



**SPECIAL**

**BOARD OF DIRECTORS MEETING**

**November 18, 2021**

# **MEETING NOTICE & AGENDA**

11/11/2021 11:41:20 AM

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

**NOTICE OF SPECIAL MEETING  
(REVISED AGENDA)  
BOARD OF DIRECTORS  
of the  
COLLIN CENTRAL APPRAISAL DISTRICT  
(CONDUCTED ONSITE & TELEPHONICALLY)**

Notice is hereby given that on the 18th day of November 2021, 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 Pkwy., McKinney, Texas. 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 telephonic access by dialing 1-833-304-4846, at which time they will be prompted to enter the Phone Conference ID: 965 432 225#. Telephonic access will be available at 7:00 a.m. until the meeting is adjourned by the Board Chairman. The subjects to be 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 11<sup>th</sup> day of November 2021, this notice was filed with the County Clerk of Collin County, Texas.



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Bo Daffin  
Chief Appraiser  
Phone: (469) 742-9200

**AGENDA**

**BOARD OF DIRECTORS  
COLLIN CENTRAL APPRAISAL DISTRICT**

**Thursday, November 18, 2021  
SPECIAL MEETING (REVISED AGENDA) - Conducted at  
CENTRAL APPRAISAL DISTRICT OFFICE  
250 Eldorado Parkway, Dr. Leo Fitzgerald Board Room  
McKinney, Texas 75069**

**I. SPECIAL MEETING**

<b>ITEM #</b>	<b>SUB #</b>	<b>ITEM DESCRIPTION</b>
<b>A.</b>		<b>Call to order: 7:00 a.m.</b>
	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.
	3	Elect a Board Secretary to serve until December 31, 2021.
<b>B.</b>		<b>Executive Session</b>
	1	Consultation with attorney regarding pending or contemplated litigation, including potential litigation regarding the arbitration of property ID 2758996. 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.
<b>C.</b>		<b>Action on items discussed in executive session</b>
	1	Action on any items pertaining to litigation, if any.
	2	Action on any items pertaining to real property, if any.
	3	Action on any items pertaining to personnel, if any.

## AGENDA

### BOARD OF DIRECTORS COLLIN CENTRAL APPRAISAL DISTRICT

#### 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.*

- D. Approval of minutes from September 23, 2021 regular meeting.**
- E. Review of September 2021 and October 2021 bills.**
- F. Review of September 2021 and October 2021 financial reports.**
- G. Review and sign checks for approved purchases requiring Board signature.**
- H. Review report of September 2021 and October 2021 checks and electronic transfers greater than \$25,000.**

#### END OF CONSENT AGENDA

- I. Purchases funded in the budget for general ongoing operations requiring Board action.**
  - 1 Computer hardware and equipment.
  - 2 Computer software licenses and subscriptions.
- J. 2022 Group Insurance**
  - 1 Receive recommendation and vote on the District's 2022 health insurance carrier, including option for employees to select from either a High Deductible Health Plan (HDHP), with a Health Savings Account (HSA) or traditional PPO medical plan, with medical reimbursement.
  - 2 Receive recommendation and vote on the District's 2022 insurance carriers for ancillary coverages (dental, vision, term life, long-term care and disability).

**AGENDA**  
**BOARD OF DIRECTORS**  
**COLLIN CENTRAL APPRAISAL DISTRICT**

- 3    Review and vote on the District's HSA Contribution, Policy #1005 for 2022, for employees selecting HDHP with Health Savings Account.
- 4    Review and vote on Medical Reimbursement, Policy #1001 for 2022, for employees selecting traditional PPO medical plan.
  
