



BOARD OF DIRECTORS

REGULAR MEETING

September 26, 2024

FILED

9/19/2024 3:54:11 PM

STACEY KEMP
COUNTY CLERK
COLLIN COUNTY, TEXAS
BY : KG DEPUTY

NOTICE OF REGULAR MEETING

BOARD OF DIRECTORS

of the

COLLIN CENTRAL APPRAISAL DISTRICT

CENTRAL APPRAISAL DISTRICT OFFICE

**250 ELDORADO PARKWAY, DR. LEO FITZGERALD BOARD ROOM
MCKINNEY, TEXAS 75069**

Notice is hereby given that on 26th day of September, at 7:00 a.m., the Board of Directors of the Collin Central Appraisal District will hold a meeting at the Central Appraisal District Office, 250 Eldorado Parkway, McKinney, Texas 75069. The Board Chairman will direct the meeting from the District's office, in the Dr. Leo Fitzgerald board room. Board members and the public may attend in person or connect via the telephone number and conference ID below. The chief appraiser and selected staff will attend in person, with other members of the District's staff connecting from their individual offices or from a remote location. Board members, staff and the public will have telephone access by dialing 1-833-304-4846, at which time they will be prompted to enter the Phone Conference ID: 326 301 680#. Telephonic access will be available at 7:00 a.m. until the meeting is adjourned by the Board Chairman. The subjects discussed are listed on the agenda which is attached to and made a part of this notice. The Board's agenda packet is available on the District's public website: <https://collincad.org/boards/bod>. On this 19th day of September 2024, this notice was filed with the County Clerk of Collin County, Texas.



Marty Wright
Chief Appraiser
Phone: (469) 742-9200



AGENDA

BOARD OF DIRECTORS REGULAR MEETING

CENTRAL APPRAISAL DISTRICT OFFICE
250 ELDORADO PARKWAY, DR. LEO FITZGERALD BOARD ROOM
MCKINNEY, TEXAS 75069

A. CALL TO ORDER

1. Announcement by presiding officer whether the meeting has been posted in the manner required by law.
2. Roll Call: Announcement by presiding officer whether a quorum is present.

B. EXECUTIVE SESSION

1. Consultation with attorneys regarding pending or contemplated litigation, and/or a matter in which the duty of the attorneys to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with [the Texas Open Meetings Act]. Pursuant to the Texas Open Meetings Act, Section 551.071.
2. Deliberation regarding real property. Pursuant to Texas Open Meetings Act, Section 551.072.
3. Personnel matters. Pursuant to Texas Open Meetings Act, Section 551.074.


C. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION

1. Action on items pertaining to litigation, if any.
2. Action on items pertaining to real property, if any.
3. Action on items pertaining to personnel, if any.

D. CONSENT AGENDA

The Consent Agenda will be acted upon in one motion and contains items which are routine and typically noncontroversial. Items may be removed from this agenda for individual discussion by a Board Member, the Chief Appraiser or any citizen.

1. Approval of minutes from the August 22, 2024 regular meeting.

- 
2. Review of August 2024 bills.
 3. Review of August 2024 financial reports.
 4. Review and sign checks for approved purchases requiring Board signature.
 5. Review report of August 2024 checks and electronic transfers greater than \$25,000.

END OF CONSENT AGENDA

E. REGULAR AGENDA

1. Receive recommendation and vote on authorizing the chief appraiser to execute a contract with Pitney Bowes to upgrade the District's mail processing equipment and software.
2. Discuss and vote on amendments to Policy #110 Investment of Public Funds.
3. Discuss and vote on authorizing the District to request a letter of engagement from Vail & Park, P.C.
4. Receive a report regarding Policy #1007 and the District's 2025 Retirement Plan with the Texas County District Retirement System (TCDRS).

F. REPORTS

1. Taxpayer Liaison Officer Report.
2. ARB Chairman Report.
3. 2025-2026 Board of Directors Election.

G. CHIEF APPRAISER'S REPORT

1. General Comments.

H. AUDIENCE

Receive public comments. Five minute limit per speaker, unless extended by Board vote.

I. ANNOUNCEMENT OF NEXT REGULAR SCHEDULED MEETING

J. ADJOURNMENT

MINUTES
BOARD OF DIRECTORS
COLLIN CENTRAL APPRAISAL DISTRICT
Thursday, August 22, 2024

MEETING LOCATION: Central Appraisal District Office
250 Eldorado Parkway, Dr. Leo Fitzgerald Board Room
McKinney, Texas 75069

MEMBERS PRESENT: Andrew Cook, Richard Grady, Brian Mantzey, Ken Maun, Robert Philo, Veronica Yost and Sumbel Zeb

MEMBERS ABSENT: Ronald Kelley, Clint Pruett

APPROVAL OF MINUTES: _____
Chairman Secretary

NATURE OF BUSINESS

I. 2025 - 2026 REAPPRAISAL PLAN HEARING

ITEM #	SUB #	ITEM DESCRIPTION
A.		Call to order: 7:17 a.m.
	1	Announcement by presiding officer whether the public hearing has been posted in the manner required by law.
	2	Roll call: Announcement by presiding officer whether a quorum is present. Chief Appraiser Marty Wright, introduced the new Collin Central Appraisal District board members. Oath of office was administered by Taxpayer Liaison Officer, Chris Nickell to Robert Philo, Place 1, Sumbel Susan Zeb, Place 2, and Andrew Cook, Place 3.
B.		The Board conducted the 2025 - 2026 Reappraisal Plan Hearing
C.		Motion by Mr. Grady to adjourn the 2025 - 2026 Reappraisal Plan Hearing. Seconded by Mr. Philo. Motion carried.

II. REGULAR MEETING

ITEM #	SUB #	ITEM DESCRIPTION
A.		Call to order: Immediately Following Reappraisal Plan Hearing
	1	Announcement by presiding officer whether the meeting has been posted in the manner required by law.
	2	Chairman, Brian Mantzey, announced that a quorum was present.

MINUTES

BOARD OF DIRECTORS COLLIN CENTRAL APPRAISAL DISTRICT

B. Executive Session

Board recessed to executive session at 7:27 a.m., pursuant to Texas Government Code Sections 551.071, 551.072 and 551.074 for the following purpose(s):

- 1 Consultation with attorney regarding pending or contemplated litigation, and/or a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with [the Texas Open Meetings Act]. Pursuant to Texas Open Meetings Act, Section 551.071.
- 2 Deliberation regarding real property. Pursuant to Texas Open Meetings Act, Section 551.072.
- 3 Personnel matters. Pursuant to Texas Open Meetings Act, Section 551.074.

Board reconvened to open session at 8:15 a.m.

C. Action on items discussed in executive session

- 1 N/A
- 2 No action taken on any items pertaining to real property.
- 3 N/A

CONSENT AGENDA

Motion by Mr. Grady to accept reports and approve action items contained in consent agenda. Seconded by Ms. Yost. Motion carried.

D. Action taken: Board approved minutes from June 20, 2024 special meeting.

E. Action taken: Board reviewed the June and July bills.

F. Action taken: Board reviewed and accepted the June and July financial reports.

G. Action taken: There were no checks requiring Board approval.

H. Action taken: Board reviewed and accepted the June and July report of checks and electronic transfers greater than \$25,000.

END OF CONSENT AGENDA

I. The Board voted to adopt the biennial Reappraisal Plan for 2025-2026. Mr. Grady motioned to approve and adopt the District's 2025-2026 Reappraisal Plan by Resolution #2024-88, as presented in the Public Hearing. Motion seconded by Mr. Philo. Motion carried.

