Removal of Cardholders

The company will be notified of change of designated cardholder in the event of designee separations from the Appraisal District and/or misuse of card. Issue of new card(s) is advised.

Questions concerning misuse by the Chief Appraiser shall be forwarded to the Board of Directors' Chairman. Confidential procedures for Appraisal District employees shall be followed.

Recording

Purchase procedures shall be followed in the request for use, and the recording of use. The use of credit/debit cards is considered a "purchase" and will be processed as such.

Board of Directors approved action at regular meeting, June 2014.

IRS and Retirement Bookkeeping Procedures

The Quarterly Federal Tax Report shall be approved and payment authorized by the Chief Appraiser before reports are mailed to the State. Chief Appraiser shall authorize from QuickBooks payroll summary reports the retirement contributions before the bookkeeper submits the information online. (Amended July 21, 2004.)

Payment of Attorneys' Fees and Judgment Damages Incurred in Litigation Arising from Performance of Official Duties

This provision is applicable to the following personnel associated with the Appraisal District:

- Members of the Appraisal District Board of Directors
- Members of the Appraisal Review Board
- The Chief Appraiser
- All employees of the District, including temporary or part-time employees
- All members of the Agricultural Advisory Board and other advisory personnel

Should any of the above personnel involuntarily become a Defendant in any civil litigation brought against them pursuant to the performance of their official duties, it shall be the policy of the Burleson County Appraisal District to assume liability for, and to pay each affected person's attorneys' fees incurred in defending said litigation, but only to the extent the accused person or conduct is not covered by insurance. These attorneys' fees shall be determined and paid pursuant to the District's policy for paying attorneys' fees generally.

It shall further be the policy of the District that immediately upon being notified that litigation has been instigated against a District representative, the Chief Appraiser shall inform all insurance carriers of the situation and determine as soon as possible (1) whether coverage exists; (2) whether the coverage included both potential damages and attorneys' fees; (3) whether a deductible amount must be incurred before coverage will lie, and if so, how much; and (4) the limits of coverage. If it is determined that insurance coverage does not exist in full or in part, or is denied entirely, the selection

Financial Affairs (continued)

of the attorney who will defend affected personnel shall be left wholly to the discretion of the Appraisal District Board of Directors.

In addition, should any judgment for money damages be finally rendered against any of the above personnel as a result of said litigation brought against them pursuant to the performance of their official duties, it shall be the policy of the Appraisal District to assume liability for, and to pay all judgment amounts rendered against the affected person(s) which are not covered by insurance.

Finally, should any of the above personnel involuntarily become a Defendant in any criminal litigation brought against them pursuant to the performance of their official due its, it shall be the policy of the Appraisal District to assume liability for, and to pay each affected person's attorneys' fees incurred in defending said litigation to the extent allowed by law, but only to the extent the accursed person or conduct is not covered by insurance (amended January 9, 2001).

Audit

The Board shall provide funds for an annual financial audit. A copy of the audit shall be delivered to the presiding officer or his designee of each taxing unit. A copy of the audit will be available at the District office for public review. The report is a public record. The Board may request proposal for financial audit.

Bonds are required for the Board members and employees who are authorized to handle money.

Investment Policy

The Board shall approve an Investment Policy in accordance with Government Code. Reports on investments shall be presented to the Board quarterly.

Disposition of Surplus Items

Items not currently needed by the District; not required for foreseeable needs, and which possesses some usefulness for the purpose for which it was intended, the Board may offer items as a trade-in for new items of the same general type or may periodically sell salvage items by competitive bid or auction. Notice of sale of salvage items must be published in the newspaper pursuant to stated requirements. The Board may reject any offer to purchase surplus items if it is in the best interests of the District.

Board may order any item(s) destroyed or disposed of as worthless if bids are sought but none received. District shall keep a record of each item sold and the sale price of each item. Said record of each item destroyed or otherwise disposed of after one year. Items because of use, time, accident, or any other cause is worn, damaged, or obsolete so that said items have no value for the purpose.

Records Retention

The Board shall designate funds in the annual budget for the development and maintenance of appraisal roll records as outlined in the Property Tax Code and Comptrollers Rules. Designated funding shall include adequate equipment to maintain all required information in electronic format.