- K.            Receive recommendation and vote on authorizing the chief appraiser to pursue litigation to vacate an arbitration award regarding property ID 2758996.**
  
- L.            Receive recommendation and vote on designation of the District's investment officer.**
  
- M.            Annual review of the District's Investment Policy #110. Vote on adoption of the investment policy for the next 12-month period.**
  
- N.            Discuss year-end 2021 financial audit and vote on authorizing the District to request a letter of engagement from K. Evans & Associates, PLLC., and authorize the Board Chairman to execute the letter of engagement.**
  
- O.            Pursuant with 6.12 of the Property Tax Code, provide advice and consent regarding the chief appraiser's recommendation for appointment of an Ag Advisory Board member.**
  
- P.            Receive a report from the Appraisal Review Board (ARB)Chairman.**
  
- Q.            Receive a recommendation from the Appraisal Review Board membership regarding the 2022 ARB vice-chairperson.**
  
- R.            Receive recommendation and vote on line item transfers within the 2021 budget.**

**AGENDA**  
**BOARD OF DIRECTORS**  
**COLLIN CENTRAL APPRAISAL DISTRICT**

**S. Receive recommendation and vote on authorizing the chief appraiser to extend the District's current printing and mailing contract with VariVerge through 2022.**

**T. Reports**  
1 Taxpayer Liaison Officer Report

**U. Chief Appraiser's Report**  
1 General Comments

**II. AUDIENCE**

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

**III. ANNOUNCEMENT OF NEXT REGULAR SCHEDULED MEETING**

**IV. ADJOURNMENT**

# CONSENT AGENDA



# **D. MINUTES**

**September 23, 2021**

**MINUTES**  
**BOARD OF DIRECTORS**  
**COLLIN CENTRAL APPRAISAL DISTRICT**

**Thursday, September 23, 2021**  
**REGULAR MEETING - Conducted at**  
**REGULAR MEETING - Conducted Onsite and Telephonically at**

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

**MEMBERS PRESENT:** Ron Carlisle, Earnest Burke, Brian Mantzey, Ken Maun, and Gary Rodenbaugh

**MEMBERS ABSENT:** Wayne Mayo

**APPROVAL OF MINUTES:** \_\_\_\_\_  
Chairman Secretary

**NATURE OF BUSINESS**

**I. REGULAR MEETING**

ITEM #	SUB #	ITEM DESCRIPTION
<b>A.</b>		<b>Call to Order 7:00 a.m.</b>
	1	Meeting was called to order by Chairman, Gary Rodenbaugh, he announced that the meeting had been posted in the time and manner required by law.
	2	The Chairman announced that a quorum was present.
<b>B.</b>		<b>Executive Session</b>
		Board adjourned to executive session at 7:01 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. 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 7:45 a.m.

## **MINUTES**

### **BOARD OF DIRECTORS COLLIN CENTRAL APPRAISAL DISTRICT**

#### **C. Action on items discussed in executive session**

- 1 No Action taken regarding litigation.
- 2 NA
- 3 No Action taken regarding personnel.

#### **CONSENT AGENDA**

Motion by Brian Mantzey to accept reports and approve action items contained in consent agenda. Seconded by Ron Carlisle. Motion carried.

#### **D. Action taken: Board approved minutes from August 19, 2021 regular meeting.**

#### **E. Action taken: Board reviewed the August 2021 bills.**

#### **F. Action taken: Board reviewed and accepted the August 2021 financial reports.**

#### **G. Action taken: There were no checks needing to be signed by Chairman, Gary Rodenbaugh.**

#### **H. Action taken: Board reviewed and accepted the August 2021 report of checks and electronic transfers greater than \$25,000.**

#### **END OF CONSENT AGENDA**

#### **I. Purchases funded in the budget, for general ongoing operations, requiring Board action.**

- 1 Receive recommendation and vote on purchase of PACS/CAMA environment hardware.
- 2 Receive recommendation and vote on purchase of Windows Server software.
- 3 Receive recommendation and vote on purchase of SQL Server software.
- 4 Receive recommendation and vote on purchase of professional services for PACS setup/conversion.

Single vote on purchases funded in the budget for general ongoing operations requiring Board action. Motion made by Ken Maun, and seconded by Ron Carlisle. Motion carried.