MINUTES

BOARD OF DIRECTORS COLLIN CENTRAL APPRAISAL DISTRICT

- J.** Brian Swanson, Deputy Chief-Business Operations and Compliance, presented Policy #1002 Check Signing revisions to the Board. Following discussion led by Chairman Mantzey, Ms. Yost motioned to approve and adopt Policy #1002 revisions by Resolution #2024-1139. Mr. Cook seconded the motion. Motion carried.
- K.** Mr. Swanson and Ryan Hanratty, addressed the Board regarding the District's Swingle Collins & Associates Insurance Consultant Contract. The Board was given an overview of the initial need for a consultant contract which was first presented at the October 21, 2010 Board of Directors meeting. Mr. Hanratty provided insight distinguishing the difference of a contracted flat fee structure versus the industry standard percent of insurance premiums. Mr. Grady motioned to approve Mr. Swanson's recommendation to continue the District's Swingle Collins & Associates Insurance Consultant Contract. The motion was seconded by Ms. Zeb. Motion carried.
- L.** The Board received the recommended changes to the Collin CAD Personnel Policies & Procedures Handbook. Mr. Philo motioned to accept the revised edition as presented by Mr. Wright. Motion seconded by Mr. Grady. Motion carried.
- M.** Chris Nickell, Taxpayer Liaison Officer, and George Chollar, Collin ARB Chairman, addressed the Board regarding matters pertaining to ARB officer selection and ARB member applications. A motion was made by Mr. Philo to approve the ARB Appointments & Process as presented. Mr. Grady seconded the motion. Motion carried.
- 1 Motion by Mr. Grady to approve activities and events for selection of ARB Officers as presented. Seconded by Mr. Philo. Motion carried.
 - 2 In a single vote, Mr. Grady made the motion and Ms. Yost seconded the motion to approve as presented, 10-15 new ARB members to be appointed by the Board of Directors for 2025; appointment of the 5 stated ARB members to serve as Commissioners; and to proceed with new member public announcements & procedural dates. Motion carried.
- N.** **Reports**
- 1 Mr. Nickell presented the TLO Monthly Status Report , and the Monthly TDLR Report.
 - 2 On behalf of Deputy Chief Mr. Swanson presented the 2024 Protest & Inquiry Report.

MINUTES

BOARD OF DIRECTORS COLLIN CENTRAL APPRAISAL DISTRICT

- 3 The 2nd Quarter Arbitration Report was presented by Teresa Justus, ARB & Agent Services Manager.
- 4 Jamie Hobbs presented the 2nd Quarter Investment & Collateral Report.
- 5 Mr. Swanson presented the Vendor Report.
- 6 Mr. Swanson also presented the Litigation Report & Expense Summary.

O. Chief Appraiser's Report

- 1 Collin CAD Tax Transparency Publication
- 2 2024 Certified Taxable Value Report
- 3 General Comments

III.

AUDIENCE

- A.** There were no public comments.

CCAD staff in attendance:

Marty Wright
Toni Bryan
Valerie Hyden
Nalia Rivera
Phil Greaux
Ryan Matthews
Brian Swanson
Teresa Justus
Robert Wood
Chris Nickell

Public in attendance:

Mark Walsh, Saunders Walsh
Ryan Hanratty, Shareholder/Benefits Advisor, Swingle, Collins, & Associates
Jamie Hobbs, Valley View Consulting

IV.

The next meeting is to be held on the Date and at the time listed below.
The meeting will be held at 250 Eldorado Pkwy., Dr. Leo Fitzgerald
Board Room, McKinney, Texas.
Thursday, September 26, 2024
7:00 a.m.

V.

Chairman, Brian Mantzey, announced that the Board had concluded its business and the meeting was adjourned. The meeting adjourned at 8:15 a.m.

COLLIN CENTRAL APPRAISAL DISTRICT
Board of Directors Check Detail Report
August 2024

Num	Date	Name	Amount
Aug 24			
ACH	08/15/2024	TCDRS	-174,617.89
ACH	08/01/2024	PITNEY BOWES RESERVE ACCOUNT	-20,000.00
ACH	08/09/2024	ADP INC	-4,054.82
FEE	08/30/2024	TEXAS CAPITAL BANK	-657.30
6157	08/05/2024	AFFILIATED COM-NET, INC.	-1,555.81
6158	08/05/2024	AT&T - MAIN LOCAL	-249.27
6159	08/05/2024	AT&T - MAIN LOCAL	-2,863.57
6160	08/05/2024	BRENNAN, KEVIN	-89.11
6161	08/05/2024	IN BLOOM	-93.00
6162	08/05/2024	JOPLIN'S	-1,770.00
6163	08/05/2024	SHI GOVERNMENT SOLUTIONS	-768.82
6164	08/05/2024	TEXAS ARCHIVES	-124.46
6165	08/05/2024	UBISTOR, INC.	-4,942.40
6166	08/05/2024	WASTE CONNECTIONS OF TEXAS	-310.74
6167	08/07/2024	BATTERIES PLUS	-190.48
6168	08/07/2024	COLORIT GRAPHICS SERVICES	-127.50
6169	08/07/2024	GREAT AMERICA FINANCIAL SERVICES	-1,963.00
6170	08/07/2024	SHRED-IT USA LLC	-161.18
6171	08/07/2024	PARAGON ROOFING INC	0.00
6172	08/07/2024	MEDIUM GIANT COMPANY, INC	-3,573.00
6173	08/13/2024	BLUECROSS BLUESHIELD (LIFE&STLT)	-11,160.79
6174	08/13/2024	COSTAR REALTY INFORMATION INC	-6,421.23
6175	08/13/2024	DEX IMAGING	-673.34
6176	08/13/2024	IN BLOOM	-182.00
6177	08/13/2024	PROSTAR SERVICES, INC	-3,428.27
6178	08/13/2024	SUPERIOR VISION OF TEXAS	-1,592.17
6179	08/13/2024	WEX HEALTH INC	-158.00
6180	08/19/2024	CINTAS FIRST AID	-56.19
6181	08/19/2024	FIRST STOP HEALTH	-1,389.20
6182	08/19/2024	GRAYSON CAD	-290.00
6183	08/19/2024	JOPLIN'S	-487.50
6184	08/19/2024	LEGAL SHIELD / ID SHIELD	-1,652.50
6185	08/19/2024	MOORE-HENDERSON, NIKKI S.	-545.00
6186	08/19/2024	SERVICE FIRST	-210.00
6187	08/20/2024	AFLAC	-6,225.24
6188	08/20/2024	AT&T - FIBER	-51.38
6189	08/20/2024	AT&T - FIBER	-1,058.93
6190	08/20/2024	ELLIOTT ELECTRIC SUPPLY	-80.00
6191	08/20/2024	SPECTRUM ENTERPRISE	-1,356.12
6192	08/26/2024	COLORIT GRAPHICS SERVICES	-144.00
6193	08/26/2024	ESRI INC	0.00
6194	08/26/2024	JOPLIN'S	-2,951.25
6195	08/26/2024	PROSTAR SERVICES, INC	-1,733.95
6196	08/26/2024	SHELL ENERGY SOLUTIONS	-6,474.05
6197	08/26/2024	SHI GOVERNMENT SOLUTIONS	-2,158.75
6198	08/26/2024	AT&T - FIBER	-1,591.31
6199	08/26/2024	BLUECROSS BLUESHIELD OF TEXAS	-46.24
6200	08/26/2024	MYPRINTCHOICE	-70.00
6201	08/26/2024	YOURMEMBERSHIP.COM, INC.	-209.00
6202	08/26/2024	ESRI INC	-30,476.88
6203	08/28/2024	CARD SERVICE CENTER	0.00
6204	08/28/2024	CARD SERVICE CENTER	-7,565.05
6205	08/29/2024	BLUECROSS BLUESHIELD OF TEXAS	0.00

COLLIN CENTRAL APPRAISAL DISTRICT
Board of Directors Check Detail Report
August 2024