The Records Retention Plan for the Burleson County Appraisal District shall be the retention schedule for records for local government as adopted and issue by the Texas Library and Archive Commission. Approved and adopted August 12, 2014, by the Board of Directors for the Burleson County Appraisal District. The officer shall file a written certificate of compliance with the Directors' adoption of plan. The Declaration of Compliance as issued by the Texas State Library shall be filed with the Record of Adoption.

The Board designates the Chief Appraiser to serve as Records Retentions Officer and may appoint designee to serve in his/her stead with approval of Board. The Chief Appraiser shall establish policies and procedures to provide for the designation of official records and the systematic disposal of copies. Said policies and procedures shall be kept current.

The implementation of the plan as adopted shall be reported to the Board at their October or November regular meeting each year until plan is implemented and certified by the Chief Appraiser. Plan includes retention of administrative, personnel fiscal records, support service records as well as records of property taxation. Tax collection records are not included.

Contracts

Requirements and Limitations

Board shall seek legal advice as necessary in specific contracting situations. Where time payments create any potential for being paid from future budgets, the Board must include a "funding out" clause in the contract.

The Board of Directors shall by act of approving the next year's budget, approve the contracts as funded extending into the next fiscal year. Newly-selected Board of Directors shall approve the contracts provided in the current year budget. No action is considered as approval.

The Board of Directors shall approve all contracts.

Request for Proposals

Board shall follow the process as set in Chapter 252 of the Local Government Code. (See Comptroller's Board of Director's 2018 Manual, Page 23.) The Board may grant exceptions from competitive bidding, Sec. 6, 11, PTC. Board shall publish notice of bid in compliance with 252.041 Local Government Code. The Board shall deliver notice to vendors outside the immediate area by request or as acquired from other sources. The Board may reject any or all bids/proposals. All bids shall be placed on file with Chief Appraiser in the Appraisal District offices.

All bids shall be processed in compliance with the Records Management Schedule. (Retention schedule)

Contracts (continued)

Disclosure of Relationship

The Board or its Records Administrator (officers) and their family members are required to report certain relationships with respect to contracts in accordance with Subtitle C, Title 5, Local Government Code, Chapter 176.

Appraisal Review Board

The Board of Directors shall appoint members of the Appraisal Review Board (ARB) by a majority vote to serve a two year term. A vacancy of the ARB shall be filled in like manner for the unexpired portion of the term.

Five (5) members shall be appointed to serve staggered terms beginning January 1 of even/odd years.

The Board shall confirm person(s) selected to appointment is eligible to serve on the ARB in compliance with the Property Tax Code (PTC). The Board will attempt to appoint ARB members with experience from different areas of the District. The Board must select a chairman and secretary from among the members to serve for a one physical year term.

Compensation

The Board of Directors shall designate budgeted funds to 1) compensate ARB members for their service at a rate adopted by the Directors.

- Rate shall be \$125 per day in excess of four (4) hours per day, and \$62.50 per day for hours less than four (4) hours per day.(Adopted 5/15/2018)

The Board shall designate budgeted funds for the registration of ARB members in the required training for each new member and the continuing education course for the second year of member's term. ARB members shall be paid for time in attendance plus per diem. Mileage will be paid to driver of each vehicle. Clerical assistants shall attend each training session. The Appraisal District will fund additional training only as required by code.

Appraisal Review Board (continued)

Personnel

The appraisal district shall provide staff to the ARB for clerical assistance. The Board of Directors, Chief Appraiser and AD staff shall maintain an independence from the ARB. The Chief Appraiser shall not solicit candidates nor recommend members for the Board appointment. The appointed assistant may assist the Directors in the ARB appointment process.

The Board shall provide reasonable compensation for an ARB attorney. The Board may specify whether the ARB may employ legal counsel or must use the services of the county attorney; may not require the ARB to employ a specific attorney. The Board shall consider a request from the ARB to fund the ARB to retain an appraiser as certified to instruct ARB members on valuation methodology.

Ex Parte Communications

Board member shall not communicate with a District's ARB members with the intent to influence a decision of an ARB member. (Class A Misdemeanor offense.) Board members may communicate with ARB members to enable to Board of Directors to determine appointment, reappointment or removal of an ARB member, chairman or secretary.