#### **J. Ron Carlisle motioned to authorize the chief appraiser to receive quotes for public utility property appraisal services. Brian Mantzey seconded the motion. Motion carried.**

## MINUTES

### BOARD OF DIRECTORS COLLIN CENTRAL APPRAISAL DISTRICT

- K.** Ken Maun motioned to authorize the chief appraiser to retain a construction manager to receive quotes for renovation costs to the District's office building. Earnest Burke seconded the motion. Motion carried.
- L.** The Board received Chief Appraiser, Bo Daffin's, recommendation and voted to authorize the chief appraiser to utilize the District's current CAMA software company to provide new account setup services. Ken Maun made the motion. Ron Carlisle seconded the motion. Motion carried.
- M.** **Reports**
- 1 Michele Lake, Taxpayer Liaison Officer, reported there have been no formal written complaints to be brought before the Board of Directors.
- N.** **Chief Appraiser's Report**
- 1 Mr. Daffin presented a detailed overview of the 2022-2023 Board of Directors election process. There was a discussion regarding HB 988 amendment to section 6.035 appraisal district's board of directors.

## II.

- A.** **AUDIENCE**
- There were no public comments.

### **CCAD staff in attendance:**

Bo Daffin  
Robert Waldrop  
Tamera Glass  
Toni Bryan  
Valerie Hyden  
Brad Richards  
Dana Wilson  
Elliot Benseid  
Marty Wright  
Michele Lake  
Paula Benseid  
Phil Greaux  
Ryan Matthews  
Stephanie Cave-Bernal  
Eric Grusendorf  
Shawn Tilley  
Wendy Gilliland  
Cindy Smith

**MINUTES**  
**BOARD OF DIRECTORS**  
**COLLIN CENTRAL APPRAISAL DISTRICT**

Jamie Worth  
Wendy Gilliland

**Public in attendance:**

Lewis Isaacks, Saunders, Walsh & Beard – Attorneys, District’s Legal Counsel  
Christopher Nickell, Consultant  
Attendees by telephonic means

- III. The next regular meeting is to be conducted onsite and telephonically on November 18, 2021 at 7:00 a.m., at 250 Eldorado Pkwy., Dr. Leo Fitzgerald Board Room, McKinney, Texas.
- IV. Chairman, Gary Rodenbaugh, announced that the Board had concluded its business and the meeting was adjourned. The meeting adjourned at 8:42 a.m.