Num	Date	Name	Amount
6206	08/29/2024	BLUECROSS BLUESHIELD OF TEXAS	-132,513.06
6207	08/29/2024	CITY OF MCKINNEY	-725.90
6208	08/29/2024	DEX IMAGING	-1,829.96
6209	08/29/2024	GSO ARCHITECTS	-3,000.00
6210	08/29/2024	PERDUE, BRANDON, FIELDER, COLLINS, MOTT	-250.00
6211	08/29/2024	TAAD	-126.00
6212	08/29/2024	TAAO	-30.00
6213	08/29/2024	TDLR	-100.00
6214	08/29/2024	TDLR	-100.00
6215	08/30/2024	CDW-G	-13,646.52
6216	08/30/2024	CINTAS MAT SERVICE	-584.70
6217	08/30/2024	CINTAS SANI CLEAN #163	-3,532.36
6218	08/30/2024	J.D. POWER VALUATION SERVICES	-389.00
6219	08/30/2024	PLANO OFFICE SUPPLY	-2,119.05
6220	08/30/2024	SAM'S CLUB	-23.74
6221	08/30/2024	STAPLES BUSINESS CREDIT	-2,718.52
888096	08/06/2024	ARMSTRONG, WILLIAM	-200.00
888097	08/06/2024	BUNDICK, FRANK	-412.50
888098	08/06/2024	HENRY, JAMES	-825.00
888099	08/06/2024	JEFFCOAT, JARROD	-412.50
888100	08/06/2024	QUALITY PERSONNEL SERVICE	-804.54
888101	08/06/2024	HAYNES LANDSCAPE & MAINTENANCE, INC	-1,379.92
888102	08/06/2024	TRUE PRODIGY TECH SOLUTIONS LLC	-2,076.25
888103	08/06/2024	NGUYEN, RICHARD D.	-2,700.00
888104	08/06/2024	STEGER, DENNIS	-450.00
888105	08/06/2024	WEST, SUBVET D	-900.00
888106	08/06/2024	MC PURE CLEANING, LLC	-6,000.00
888107	08/07/2024	HERITAGE BROKERAGE SERVICES	-6,000.00
888108	08/07/2024	MASSEY SERVICE, INC	-336.00
888109	08/07/2024	SAUNDERS & WALSH, PLLC	-138,888.50
888110	08/07/2024	SWINGLE COLLINS & ASSOCIATES	-3,000.00
888111	08/07/2024	VALBRIDGE PROPERTY ADVISORS	-15,600.00
888112	08/06/2024	HOME DEPOT	-59.92
888113	08/13/2024	DAVIS, MARISA	-400.00
888114	08/13/2024	DIAZ, STEPHEN ERIK	-412.50
888115	08/13/2024	NEVAREZ, ALEJANDRO	-837.50
888116	08/13/2024	THIGPEN, LESLIE MICHAEL	-400.00
888117	08/13/2024	NICKELL, CHRISTOPHER	-3,240.00
888118	08/13/2024	QUALITY PERSONNEL SERVICE	-7,130.81
888119	08/13/2024	VAIL & PARK, P.C.	-1,250.00
888120	08/20/2024	BORTON, BRIAN K	-425.00
888121	08/20/2024	JEFFCOAT, JARROD	-400.00
888122	08/20/2024	POLK, MATTHEW	-400.00
888123	08/20/2024	TOYE, TERRY NEIL	-362.50
888124	08/20/2024	GONZALES, CHRIS	-1,134.10
888125	08/20/2024	SWANSON, BRIAN	-415.95
888126	08/20/2024	SWANSON, BRIAN	-526.95
888127	08/20/2024	QUALITY PERSONNEL SERVICE	-8,065.60
888128	08/20/2024	ROCKIN G DRYWALL & CONSTRUCTION	-3,000.00
888129	08/20/2024	VALBRIDGE PROPERTY ADVISORS	-8,000.00
888130	08/20/2024	HENDERSON LAW FIRM, KAMILAH	-450.00
888131	08/20/2024	NGUYEN, RICHARD D.	-450.00
888132	08/20/2024	SHASHANK RAO	-450.00
888133	08/20/2024	SHASHANK RAO	-450.00

COLLIN CENTRAL APPRAISAL DISTRICT
Board of Directors Check Detail Report
August 2024

Num	Date	Name	Amount
888134	08/20/2024	SHASHANK RAO	-450.00
888135	08/20/2024	SHASHANK RAO	-450.00
888136	08/27/2024	BUNDICK, FRANK	-400.00
888137	08/27/2024	DECK, RANDALL	-987.50
888138	08/27/2024	NEVAREZ, ALEJANDRO	-462.50
888139	08/27/2024	THIGPEN, LESLIE MICHAEL	-462.50
888140	08/27/2024	HERITAGE BROKERAGE SERVICES	-3,500.00
888141	08/27/2024	INTEX ELECTRICAL CONTRACTORS, INC	-1,784.00
888142	08/27/2024	QUALITY PERSONNEL SERVICE	-18,839.86
888143	08/27/2024	VALLEY VIEW CONSULTING, LLC	-4,785.21
Aug 24			-720,607.11

COMPILED FINANCIAL STATEMENTS

Collin Central Appraisal District

For the One and Eight Months Ended August 31, 2024

Collin Central Appraisal District

Compiled Financial Statements

For the One and Eight Months Ended August 31, 2024

Contents

Independent Accountants' Compilation Report.....	1
Statement of Net Position - Proprietary Fund.....	2
Statements of Revenues, Expenses and Changes in Fund Net Position and Budgetary Comparison - Proprietary Fund	3

Board of Directors
Collin Central Appraisal District
250 Eldorado Parkway
McKinney, Texas 75069

Management is responsible for the accompanying financial statements of the business-type activities of the Collin Central Appraisal District (the “District”) as of August 31, 2024 and for the one and eight months ended August 31, 2024, which collectively comprise the District’s basic financial statements as listed in the table of contents, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any assurance on these financial statements.

Management has elected to omit the government-wide financial statements, substantially all the disclosures, and the statements of cash flows required by accounting principles generally accepted in the United States of America. If the omitted government-wide financial statements, disclosures, and the statement of cash flows were included in the financial statements, they might influence the user’s conclusions about the District’s financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Management has omitted the discussion and analysis, schedule of changes in net pension liability and related ratios, and schedule of contributions that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

Vail + Park, P.C.

Frisco, Texas

September 17, 2024

COLLIN CENTRAL APPRAISAL DISTRICT
Statement of Net Position - Proprietary Fund
August 31, 2024

Assets

Current Assets:

Cash & Cash Equivalents	\$ 10,980,199
Certificates of Deposit	22,692,590
Other Receivable	2,083,456
Prepaid Items	209,587
Total Current Assets	<u>35,965,832</u>

Noncurrent Assets:

Land	1,387,232
Building	8,786,559
Computer Equipment	992,278
Furniture & Equipment	523,850
Software	797,859
Right-to-Use Assets	186,909
SBITA Assets	153,142
Less Accumulated Depreciation and Amortization	(4,911,650)
Net Pension Asset	<u>2,129,604</u>
Total Noncurrent Assets	<u>10,045,783</u>
Total Assets	<u>46,011,615</u>

Deferred Outflows of Resources

Deferred Outflow Related to TCDRS	<u>4,608,773</u>
-----------------------------------	------------------

Liabilities

Current Liabilities:

Accounts Payable	168,506
Accrued Liability	107,180
Accrued Wages Payable	215,524
Unearned Revenue - Entities	8,442,559
Compensated Absences Payable	370,077
Operating Lease Liabilities, Current	33,680
SBITA Liabilities, Current	57,456
Total Current Liabilities	<u>9,394,982</u>

Noncurrent Liabilities:

Operating Lease Liabilities, Net of Current Portion	22,886
SBITA Liabilities, Net of Current Portion	9,725
Total Noncurrent Liabilities	<u>32,611</u>
Total Liabilities	<u>9,427,593</u>

Deferred Inflow of Resources

Deferred Inflow Related to TCDRS	430,175
Total Deferred Inflows of Resources	<u>430,175</u>

Net Position

Net Investment in Capital Assets	7,792,432
Unrestricted - Designated	29,400,000
Unrestricted - Undesignated	3,570,188
Total Net Position	<u>\$ 40,762,620</u>

COLLIN CENTRAL APPRAISAL DISTRICT
Statements of Revenues, Expenses and Changes in Fund Net Position and Budgetary Comparison - Proprietary Fund
For the One and Eight Months Ended August 31, 2024