Member Removal

An ARB member may be removed by a majority vote of the Board of Directors for cause as outlined in the PTC. The Directors shall consult the Board's attorney in this matter.

Agricultural Appraisal Advisory Board, Sec. 6:12 PTC

Number and Term of Office

The Agricultural Appraisal Advisory Board (Ag Board) will consist of no less than three (3) members. Members will be appointed for a two-year term beginning January 1 of odd/even numbered years. Must be residents of the District whose land qualifies for Appraisal 1-D or 1-D-1. Must be residents of the District for five years.

Appointment

The Chief Appraiser, with the advice and consent of the Board of Directors, shall appoint members to an Agricultural Appraisal Advisory Board. The Board of Directors shall show consent by a vote of the Board. As needed, the Chief Appraiser will appoint a member to complete an unexpired term. A member of the Agricultural Advisory Board is not entitled to compensation.

Meetings

All meetings of the Ag Board shall be open to the public, as outlined in Articles 6232-17, VICS.

The Chief Appraiser shall be responsible to see that minutes are taken at all meetings of the Ag Board. The minutes will be kept in the office of the Chief Appraiser. The Chief Appraiser shall be responsible for posting notices required by Texas law for all meetings of the Ag Board. Notices shall be posted at the Appraisal District in a place open to the public.

**BOARD OF DIRECTORS POLICY MANUAL AS ADOPTED THIS 15th DAY OF
JANUARY, 2019.**



Chairman
Board of Directors



Board of Directors Member



Damon Daughtry
Chief Appraiser

ATTACHMENTS

TO

BOARD OF DIRECTORS POLICY MANUAL

Public Access to Board of Directors	Attachment A
Public Request for Agenda Item	Attachment A1
BCAD Request for Information	Attachment B
BCAD Investment Administrative Procedures	Attachment C
BCAD Grievance Policy	Attachment D

The Board of Directors shall develop and implement a public relations program and policies. The Board will provide for public comment and address reasonable access to the Board for non-English speakers and for accessibility to individuals who are physically impaired.

The Burlison County Appraisal District's Board of Directors welcomes input from its citizens. To provide the opportunity for input in an organized productive method, the Board has set the following guidelines:

Public Comment

At each regular meeting, the agenda shall list citizen communications for persons wishing to address the Board on issues under the Board's jurisdiction. Persons wishing to speak to the Board on posted agenda items may complete a registration form prior to the Chairman's call of the meeting.

- Comments should be limited to four (4) minutes per speaker with a limit of four (4) speakers.
- Persons shall speak on topic(s) as listed on their registration form.

Request for Agenda Items

Requests for items to be addressed as a posted agenda item must be filed with the Appraisal District seven (7) days prior to the Board's regular scheduled meeting. Request shall state full name of item, reason for request, full name with address with contact number and email address.

Comments shall be limited to four (4) speakers. Persons shall speak on the topic(s) listed on their registration form.

Board Response

The Board cannot respond to items not on the published agenda. Items of concern will be investigated/reviewed and the Chief Appraiser or his/her designee will respond at the next regular meeting.

Complaint Process

The Board cannot hear criticism of specific Appraisal District personnel in an open meeting. Those comments and/or concerns should be shared with the Chief Appraiser and/or filed by a Public Grievance with the Chief Appraiser or Board of Directors.

Reasonable Access/Assistance

Individuals with physical, mental or developmental disability may be provided reasonable access to the Board. Individuals who require specific accommodation(s) and/or need special assistance and/or access, must notify the Chief Appraiser in writing at least seven (7) days prior to the meeting. Arrangements will be made for assistance.

- The buildings for all public meetings (BOD and ARB) shall be accessible to individuals who are physically impaired. Parking accommodations shall be provided.
- Attendant animals will be allowed in office.

Non-English Speakers

Persons wishing to address the Board who do not speak English and are unable to provide an interpreter should notify the Chief Appraiser in writing at least seven (7) business days prior to the meeting.