**E.**  
**BILLS**  
**PAID**

**September 2021**

BILLS PAID

BILLS PAID

**COLLIN CENTRAL APPRAISAL DISTRICT**  
**Board of Directors Check Detail Report**  
September 2021

Num	Date	Name	Amount
<b>Sep 21</b>			
ACH	09/03/2021	ADP INC	-2,843.69
ACH	09/15/2021	TCDRS	-127,963.20
ACH	09/14/2021	NATIONWIDE RETIREMENT SOLUTIONS	-5,472.50
ACH	09/28/2021	NATIONWIDE RETIREMENT SOLUTIONS	-5,547.50
52502	09/01/2021	HAYNES LANDSCAPE & MAINTENANCE, INC	-1,261.63
52503	09/01/2021	JOPLIN'S	-4,950.32
52504	09/01/2021	MC PURE CLEANING, LLC	-6,950.00
52505	09/01/2021	TRUE PRODIGY TECH SOLUTIONS LLC	-1,025.00
52506	09/01/2021	UNITED STATES TREASURY	-5,686.78
52507	09/01/2021	VANGUARD CLEANING SERVICES	-1,000.00
52508	09/02/2021	SAUNDERS & WALSH, PLLC	-216,403.24
52509	09/07/2021	BORTON, BRIAN K	-450.00
52510	09/07/2021	BUNDICK, FRANK	-450.00
52511	09/07/2021	NEVAREZ, ALEJANDRO	-462.50
52512	09/07/2021	NOEL, NICHOLAS B	-450.00
52513	09/07/2021	AFFILIATED COM-NET, INC.	-1,550.67
52514	09/07/2021	ASSN TECHNOLOGY SERVICES, INC	-219.60
52515	09/07/2021	AT&T (MAIN LOCAL)	-205.97
52516	09/07/2021	AT&T (MAIN LOCAL)	-1,863.71
52517	09/07/2021	CINTAS FIRST AID	-159.16
52518	09/07/2021	CINTAS MAT SERVICE	-174.23
52519	09/07/2021	CINTAS SANI CLEAN	-2,077.20
52520	09/07/2021	ESRI INC	-27,500.00
52521	09/07/2021	FIRST STOP HEALTH	-1,057.80
52522	09/07/2021	GRIFFITH, BOBBY	-1,000.00
52523	09/07/2021	HAYNES LANDSCAPE & MAINTENANCE, INC	-318.97
52524	09/07/2021	HBS REAL ESTATE	-4,500.00
52525	09/07/2021	HOME DEPOT	-100.78
52526	09/07/2021	JOPLIN'S	-166.00
52527	09/07/2021	PLANO PEST CONTROL	-150.00
52528	09/07/2021	SHI GOVERNMENT SOLUTIONS	-2,050.00
52529	09/07/2021	TDLR	-25.00
52530	09/13/2021	BLAYLOCK, GEAN KENT	-450.00
52531	09/13/2021	GILLESPIE, DANIEL	-450.00
52532	09/13/2021	HENRY, JAMES	-450.00
52533	09/13/2021	NEVAREZ, ALEJANDRO	-450.00
52534	09/13/2021	BLUECROSS BLUESHIELD (LIFE&STLT)	-9,138.69
52535	09/13/2021	HARRIS GOVERN	-47,235.16
52536	09/13/2021	HOLT CAT	-793.72
52537	09/13/2021	IN BLOOM	-69.00
52538	09/13/2021	PRICE, FRANK	-3,000.00
52539	09/13/2021	QUALITY PERSONNEL SERVICE	-840.00
52540	09/13/2021	SUPERIOR VISION OF TEXAS	-1,497.20
52541	09/13/2021	SWINGLE COLLINS & ASSOCIATES	-3,000.00
52542	09/13/2021	TAAD	-117.50
52543	09/13/2021	TDLR	-100.00
52544	09/13/2021	TEXAS ARCHIVES	-90.76
52545	09/13/2021	TEXAS DEPARTMENT OF PUBLIC SAFETY	-1.00
52546	09/13/2021	VARIVERGE LLC	-794.06
52547	09/13/2021	WASTE CONNECTIONS OF TEXAS	-178.10
52548	09/13/2021	WEST, SUBVET D	-400.00
52549	09/13/2021	WEX HEALTH INC	-156.70
52550	09/16/2021	INSURICA EXPRESS	-50.00