	One Month Ended August 31, 2024	Eight Months Ended August 31, 2024	Budget Fiscal Year 2024	Percentage of Budget	Remaining Budget
Operating Revenues					
Local Support	\$ 2,110,423	\$ 17,652,905	\$ 26,094,600	67.65%	\$ 8,441,695
Business Personal Property					
Rendition Penalty Revenue	-	64,980	-		(64,980)
Miscellaneous Revenue	450	5,751	-		(5,751)
Total Revenues	2,110,873	17,723,636	26,094,600	67.92%	8,370,964
Operating Expenses					
Salaries - Full Time	848,455	7,190,932	13,950,900	51.54%	6,759,968
Salaries - Part Time and Temp	40,047	393,378	598,600	65.72%	205,222
Overtime	430	75,743	140,000	54.10%	64,257
Payroll Taxes	13,241	112,911	213,000	53.01%	100,089
Auto Allowance	60,323	509,418	855,800	59.53%	346,382
Workman's Compensation	3,857	32,609	70,000	46.58%	37,391
Group Insurance	186,527	1,509,697	2,877,000	52.47%	1,367,303
Employee Retirement	113,088	967,202	1,946,400	49.69%	979,198
Unemployment Compensation	-	5,679	50,000	11.36%	44,321
Aerial Photography	-	383,460	445,000	86.17%	61,540
Appraisal Review Board	49,822	630,145	810,000	77.80%	179,855
Audit & Accounting	1,250	26,819	34,000	78.88%	7,181
Board of Directors Meeting	38	348	7,000	4.97%	6,652
Building Maintenance & Repairs	25,442	189,840	760,000	24.98%	570,160
Computer Maintenance	2,539	193,206	375,000	51.52%	181,794
Contract Services	8,223	52,818	150,000	35.21%	97,182
Equipment Repair & Maintenance	1,848	24,369	52,000	46.86%	27,631
General Insurance	4,773	38,725	80,000	48.41%	41,275
Legal Notices & Advertising	3,573	17,775	37,000	48.04%	19,225
Legal Services	182,788	1,256,467	2,200,000	57.11%	943,533
Postage	20,000	370,414	520,000	71.23%	149,586
Professional Services	8,025	237,377	250,000	94.95%	12,623
Registration & Dues	1,195	11,123	45,000	24.72%	33,877
Rent-Equipment	1,963	35,541	115,000	30.91%	79,459
Security	9,863	85,963	165,000	52.10%	79,037
Supplies & Materials	16,958	308,956	570,000	54.20%	261,044
Telephone, Internet, Data Cloud	12,207	103,307	300,000	34.44%	196,693
Travel & Education	4,346	33,419	125,000	26.74%	91,581
Utilities	7,672	67,096	141,900	47.28%	74,804
Equipment & Software - Non-Capital	25,382	372,202	1,275,000	29.19%	902,798
Depreciation and Amortization	21,681	173,445	-		(173,445)
Contingency	-	-	236,000	0.00%	236,000
Buy Down of Pension	-	-	400,000	0.00%	400,000
Total Operating Expenses	1,675,556	15,410,384	29,794,600	51.72%	14,384,216
Operating Income (Loss)	435,317	2,313,252	(3,700,000)	-62.52%	(6,013,252)
Nonoperating Income (Expenses)					
Interest Income	177,078	1,077,568	-		(1,077,568)
Total Nonoperating Revenues & Expenses	177,078	1,077,568	-		(1,077,568)
Change in Net Position	612,395	3,390,820	\$ (3,700,000)	-91.64%	\$ (7,090,820)
Net Position, Beginning of Period	40,150,225	37,371,800			
Net Position, End of Period	\$ 40,762,620	\$ 40,762,620			

See Independent Accountants' Compilation Report.



Collin Central Appraisal District

Date: 9/19/2024

To: Board of Directors

From: Marty Wright, Chief Appraiser

A handwritten signature in black ink, appearing to read "Marty Wright".

Subject: Budgeted expenditures requiring signature of Board Officer

ITEM	DESCRIPTION	\$ AMOUNT
Ck #6202	ESRI, INC.	\$30,476.88



Collin Central Appraisal District

Date: 9/19/2024

To: Board of Directors

From: Marty Wright, Chief Appraiser

A handwritten signature in black ink, appearing to read "Marty Wright", is written over the "From:" line.

Subject: Budgeted expenditures over \$25,000 approved by Chief Appraiser

For: August 2024

ITEM	DATE	DESCRIPTION	\$ AMOUNT
ACH-IB	8/09/24	ADP (payroll and taxes)	\$464,953.29
ACH-IB	8/15/24	TCDRS	\$174,617.89
ACH-IB	8/23/24	ADP (payroll and taxes)	\$419,481.25
ACH-TCB	8/07/24	Saunders & Walsh	\$138,888.50
Ck #6206	8/29/24	Blue Cross and Blue Shield	\$132,513.06

E.1.

Receive recommendation and vote on authorizing the chief appraiser to execute a contract with Pitney Bowes to upgrade the District's mail processing equipment and software.

September 26, 2024



Collin Central Appraisal District

September 10, 2024

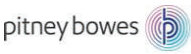
Mail System Hardware and Software Lease Executive Summary

We are at the end of our 48-month lease on our existing mailroom hardware and software provided by Pitney Bowes. We need to update our solution due to hardware maintenance lifecycle as well as Planet Press mail job processing enhancements. The existing solution lease runs out in October of 2024, and we have been in review of our vendor options for months. Since we have an existing custom solution with Pitney Bowes and Planet Press automations; we are looking for an updated environment from Pitney Bowes that will leverage all our existing workflows and programs that exist within Planet Press while enhancing our ability to process mail internally as well as use of 3rd party mail processors on large batch jobs.

Currently we pay \$2,952 a month on a 48-month lease. Pitney Bowes under NASPO/Texas SmartBuy competitive bid pricing is offering **\$2,599 for a 48-month lease** that refreshes all our equipment and upgrades all our Planet Press job scripts. This solution will allow us to process all daily mail and batch large jobs through Planet Press. We can then push to a third-party mailer to print, sort, stuff and apply postage per-piece typically cheaper than we internally can leaving only the daily mail and emergency/sensitive mail date letters to run through the onsite system. We are working with vendors now on agreements and are finding that they prefer our large jobs we process weekly. This is also very good news considering pandemic events where we potentially must shut down departments or the whole building as IT staff can remote in, run mail jobs and push the digital file to a mail partner for physical processing and offsite mailing (*the mail must go through as "they" say*).

The proposed new lease is a decrease of \$4,200 annually from what we are currently paying and as always includes a funding out clause so no future Board of Directors will be contractually bound by this lease (contained within NASPO/Texas Comptroller contract No.985-C1). We are recommending and requesting permission to sign this new lease agreement with Pitney Bowes as detailed above during the Board of Directors' September 26th, 2024, meeting. I have attached the lease agreement to this summary for reference. Thank you in advance for your consideration and as always let me know if you have any questions or concerns regarding this lease agreement for mail processing equipment and software.

Ryan Matthews
Deputy Chief - Technology



NASPO ValuePoint FMV Lease Agreement (Option C)

--	--	--	--	--	--	--	--	--	--	--	--

Agreement Number

Your Business Information

Full Legal Name of Lessee / DBA Name of Lessee			Tax ID # (FEIN/TIN)
COLLIN CENTRAL APPRAISAL DIST			751677356
Sold-To: Address			
250 ELDORADO PKWY, MCKINNEY, TX, 75069-8023, US			
Sold-To: Contact Name	Sold-To: Contact Phone #	Sold-To: Account #	
Shane Cheek	4697429242	0011459359	
Bill-To: Address			
250 ELDORADO PKWY, MCKINNEY, TX, 75069-8023, US			
Bill-To: Contact Name	Bill-To: Contact Phone #	Bill-To: Account #	Bill-To: Email
CCAD Accounts Payable	4697429200	0011459359	shane.cheek@cadcollin.org
Ship-To: Address			
250 ELDORADO PKWY, MCKINNEY, TX, 75069-8023, US			
Ship-To: Contact Name	Ship-To: Contact Phone #	Ship-To: Account #	
Shane Cheek	4697429242	0011459359	
PO #			