BURLESON COUNTY APPRAISAL DISTRICT

P. O. BOX 1000, CALDWELL, TEXAS 77836 PH# (979) 567-2318 FAX# (979) 567-23XX

PUBLIC REQUEST FOR AGENDA ITEM

(for persons to request item to be placed on posted agenda)

The Burleson County Appraisal District's Board of Directors welcomes input from its citizens. We want to provide the opportunity for input in an organized, productive method. The Board of Directors has set up the following guidelines to govern public input:

1. Request must be filed with the Appraisal District seven (7) days prior to the scheduled meeting. Request shall state full name of item, reason for request, Requestor's full name, address with contact number and e-mail address.
2. Comments should be limited to four (4) minutes per speaker with a limit of three (3) speakers not to exceed 15 minutes total.
3. Persons shall speak on the topic or topics that are listed on the registration form.
4. The Board cannot hear criticism of specific appraisal district personnel in an open meeting. Please share those comments with the Chief Appraiser and/or file a Public Grievance with the Chief Appraiser or Board of Directors.
5. The Board cannot respond to items that are not on the published agenda. We will investigate your concern and instruct the Chief Appraiser or their designee to respond before the next regular meeting.



COMPLETE THIS SECTION

Person addressing the Board: _____

Address: _____

Phone: _____ E-mail: _____

Topic to be Discussed: _____

Board Meeting Date: _____, 20__

Signature: _____ Date: _____, 20__

Burleson County Appraisal District Request for Information under Texas Public Information Act

The Texas Public Information Act allows the public the right of access to government information. All persons who request information must do so in writing, submitting a written request that includes enough description and details of the information you are requesting, allowing the governmental body to accurately identify and locate the items which you are requesting. The request must be for records or information that already exists. The Public Information Act does not require a governmental body to create new records, perform legal research or to answer questions. The requestor may ask to inspect records, obtain copies of records or both. Although most government information is available under the Act, some exceptions exist. Written requests submitted under the Texas Public Information Act may be submitted by mail, fax, and e-mail or in person to:

Records Management Officer
Burleson County Appraisal District
P.O. Box 1000, Caldwell, Texas 77836
Phone: (979) 567-2318 Fax: (979) 567-2368 E-mail: appraisers@burlesonappraisal.com

Please Print
Requestor's Name:

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

E-mail Address: _____

Phone Number: _____

Describe in detail the information you are requesting. Please include enough description of the information you are requesting so that we may accurately identify and locate those items for you.
Property or Geographic ID Number(s):

Appraisal Year(s) Subject to Your Request:

Requestor's Signature:

Our Office will grant the request within 10 (ten) business days of the request.

Burleson County Appraisal District Investment Administrative Procedures

The Investment Officer shall develop and implement written administrative procedures in accordance with the Appraisal District Investment Policy adopted by the Board of Directors. Procedures shall be submitted to the Board for approval with Investment Policy. The Administration Procedures shall be an attachment to policy.

Investment Officer

1. Investment Officer shall document all investment accounts and other District funds upon assumption of position. Complete report and said documentation shall be presented to the Board at the next regular Board meeting.
2. Report shall include disclosure statement in compliance with policy and in accordance with the Texas Ethics Commission. Documentation of Ethics Commission filing: *ALL ITEMS SHALL BE RECORDED IN MINUTES AND ATTACHED AS REPORTED.*
3. The Investment Officer shall attend training in compliance with compliance with Board policy. Certification of attendance will be presented to Board and recorded in minutes.

Investment Strategy

1. The financial assets of all funds of the Appraisal District at the present time (September 2014) consists of the following:
 - Current year allocated funds unused funds balance and recorded in current year budget accounting.
 - Unbudgeted monies received in current physical year.
 - Prior year(s) unused funds.
 - Reserve for Building Improvement deposited in money market account.
2. Annual budget allocated funds are needed to meet subject-year obligations. Any and all unused budgeted funds must be returned to the tax units as outlined in the PTC. With approval by tax unit resolutions, the funds may be deposited in Building Reserve.
ALLOCATED FUNDS SHALL NOT BE INVESTED.
3. Reserve funds for Building Improvements shall be deposited in money market account and/or certificate of deposit at the District's depository bank. Earned interest shall be retained in Reserve account.

No funds shall be removed/transferred from reserve account by Investment Officer or designee without two (2) signatures from the following: Board Chairman, Board Vice Chairman, Board Secretary or Chief Appraiser.