**COLLIN CENTRAL APPRAISAL DISTRICT**  
**Board of Directors Check Detail Report**  
September 2021

Num	Date	Name	Amount
52551	09/16/2021	TEXAS SECRETARY OF STATE	-21.00
52552	09/16/2021	CHEEK, SHANE	-46.12
52553	09/16/2021	COSTAR REALTY INFORMATION INC	-5,134.00
52554	09/16/2021	IAAO	-4,020.00
52555	09/16/2021	JOPLIN'S	-375.00
52556	09/16/2021	KERBY & KERBY PLLC	-250.00
52557	09/16/2021	PROPERTY TAX EDUCATION COALITION, INC	-270.00
52558	09/16/2021	QUALITY PERSONNEL SERVICE	-672.00
52559	09/16/2021	SHI GOVERNMENT SOLUTIONS	-3,289.50
52560	09/16/2021	SPRADLIN, TERRY	-1,692.87
52561	09/16/2021	TAAD	-150.00
52562	09/21/2021	BLAYLOCK, GEAN KENT	-450.00
52563	09/21/2021	BORTON, BRIAN K	-450.00
52564	09/21/2021	NEVAREZ, ALEJANDRO	-900.00
52565	09/21/2021	THIGPEN, LESLIE MICHAEL	-450.00
52566	09/21/2021	AT&T MOBILITY	-1,588.79
52567	09/21/2021	CINTAS FIRST AID	-41.54
52568	09/21/2021	CITY OF MCKINNEY	-719.89
52569	09/21/2021	COLLIN COUNTY CHAPTER TAAO	-15.00
52570	09/21/2021	FIRST STOP HEALTH	-1,066.00
52571	09/21/2021	FISH WINDOW CLEANING	-193.00
52572	09/21/2021	MALIN GROUP, THE	-10,716.00
52573	09/21/2021	QUALITY PERSONNEL SERVICE	-840.00
52574	09/21/2021	SODERSTROM, DEAN C	-36.78
52575	09/27/2021	BLAYLOCK, GEAN KENT	-362.50
52576	09/27/2021	BUNDICK, FRANK	-450.00
52577	09/27/2021	HENRY, JAMES	-450.00
52578	09/27/2021	NEVAREZ, ALEJANDRO	-450.00
52579	09/27/2021	ZEGADLO, MARC	-450.00
52580	09/27/2021	BLUECROSS BLUESHIELD OF TEXAS	-2,872.23
52581	09/27/2021	BLUECROSS BLUESHIELD OF TEXAS	-91,323.40
52582	09/27/2021	CROWE, ROBERT	-541.00
52583	09/27/2021	GREEN MOUNTAIN ENERGY	-6,579.29
52584	09/27/2021	GRUSENDORF, ERIC	-1,299.23
52585	09/27/2021	HBS REAL ESTATE	-3,600.00
52586	09/27/2021	TIME WARNER CABLE	-2,059.76
52587	09/27/2021	UNUM LIFE INSURANCE CO OF AMERICA	-1,347.41
52588	09/30/2021	AFLAC	-4,537.88
52589	09/30/2021	AT&T (FIBER)	-2,046.30
52590	09/30/2021	AT&T (U-VERSE)	-170.22
52591	09/30/2021	BARRETT, KATHRYN	-1,304.31
52592	09/30/2021	BERRY, DANIEL K	-3,585.13
52593	09/30/2021	CARD SERVICE CENTER	-13,194.13
52594	09/30/2021	CINTAS FIRST AID	-166.82
52595	09/30/2021	FEDEX OFFICE	-35.94
52596	09/30/2021	LEGAL SHIELD / ID SHIELD	-1,313.45
52597	09/30/2021	LEGAL SHIELD / ID SHIELD	-1,303.50
52598	09/30/2021	RICHARDS, BRAD	-168.47
52599	09/30/2021	SAM'S CLUB	-578.40
52600	09/30/2021	SHI GOVERNMENT SOLUTIONS	-995.00
52601	09/30/2021	SHI GOVERNMENT SOLUTIONS	-6,058.00
52602	09/30/2021	SHI GOVERNMENT SOLUTIONS	-25,776.00
52603	09/30/2021	SHI GOVERNMENT SOLUTIONS	-229,705.76
52604	09/30/2021	TAAD	-175.00



**COLLIN CENTRAL APPRAISAL DISTRICT**  
**Board of Directors Check Detail Report**  
September 2021

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<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Amount</u>
52605	09/30/2021	TAAO	-5,665.00
52606	09/30/2021	AT&T (MAIN LOCAL)	-209.30
52607	09/30/2021	AT&T (MAIN LOCAL)	-1,864.31
52608	09/30/2021	CINTAS MAT SERVICE	-301.93
52609	09/30/2021	CINTAS SANI CLEAN	-2,477.00
52610	09/30/2021	COPYNET	-3,239.59
52611	09/30/2021	DALLAS MORNING NEWS	-291.10
52612	09/30/2021	IN BLOOM	-118.00
52613	09/30/2021	J.D. POWER VALUATION SERVICES	-224.00
52614	09/30/2021	PLANO OFFICE SUPPLY	-3,031.71
52615	09/30/2021	PRICE, FRANK	-2,000.00
52616	09/30/2021	STAPLES BUSINESS CREDIT	-2,095.10
52617	09/30/2021	VARIVERGE LLC	-644.08
<b>Sep 21</b>			<b><u>-951,745.08</u></b>