Your Business Needs

Qty	Item	Business Solution Description
1	OLCONNECT	OL Connect Software
1	397-B	10lb/5kg USB Scale
	CSSD	Implementation Day Rate - CCM
	F90I	Basic Installation and Training
1	PB-OL-CPRO	OL Connect - Professional
1	SMA_TIER1	SMA Tier 1 - Software Service Agreement
1	STDsla	Standard SLA-Equipment Service Agreement (for OL Connect Software)
1	RELAY5000	Relay 5000 Inserting System
2	F780183	Sheet/Flat Envelope Tray
2	F780184	Insert Tray
1	F7DI	Bottom Address Inverter Kit
1	F7SB	Barcode Scanning Software
1	F9PG	PowerGuard Service Package
1	STDsla	Standard SLA-Equipment Service Agreement (for Relay 5000 Inserting System)

1	TI50	Relay 5000 Inserting System
1	TI7D	2d Camera High Capacity Sheet Feeder
1	TI7E	Scanner Mounting Kit High Cap Sheet Fdr
1	TIHC	High Capacity Sheet Feeder
1	TIVP	Vertical Power Stacker
1	SENDPROMAILCENTER	MailCenter
1	1FW1	Differential Weighing Feature
1	1FW6	30lb Interface Weigh w/External Display
1	787-1	Connect+ Red FI Ink Ctg (PRD) CG333A
1	7W00	MailCenter Meter
1	APAXL	Cost Acctg Accounts Level (100)
1	APKG	SendPro 360 Shipping Feature
1	APSD	145/70 LPM Speed
1	CAABL	Basic Cost Acctg for SP MailCenter
1	F9PG	PowerGuard Service Package
1	HV1P	MailCenter Printer
1	HVBB	MailCenter 2000
1	M9SS	USPS Tracking Services
1	ME1C	Meter Equipment - Low
1	MP3X	Differential Weighing 15, 30 lb scales
1	MT30	Platform Scale 30lb/12kg
1	MW90007	Drop Stacker
1	MW92705	MailCenter 15in Display
1	SJM2	SoftGuard - 2000
1	STDsla	Standard SLA-Equipment Service Agreement (for MailCenter)
1	SPE	SendPro Enterprise Offer
1	397-B	10lb/5kg USB Scale
1	SPE-OVERAGEVOL1	Overage Volume Band - \$.15 Per Label

1	SPE-TIER3-500	SendPro Enterprise Tier 3 Sub 500
	SPESSVE	SPE PlanetPress Connect Plug-In
1	STDsla	Standard SLA-Equipment Service Agreement (for SendPro Enterprise Offer)

Your Payment Plan

Initial Term: 48 months	Initial Payment Amount:	
Number of Months	Monthly Amount	Billed Quarterly at*
48	\$ 2,598.67	\$ 7,796.01

*Does not include any applicable sales, use, or property taxes which will be billed separately.
If the equipment listed above is replacing your current meter, your current meter will be taken out of service once this lease commences.

- ☐ Tax Exempt Certificate Attached
- ☐ Tax Exempt Certificate Not Required
- ☐ Purchase Power® transaction fees included
- ☒ Purchase Power® transaction fees extra

Your Signature Below

By signing below, you agree to be bound by your State's/Entity's/Cooperative's contract, which is available at <http://www.pb.com/states> and is incorporated by reference. The terms and conditions of this contract will govern this transaction and be binding on us after we have completed our credit and documentation approval process and have signed below. If software is included in the Order, additional terms apply which are either (i) included in your State's contract which is available at <http://www.pb.com/states> or (ii) available by clicking on the hyperlink for that software located at https://www.naspovaluepoint.org/search/?term=pitney+bowes&page_ref=contractors. Those additional terms are incorporated by reference.

NASPO VALUEPOINT_CTR058808;985-C1
State/Entity's Contract#

Lessee Signature

Print Name

Title

Date

Email Address

Pitney Bowes Signature

Print Name

Title

Date

Sales Information

John Dutkowsky	john.dutkowsky@pb.com	
Account Rep Name	Email Address	PBGFS Acceptance

E.2.

**Discuss and vote on amendments to Policy
#110 Investment of Public Funds.**

September 26, 2024



Collin Central Appraisal District

POLICY NUMBER: 110

POLICY NAME: INVESTMENT OF PUBLIC FUNDS

It is the policy of Collin Central Appraisal District ("the District") to first and foremost, create guiding principles to insure conformance to all statutes, rules, and regulations governing the investment of public funds, in accordance to the Public Funds Investment Act (PFIA).

Additionally, this **I**nvestment **P**olicy sets guidelines to invest public funds in a manner which will provide safety of principal, meet the liquidity demands of the District, and optimize investment return while conforming to all state statutes governing the investment of public funds. This policy details the standards of care to which the District commits; that of due care, caution, and good judgment in making all its investments.

1.0 Scope

This **I**nvestment **P**olicy applies to all financial assets of the District.

2.0 Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

3.0 Objectives

The primary objectives, in priority order, of the District shall be:

- **Safety:** Safety of principal is the foremost objective of the investment program.
- **Liquidity:** The District's investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements, which might be reasonably anticipated.

- **Return:** The District's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the District's investment risk constraints and the cash flow characteristics of the portfolio.

4.0 Delegation of Authority

Investment Officers

Authority to manage the District's investment program is derived from the Public Funds Investment Act, Chapter 2256 Government Code. The duties of Investment Officers are hereby delegated to the Deputy Chief Appraiser of Operations & Compliance and the Director of Business Operations and Finance. The Investment Officers shall establish written investment policies as approved by the Board. Policies should include reference to safekeeping, wire transfer agreements, banking service contracts and collateral/depository agreements. The Investment Officers shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. The Investment Officers shall consult and report to the Chief Appraiser concerning all of the District's investments.

Training

The Investment Officers are required, under §2256.008 Government Code, to: (1) attend at least one, 10 hour, training session within 12 months of assuming duties and (2) attend a 10 hour investment training session not less than once in a two-year period that begins on the first day of the District's fiscal year and consists of the two consecutive fiscal years after that date.

The Chief Appraiser will approve and the District will provide periodic training in investments for the investment personnel through courses and seminars offered by professional organizations and associations in order to ensure the quality and capability of the District's investment personnel making investment decisions in compliance with the PFIA.

Approved independent training sources are:

- American Institute of Certified Public Accountants

- Council of Governments
- Government Finance Officers Association
- Government Finance Officers Association of Texas
- Government Treasurers' Organization of Texas
- International City/County Management Association
- Texas Association of Appraisal Districts (TAAD)
- Texas City Management Association
- Texas Municipal Clerks Association
- Texas Municipal League
- TEXPO
- University of North Texas Center for Public Management

Internal Controls

The Investment Officers are responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the District are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

The internal controls shall address the following points:

- Avoidance of collusion,
- Separation of transactions authority from accounting and record keeping,
- Third-party safekeeping and custody,
- Clear delegation of authority of subordinate staff members, and
- Written confirmation for transactions for investments and wire transfers

5.0 Ethics and Conflicts of Interest

An Investment Officer of the District who has a personal business relationship with an entity seeking to sell an investment to the entity shall file a statement disclosing that personal business interest. An Investment Officer who is related within the second degree by affinity or consanguinity, as determined under Chapter 573 Local Government

Code, to an individual seeking to sell an investment to the District shall file a statement disclosing that relationship. A statement required under this section must be filed with the Texas Ethics Commission and with the Board of Directors, Collin Central Appraisal District.

6.0 Authorized and Suitable Investments

District funds governed by this ~~I~~investment ~~P~~policy may be invested in the instruments described below, all of which are authorized by the PFIA. Investment of District funds in any instrument or security not authorized for investment under the PFIA is prohibited. The District will not be required to liquidate an investment that was authorized at the time of purchase.

- **Obligations of, or guaranteed by Government Entities**, as outlined in §2256.009 of the Government Code, including:
 - a.** Obligations, including letters of credit, of the United States or its agencies and instrumentalities, including the Federal Home Loan Banks;
 - b.** Direct obligations of the State of Texas or its agencies and instrumentalities;
 - c.** Other obligations, the principal and interest of which are unconditionally guaranteed or insured by, or backed by the full faith and credit of, the state of Texas or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC).
 - d.** Obligations of state, agencies, counties, cities, and other political subdivisions of this State rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent.
- **Financial Institution Deposits** issued by a depository institution that has its main office or a branch office in Texas and is guaranteed or insured by the ~~Federal Deposit Insurance Corporation~~ or its successor or the National Credit Union Share Insurance Fund (NCUSIF) or its successor, is secured by obligations that are eligible in the ~~Public Funds Investment Act~~, or secured in any manner and amount provided by law for deposits of the investing entity.