Investment Reporting

1. The Monthly Finance Report presented to the Board for approval shall include an itemized report for money market account and/or CD to be included in Board minutes.
2. The Investment Officer shall prepare and submit an investment report of each investments initial balance at beginning of quarter; additions and changes, ending market value for the period and state compliance with investment strategy.
3. Board shall review, question and accept report.

BCAD Investment Administrative Procedures (continued) ATTACHMENT C

Prohibited

1. The Appraisal District Investment Officer has no authority to use investment instruments strictly prohibited in policy.
2. **The Appraisal District Investment Officer or designee has no authority to remove/transfer funds from Building Improvement Reserve without two (2) signatures from the following: Board Chairman, Board Vice-Chairman, Board Secretary or Chief Appraiser.**

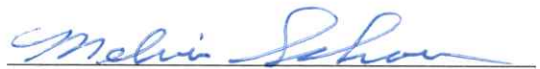
Submitted by the Chief Appraiser, Damon Daughtry, on January 15, 2019.

Board of Directors Action

Approved as part of the Investment Policy this 15th day of January, 2019.



Chairman
Board of Directors



Board of Directors Member



Damon Daughtry
Chief Appraiser

Burleson County Appraisal District Grievance Policy

Complaints

Any employee who has an employment complaint shall have the right to file a grievance according to the procedures outlined in this policy. Failure to timely grieve a complaint may affect the employee's ability to seek redress outside the district.

Immunity from Reprisal

No employee shall ever be discriminated against, harassed, intimidated, nor suffer any reprisal as a result of filing a grievance or participating in the investigation of a grievance by providing information, testimony, or assisting in an investigation in good faith. If an employee feels that he/she is being subjected to any of the above, said employee shall have the right to appeal directly to the Board of Directors (Board).

Grievance Process Steps

Burleson County Appraisal District encourages employee to work problems out with their peers if possible and follow the chain-of-command in pursuit of a resolution. Through this process the employee should speak with the Chief Appraiser or Deputy Chief Appraiser.

1. File complaint within ten (10) calendar days of the alleged incident.
2. The Chief Appraiser or the Board will make a final disposition of the grievance.

Time Limits

All complaints shall be handled in a timely manner and in no case should a complaint remain unresolved for a period exceeding thirty (30) working days from the time of its initiation with the following time limits being the maximum allowed for each stage of appeal:

1. Five (5) working days for informal resolution.
2. Ten (10) working days for the Chief Appraiser's resolution.
3. Thirty (30) days for the Board's resolution.

In the event that an extension of the time limits becomes necessary in any of the three levels, such an extension will be acceptable only upon agreement by all parties involved.

The complainant shall have the right to appeal directly to the Board if the Chief Appraiser is unable to reach a determination within the ten (10) day period.

The complainant shall have the right or may be required to appear before the to explain the complaint and the complainant's disagreement with the action that was taken. The complainant may have a representative accompany, assist or represent them during the hearing and shall have the opportunity to present pertinent documentation. The Chief Appraiser or Board shall have the right to call upon others in order to ascertain pertinent facts and render a recommendation.

Presentation to the Board of Directors

Employees may bring issues to the Board for consideration if they involve the Chief Appraiser or affect the organization as a whole. The presentation to the Board will be reviewed and considered without fear of prejudice, coercion, or retaliation. Employees are encouraged to work problems out with their manager and follow the chain-of-command in pursuit of a resolution, and to comply with the grievance process. Employee may access the Board by

submitting in writing to the Board the complaint and all supporting documentation. Complaints should be made in a timely manner within thirty (30) days of the incident. Timely reporting of issues or complaints contributes to successful investigation. The Board will review the issues raised and accompanying documentation, giving it proper consideration, consistent with its legislative authority to act.

Complaint Submission Content

All complaints must include:

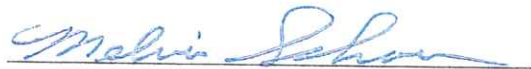
1. The employee's name;
2. The date of the event or action that gave rise to the issues outlined in the complaint;
3. A detailed description of the issue presented.

Board of Directors Action

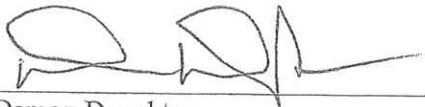
Adopted this 15th day of January, 2019.



Chairman
Board of Directors



Board of Directors Member



Damon Daughtry
Chief Appraiser