**E.**  
**BILLS**  
**PAID**

**October 2021**

BILLS PAID

BILLS PAID

**COLLIN CENTRAL APPRAISAL DISTRICT**  
**Board of Directors Check Detail Report**  
October 2021

Num	Date	Name	Amount
<b>Oct 21</b>			
ACH	10/01/2021	ADP INC	-3,468.53
ACH	10/12/2021	TCDRS	-400,000.00
ACH	10/15/2021	TCDRS	-156,520.94
ACH	10/13/2021	NATIONWIDE RETIREMENT SOLUTIONS	-5,792.50
ACH	10/29/2021	NATIONWIDE RETIREMENT SOLUTIONS	-5,792.50
WIRE	10/12/2021	SOUND PRODUCTIONS LLC	-10,295.64
8377	10/19/2021	ANDERSON, GARY L	-760.00
8378	10/19/2021	ARCELLANA, CRISTINA M	-980.00
8379	10/19/2021	AUGUSTINE, JUDITH S	-865.00
8380	10/19/2021	CHOLLAR JR, GEORGE W	-1,085.00
8381	10/19/2021	CHOWDHURY, NASIMA	-865.00
8382	10/19/2021	DODSON, MICHAEL	-865.00
8383	10/19/2021	FALTYS, DIANNE	-1,415.00
8384	10/19/2021	FERRILL, LAWRENCE R	-1,085.00
8385	10/19/2021	GALLAGHER, PATRICK W	-440.00
8386	10/19/2021	GUCKES, FRANCIS	-1,085.00
8387	10/19/2021	HANSON, THOMAS D	-1,085.00
8388	10/19/2021	HARDIN, CARLEEN	-1,085.00
8389	10/19/2021	HAWKINS, YOLANDA	-1,085.00
8390	10/19/2021	JAYE, OLIN	-1,085.00
8391	10/19/2021	JONES, JOHN B	-760.00
8392	10/19/2021	KLICKMAN, JOHN MICHAEL	-440.00
8393	10/19/2021	LOVELL, CRAIG E	-760.00
8394	10/19/2021	MAHER, KEVIN M	-1,085.00
8395	10/19/2021	MAJZNER, CHARLOTTE	-645.00
8396	10/19/2021	MARTIN, BARRY K	-1,085.00
8397	10/19/2021	MCGEE, BEVERLY J	-220.00
8398	10/19/2021	MOLINA, ESTELA	-1,085.00
8399	10/19/2021	MOSIER, RANDY	-660.00
8400	10/19/2021	PARKER, CHRISTI CRUMP	-865.00
8401	10/19/2021	PHILLIPS, KATHRYN H	-865.00
8402	10/19/2021	PRYOR, JACK R	-1,085.00
8403	10/19/2021	ROBINSON, PATRICIA	-1,535.00
8404	10/19/2021	ROGERS, FLOYD E	-865.00
8405	10/19/2021	SADLER, BRADLEY J	-645.00
8406	10/19/2021	SMITH JR, FLOYD W	-1,085.00
8407	10/19/2021	SMITH, DELORES G	-1,595.00
8408	10/19/2021	SODERSTROM, DEAN C	-2,225.00
8409	10/19/2021	STAIF, CAROL LEE	-1,085.00
8410	10/19/2021	TON, AZALIAH S W	-865.00
8411	10/19/2021	TRAN, HUONG (RACHEL)	-645.00
8412	10/19/2021	TURANO, LOUIS R	-1,145.00
8413	10/19/2021	TURNER, KENT M	-1,085.00
8414	10/19/2021	TWIGG, STEPHEN G	-1,085.00
8415	10/19/2021	WARD, FORREST	-1,085.00
8416	10/19/2021	WELBORN, JANET HOLBART	-1,085.00
8417	10/19/2021	WHITT, NORMAN J	-1,085.00
8418	10/19/2021	WOLFSON, LEWIS H	-1,085.00
8419	10/19/2021	WYSASKI, JOHN	-1,085.00
8420	10/19/2021	YARBOROUGH, DANA	-1,085.00
8421	10/19/2021	ZINN, THOMAS G	-865.00
8422	10/19/2021	MAHER, KEVIN M	-30.00
8423	10/26/2021	ANDERSON, GARY L	-760.00