- **Investment Pools** if they comply with the requirements of §2256.016 Government Code and have been specifically authorized by the Board of Directors of the District.
- **Money Market Mutual Funds** if they (1) are registered and regulated by the Securities and Exchange Commission, (2) seek to maintain a net asset value of \$1.0000 per share, and (3) are rated AAA by at least one nationally recognized rating service.

7.0 Safekeeping and Custody

Safekeeping and Custodial Agreements

The District shall contract with a bank or banks for the holding of securities either owned by the District as part of its investment portfolio or held as collateral to secure depository institution deposits. Securities owned by the District shall be held in the District's account as evidenced by safekeeping receipts of the institution holding the securities. The District shall approve all third-party custodians for the holding of securities pledged to the District as collateral to secure financial institution deposits.

Collateral Policy

The District has established a collateral policy in compliance with the Public Funds Collateral Act. Deposits secured with irrevocable letters of credit shall have 100% of principal plus anticipated interest of the deposit, less any amount insured by the FDIC or NCUSIF. Deposits secured with pledged marketable securities shall have a market value equal to or greater than 103% of the principal plus accrued interest of the deposit, less any amount insured by the FDIC or NCUSIF. All deposits shall be insured or collateralized in compliance with applicable State law. The District reserves the right, in its sole discretion, to accept or reject any form of insurance or collateralization. All collateral will be subject to inspection and audit by the District or the District's independent auditors.

Financial institutions serving as District Depositories will be required to sign a depository agreement with the District. The collateralized deposit portion of the agreement shall define the District's rights to the collateral in case of default, bankruptcy, or closing, and shall establish a perfected

security interest in compliance with Federal and State regulations, including:

- The agreement must be in writing;
- The agreement must be executed by the Depository and the District contemporaneously with the acquisition of the asset;
- The agreement must be approved by the Board of Directors or designated committee of the Depository and a copy of the meeting minutes must be delivered to the District; and
- The agreement must be part of the Depository's "official record" continuously since its execution.

8.0 Investment Parameters

Diversification

The District recognizes that investment risks can result from issuer defaults, market price changes, or various technical complications leading to temporary illiquidity. Risk is managed through portfolio diversification that shall be achieved by the following general guidelines:

- Limiting investments to avoid overconcentration in investments from a specific issuer or business sector, when appropriate,
- Limiting investment in higher credit risk issuers,
- Investing in investments with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as financial institution deposits, local government investment pools, or money market funds to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

Maximum Maturities

To the extent possible, the District will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the District will not directly invest in securities maturing more than two years from the date of purchase.

Competitive Environment

The District requires a competitive environment for all individual security purchases and sales, financial institution time deposit and transaction accounts, and money market mutual fund and local government

investment pool selections. The Investment Officers shall develop and maintain procedures for ensuring a competitive environment in the investment of the District's funds.

Delivery versus Payment

All security transactions entered into by the District shall be conducted on a delivery-versus-payment (DVP) basis.

General Fund Investment Strategies

This pooled investment group includes the total of cash and investments available for current operations.

- **Suitability** - Any investment eligible in the ~~I~~investment ~~P~~olicy is suitable for ~~General Operating~~ Funds.
- **Safety of Principal** - All investments shall be of high quality with no perceived default risk. Market price fluctuations may occur. However, by managing the weighted average days to maturity for the ~~General Operating~~ Fund's portfolio to less than 270 days and restricting the maximum allowable maturity to two years, the price volatility of the overall portfolio will be managed.
- **Liquidity** - General Funds require the greatest short-term liquidity of any of the Fund types. Cash equivalent investments will provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.
- **Marketability** - Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement.
- **Diversification** - Investment maturities should be staggered throughout the budget cycle to provide cash flow based on the anticipated operating needs of the District. Market cycle risk will be reduced by diversifying the appropriate maturity structure out through two years.
- **Yield** - Attaining a competitive market yield for comparable investment-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling three-month Treasury bill portfolio will be the minimum yield objective.

9.0 Reporting

Internal Management Reports

Not less than quarterly, the Investment Officers shall prepare and submit to the Board of Directors a written report of investment transactions for the current year. The report must describe in detail the investment position of the District on the date of the report, be prepared jointly by the Investment Officers and be signed by each Investment Officer. Additionally, it must contain a summary statement of each pooled fund group that indicates the beginning and ending market value and fully accrued interest for the period. The report is to state the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested. Additionally, it must state the maturity date of each separately invested asset that has a maturity date, state the account or fund or pooled fund from which the asset was acquired and state the compliance of the investment as it relates to the investment strategy expressed in this policy. Weighted average yield to maturity shall be the portfolio's performance measurement standard.

Compliance Audits

The District, in conjunction with its annual financial audit, will require the audit firm to conduct a compliance audit of the management controls on investments and adherence to investment policies.

Also, in conjunction with the annual audit, the quarterly reports shall be formally reviewed by the District's independent auditor, and the result of the review shall be reported to the Board by that auditor. Said results may be included in the annual audit report.

10.0 Monitoring Rating Changes

The Investment Officers or investment advisor shall monitor, no less than quarterly, the credit rating on all authorized investments in the portfolio that require a minimum rating, based upon independent information from a nationally recognized rating agency. All prudent measures will be taken to liquidate an investment that is downgraded to less than the required minimum rating.

11.0 Primary Depository and Broker/Dealers

Primary Depository

At least every three years, a Primary Depository shall be selected through the District's banking services procurement process, which shall include a formal request for proposals (RFP). The selection of a primary depository will be determined by evaluation of the "most advantageous" criteria during the RFP process, and may include the following selection criteria:

- The ability to qualify as a depository for public funds in accordance with state law,
- The ability to provide requested information or financial statements for the periods specified,
- The ability to meet the minimum required items in the banking RFP,
- Complete response to all required items on the RFP form, and
- Competitive net banking service cost, consistent with the ability to provide an appropriate level of service.

At the discretion of the District, a Secondary Depository may be selected to assist in meeting the full financial needs of the District.

Authorized Broker/Dealers

The District shall, at least annually, review, revise and adopt a list of authorized broker/dealers authorized to engage in securities transactions with the District. Those firms that become qualified may be required to provide information regarding creditworthiness, experience and reputation. Authorized firms may include primary dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule). Authorized broker/dealers include FHN Financial, Hilltop Securities, Stifel, and Wells Fargo Securities.

Investment Policy Certification

All local government investment pools and discretionary investment management firms must sign a certification acknowledging that the organization has received and reviewed the District's **I**nvestment

Policy and that reasonable procedures and controls have been implemented to preclude investment transactions that are not authorized by the District's Policy and in accordance with the PFIA.

12.0 Annual Review and Adoption of Investment Policy

The Board of Directors of the District will review the Iinvestment Policy and Iinvestment Sstrategies not less than annually. The District's Iinvestment Policy shall be subject to revisions consistent with changing laws, regulations, and the needs of the District. The Board shall adopt a written resolution stating that it has reviewed the Iinvestment Policy and Sstrategies and shall record any changes made to either the Iinvestment Policy or Sstrategies.

Government Code: Chapter 2256, Public Funds Investment Act

Date Adopted: September 24, 2009

Resolution #: 2009-11

Date Amended: October 27, 2011

Resolution #: 2011-23

Date Adopted, with no changes: October 31, 2012

Resolution #: 2012-28

Date Adopted, with no changes: October 24, 2013

Resolution #: 2013-29

Date Amended: September 25, 2014

Resolution #: 2014-33

Date Adopted, with no changes: September 24, 2015

Resolution #: 2015-36

Date Adopted, with no changes: September 22, 2016

Resolution #: 2016-39

Date Adopted, with no changes: September 28, 2017
Resolution #: 2017-44

Date Adopted, with no changes: November 29, 2018
Resolution #: 2018-51

Date Adopted, with no changes: November 26, 2019
Resolution #: 2019-54

Date Adopted, with no changes: October 8, 2020
Resolution #: 2020-58

Date Adopted, with changes: November 18, 2021
Resolution #: 2021-65

Date Adopted, with changes: September 22, 2022
Resolution #: 2022-75

Date Adopted, with changes: September 28, 2023
Resolution #: 2023-80

Date Adopted, with changes: September 26, 2024
Resolution #: 2024-89



Collin Central Appraisal District

BOARD OF DIRECTORS

Brian Mantzey-Chairman
Kenneth Maun-Assessor
Richard Grady
Andrew Cook
Robert Philo

Ronald Kelley-Secretary
Veronica Yost
Clint Pruett
Sumbel Zeb

CHIEF APPRAISER

Marty Wright

BOARD OF DIRECTORS RESOLUTION # 2024 - 89

The Collin Central Appraisal District Board of Directors met in open session on September 26, 2024. The Board, with a quorum present, by a vote of _____ (for) and _____ (against) adopted the following resolution:

Be it resolved that the Collin Central Appraisal District Board of Directors hereby adopts Board Policy #110 regarding amendments to the investment of Public Funds.

In witness whereof, I have hereunto set my hand as an Officer of Collin Central Appraisal District Board of Directors, this _____ day of _____, 2024.

Brian Mantzey-Chairman

(and/or)

Ronald Kelley-Secretary

E.3.

**Discuss and vote on authorizing the District to
request a letter of engagement from Vail &
Park, P.C.**

September 26, 2024

E.4.

Receive a report regarding Policy #1007 and the District's 2025 Retirement Plan with the Texas County District Retirement System (TCDRS).


September 26, 2024



Collin Central Appraisal District

September 17, 2024

TO: Board of Directors

FROM: Brian Swanson, Deputy Chief of Business Operations and Compliance 

RE: 2025 TCDRS Report, Policy #1007

Based on actions by the Board at your 2025 Budget hearing conducted on June 20, 2024, and recent submittal to Texas County District Retirement System (TCDRS), the District's 2025 retirement plan is in place.

The following documents are enclosed for your review.

1. TCDRS confirmation email of the draft for the \$400,000 lump sum scheduled to fund on October 1, 2024
2. TCDRS executed 2025 Plan Agreement
3. 2025 comparison to 2024 current plan via TCDRS Plan Customizer.
 - a. The Plan Customizer was utilized during the 2025 budgeting process in the spring of 2024.
 - b. The attached comparison analysis was generated when the selected plan agreement was submitted to TCDRS.

Brian Swanson

From: Erika Aguirre Vasquez <erika@tcdrs.org>
Sent: Monday, September 16, 2024 1:01 PM
To: Brian Swanson
Cc: Amy Campbell
Subject: TCDRS Additional Contribution

Hi Brian,

TCDRS received notice of your Additional Contribution for \$400,000.00 and is scheduled to draft on October 1, 2024. Once the transaction is completed you will receive a confirmation.

Employer Name
[Collin County Central Appraisal District](#)
Employer Number
457
Total Expected Amount
\$400,000.00
Payment Method
ACH Debit
Effective Date
10/1/2024

Let me know if you need anything else for your board meeting. Hope you're doing well!

Erika Aguirre Vasquez
Employer Services Representative
Texas County & District Retirement System
512-637-3264 – Direct
www.tcdrs.org



From: Brian Swanson <brian.swanson@cadcollin.org>
Sent: Monday, September 16, 2024 12:33 PM
To: Amy Campbell <Amyc@tcdrs.org>
Cc: Erika Aguirre Vasquez <erika@tcdrs.org>
Subject: FW: TCDRS Additional Contribution



CAUTION: This email originated from outside of the TCDRS environment. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Ms. Campbell,

Below is an email we received from you last year noting that we had submitted our additional contribution of \$400,000.



**Plan Agreement for Plan Year 2025
Collin County Central Appraisal District – 457
Effective as of Jan. 1, 2025**


Basic Plan Options	
Employee Deposit Rate:	7%
Employer Matching:	250%
Prior Service Credit:	150%
Retirement Eligibility	
At 60 (Vesting)	8 years of service
Rule of	75 years total age + service
At Any Age	30 years of service
Optional Benefits	
Partial Lump-sum Payment at Retirement:	Yes
Group Term Life:	None
Retirement Plan Funding	
Elected Rate:	13.25%
2024 Additional Employer Contribution:	\$400,000.00
Total Contribution Rate	
Retirement Plan Rate:	13.25%
Group Term Life Rate:	N/A
Total Contribution Rate:	13.25%

Rates are contingent on receiving the additional employer contribution by Dec. 31, 2024.

Certification

I certify that the plan agreement for the participation of Collin County Central Appraisal District in TCDRS for the 2025 plan year truly and accurately reflects the official action taken during properly posted and noticed meeting on June 20, 2024 by the Governing Board and such action is recorded in the official minutes.

PrintedName: Marty Wright Title: Chief Appraiser

Authorized Signature:  _____

Date: September 17, 2024



PLAN CUSTOMIZER SUMMARY FOR PLAN YEAR 2025

Collin County Central Appraisal District

CURRENT PLAN AND PROPOSED PLAN(S)

	Current Plan	NO COLA
Basic Plan Options		
Employee Deposit Rate	7.00%	7.00%
Employer Matching	250%	250%
Application of Matching	Past & Future	Past & Future
Prior Service Credit	150%	150%
Retirement Eligibility		
Age 60 (Vesting)	8 yrs of service	8 yrs of service
Rule Of	75 yrs total age + service	75 yrs total age + service
At Any Age	30 yrs of service	30 yrs of service
Optional Benefits		
Partial Lump-Sum Payment at Retirement	Yes	Yes
Group Term Life	NONE	NONE
COLA	N/A	N/A
Retirement Plan Funding		
Normal Cost Rate	10.59%	10.59%
UAAL/(OAAL) Rate	0.26%	-0.08%
Required Rate	10.85%	10.51%
Elected Rate	13.25%	13.25%
Additional Employer Contribution	\$0.00	\$400,000.00
Total Contribution Rate		
Retirement Plan Rate	13.25%	13.25%
Group Term Life Rate	0.00%	0.00%
Total Contribution Rate	13.25%	13.25%
Valuation Results		
Actuarial Accrued Liability	\$58,979,836	\$58,979,836
Actuarial Value of Assets	\$58,434,498	\$58,806,591
Unfunded/(Overfunded) Actuarial Liability	\$545,338	\$173,245
Funded Ratio	99.1%	99.7%

F.1.
Taxpayer Liaison Officer Report.

September 26, 2024



Collin Central Appraisal District Taxpayer Liaison Officer

Memo

TO: Board of Directors

FROM: Chris Nickell, Taxpayer Liaison Officer

RE: Monthly Status Report

DATE: September 26, 2024

- 1) 51 Customer Service Surveys received in August. Out of 255 possible boxes checked 248 were excellent, 2 satisfactory and 5 N/A. 3 were in Spanish. Multiple comments of helpful, friendly and fast.
- 2) We received one Comptroller Survey from a taxpayer requesting a property visit for reappraisal. Given to Director Grusendorf.



Collin Central Appraisal District Taxpayer Liaison Officer

Memo

TO: Board of Directors

FROM: Chris Nickell, Taxpayer Liaison Officer

RE: Monthly TDLR Status Report

DATE: September 26, 2024

There are no new TDLR complaints to report. The Bint file #PTP 20230007199 is still active with the next update expected in September.

F.2.
ARB Chairman Report.

September 26, 2024



COLLIN APPRAISAL REVIEW BOARD

250 Eldorado Pkwy, McKinney, TX 75069

Phone: 469.742.9288 • Web: www.collinarb.org

September 19, 2024

TO: Board of Directors
FROM: George Chollar, ARB Chairman
RE: Status of Activities and Events for ARB Member Applications

The following activities are in progress for the selection of New and Returning members.

1. New Member announcement approved at August 2024 Board meeting distributed to the following for posting or publication;

City Secretary for 26 cities in Collin County
(received response from many indicating intent to post, announce, or forward to others)
CommunityImpact.com for Frisco, McKinney, Plano
Dallas Morning News
Collincountytx.gov *
Collinarb.org *
Collincad.org/board/arb *
Starlocalmedia.com/allenamerican *
(also linked to Celina Record News, Frisco Enterprise, McKinney Courier-Gazette, Plano Courier)
CityofAllen.org *
Parkertx.us *
LowryCrossingtexas.org/community/public_notices *
StPaulTexas.us *
Facebook.com/wylietexas/ *
Facebook.com/LowryCrossing/ *
Facebook.com/CityofNevada/ *
Patch.com/Texas/mckinney-frisco/classifieds *
Patch.com/Texas/plano *

*Posting or publication verified

2. New Member announcement Flyer approved at August 2024 Board meeting printed and provided to ARB members and others for distribution.
3. New/Returning Member Application approved at August 2024 Board meeting posted at Collinarb.org and linked from all distribution venues identified above.
 - Currently 10 New member applications received with qualifications including:
 - 9 of 10 have at least a Bachelor degree, all with business or management experience
 - 2 MBA degrees including 1 with RE Broker License and Property Tax Appraiser experience
4. Member Application provided to current ARB members with expiring 1st or 2nd Term.

- Currently 17 of 20 returning members have re-applied. One current member not reapplying due to health reasons.

At the October 2024 board meeting the ARB will report to the Board of Directors the status of applications for current members seeking appointment for a 2nd or 3rd term and recommendations for reappointment.

At the October 2024 board meeting the ARB will report to the Board of Directors the status of applications for New members seeking appointment, results of interview sessions, and recommendations for appointments.

- Applicant interview session with Commissioners tentatively scheduled for October 11.

At the November 2024 board meeting the ARB will request approval of appointments for New and Returning Members and authorization to provide a Letter of Appointment to selected individuals.

Regards,

George Chollar

George Chollar
Chairman, Collin ARB

CC:

Marty Wright, Chief Appraiser

Stephanie Cave-Bernal, Deputy Chief Appraiser

Tina Castillo, Director of ARB and Agent Services

Chris Nickell, Taxpayer Liaison Officer

F.3.
2025-2026 Board of Directors Election.

September 26, 2024



Collin Central Appraisal District

September 26, 2024

To: Collin Central Appraisal District taxing entities

From: Marty Wright, Chief Appraiser

RE: Election of Collin Central Appraisal District Board of Directors

Ladies and Gentlemen,

The purpose of this letter is to provide an overview of the election process, and provide a detailed timeline for each phase for taxing entity appointed Board of Director's members. The process for electing the District's Board of Directors is outlined in the Texas Property Tax Code (TPTC) § 6.03. The deadline dates for the election are statutory and controlled by TPTC § 6.03.

On July 24, 2023, Governor Greg Abbott signed Senate Bill 2 into law which has added TPTC § 6.0301. In accordance with the new section, the District's Board of Directors makeup has changed significantly. The Legislature has seen fit to increase the total number of directors from five (5) appointed and one voting tax assessor-collector director, to nine (9) total directors.

Starting January 1, 2024 the Board of Directors will include three (3) publicly elected directors in addition to the five (5) appointed directors which are still elected by the taxing units that participate in the Appraisal District. Each taxing unit may nominate one to five board candidates. Appointed directors will begin staggered four-year terms on January 1st of even-numbered years, and elected directors will begin staggered four-year terms on January 1st of odd-numbered years. Another significant change in this new section is that the tax assessor-collector is now a voting ex officio member to ensure there are no tie votes.

CALENDAR OF EVENTS FOR APPOINTED MEMBERS ON JANUARY 1, 2025

Title of Event: Allocation of Votes

Deadline: Before October 1st, (September 30, 2024)

Action: Calculate the number of votes for each entity and notify the county judge, commissioners of the county, and presiding officers for cities, towns, school districts and college district.

Responsible for Action: Chief Appraiser

Tax Code: 6.03 (e)

Summary of Action: There are 5,000 total votes to be distributed based on tax levy. Each taxing unit's vote allocation is based on their tax levy compared to the grand total levy for all taxing units. Each taxing unit's vote allocation will be delivered to the taxing unit in late-September.

Example: If a taxing unit's tax levy calculates to be 10% of the grand total levy for all taxing units, the taxing unit would be allocated 500 votes.

Title of Event: Nomination of Candidates

Deadline: Before October 15th, (since October 14, 2024 is Columbus Day the deadline will shift to the Friday before). **Deadline for delivery of nominating Resolution, received by the Chief Appraiser, is end-of-day October 11, 2024.**

Action: Nominate up to one (1) candidate for each position to be filled on the Board of Directors. All five (5) of the board positions are included in this election, therefore each taxing unit can nominate a maximum of five (5) candidates.

Responsible for Action: Governing body of each entity and entity's presiding officer.

Tax Code: 6.03 (g)

Summary of Action: A taxing unit's nomination(s) by written Resolution can be submitted at any time, as long as it is received by the Chief Appraiser by end-of-day October 11, 2024. The Resolution must include the name and address of each candidate nominated. To be eligible to serve on the board, an individual must be a resident of the district and must have resided in the district for at least two years immediately preceding the date they take office.

Note: This is the nominations part of the process and the written Resolution associated with this phase of the election should only include nominations of candidates.

Title of Event: Delivery of Ballots

Deadline: Before October 30th, **Deadline for delivery of ballots is end-of-day October 30, 2024.**

Action: Prepare and deliver a ballot listing the candidates whose names were timely submitted by a taxing unit.

Responsible for Action: Chief Appraiser

Tax Code: 6.03 (j)

Summary of Action: The Chief Appraiser will deliver a ballot listing the candidates, with their names sorted alphabetically by surname, to the presiding officer for each taxing unit. Additionally, each ballot will list the taxing unit name and their vote allocation. The ballots will be mailed the third week of October.

Title of Event: Taxing Units Cast Their Votes

Deadline: Before December 15th, (December 15th falls on a Sunday). **Deadline for delivery of voting Resolution, received by the chief appraiser, is end-of-day December 13, 2024.**

Action: Taxing unit determines its votes in public session by Resolution.

Special Action (Tax Code Amendment): Taxing Units with 5% or more of the total votes MUST determine its votes by Resolution adopted at the FIRST or SECOND OPEN meeting of the governing body held after the Chief Appraiser delivers the ballot and the Resolution must be submitted to the chief appraiser not later than the THIRD day following the date the Resolution was adopted. Taxing units with 250 or more votes are affected by this Tax Code change.

Responsible for Action: Governing of each entity and entity's presiding officer.

Tax Code: 6.03 (g), 6.03 (k and k-1 effective 1-1-2022)

Summary of Action: The governing body of each taxing unit entitled to vote shall determine its vote by Resolution. If an entity marks their votes next to the nominees name on the Ballot received from the Chief Appraiser, the marked Ballot must have an accompanying Resolution adopted in a public meeting determining the tax unit's votes. The Resolution adopted in an open meeting of the taxing unit, or a copy of marked Ballot accompanied by the taxing unit's voting Resolution must be received by the Chief Appraiser by end-of-day December 13, 2024. **Taxing units with 250 or more votes, please refer to the "Special Action (Tax Code Amendment)" section above concerning the deadlines for adopting your vote Resolution and submitting the Resolution to the Chief Appraiser.**

Title of Event: Election Results

Deadline: Before December 31st, (December 30, 2024)

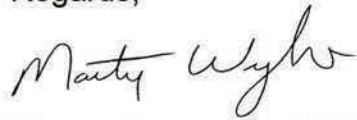
Action: Count the votes and declare the five (5) candidates who receive the largest cumulative vote totals elected to a staggered four-year term, beginning January 1, 2025.

Responsible for Action: Chief Appraiser

Tax Code: 6.03 (k)

Summary of Action: The Chief Appraiser will submit the election results before December 31, 2024 to each taxing unit and to the candidates.

Regards,

A handwritten signature in black ink that reads "Marty Wright". The signature is fluid and cursive, with the first name "Marty" and last name "Wright" clearly distinguishable.

Marty Wright, CCA, RPA
Chief Appraiser