**COLLIN CENTRAL APPRAISAL DISTRICT**  
**Board of Directors Check Detail Report**  
October 2021

Num	Date	Name	Amount
8424	10/26/2021	ARCELLANA, CRISTINA M	-350.00
8425	10/26/2021	AUGUSTINE, JUDITH S	-790.00
8426	10/26/2021	CHOLLAR JR, GEORGE W	-790.00
8427	10/26/2021	CHOWDHURY, NASIMA	-540.00
8428	10/26/2021	DODSON, MICHAEL	-540.00
8429	10/26/2021	FALTYS, DIANNE	-540.00
8430	10/26/2021	FERRILL, LAWRENCE R	-570.00
8431	10/26/2021	GALLAGHER, PATRICK W	-790.00
8432	10/26/2021	GUCKES, FRANCIS	-350.00
8433	10/26/2021	HANSON, THOMAS D	-540.00
8434	10/26/2021	HARDIN, CARLEEN	-350.00
8435	10/26/2021	HAWKINS, YOLANDA	-350.00
8436	10/26/2021	JAYE, OLIN	-570.00
8437	10/26/2021	JONES, JOHN B	-350.00
8438	10/26/2021	KLICKMAN, JOHN MICHAEL	-570.00
8439	10/26/2021	LOVELL, CRAIG E	-440.00
8440	10/26/2021	MAHER, KEVIN M	-570.00
8441	10/26/2021	MAJZNER, CHARLOTTE	-440.00
8442	10/26/2021	MARTIN, BARRY K	-440.00
8443	10/26/2021	MCGEE, BEVERLY J	-540.00
8444	10/26/2021	MOLINA, ESTELA	-570.00
8445	10/26/2021	PARKER, CHRISTI CRUMP	-660.00
8446	10/26/2021	PHILLIPS, KATHRYN H	-570.00
8447	10/26/2021	PRYOR, JACK R	-350.00
8448	10/26/2021	ROBINSON, PATRICIA	-910.00
8449	10/26/2021	ROGERS, FLOYD E	-220.00
8450	10/26/2021	SADLER, BRADLEY J	-220.00
8451	10/26/2021	SMITH JR, FLOYD W	-570.00
8452	10/26/2021	SMITH, DELORES G	-660.00
8453	10/26/2021	SODERSTROM, DEAN C	-910.00
8454	10/26/2021	STAIF, CAROL LEE	-570.00
8455	10/26/2021	TON, AZALIAH S W	-540.00
8456	10/26/2021	TRAN, HUONG (RACHEL)	-540.00
8457	10/26/2021	TURANO, LOUIS R	-790.00
8458	10/26/2021	TURNER, KENT M	-440.00
8459	10/26/2021	TWIGG, STEPHEN G	-350.00
8460	10/26/2021	WARD, FORREST	-540.00
8461	10/26/2021	WELBORN, JANET HOLBART	-760.00
8462	10/26/2021	WHITT, NORMAN J	-760.00
8463	10/26/2021	WOLFSON, LEWIS H	-540.00
8464	10/26/2021	WYSASKI, JOHN	-540.00
8465	10/26/2021	YARBOROUGH, DANA	-440.00
8466	10/26/2021	ZINN, THOMAS G	-570.00
52618	10/05/2021	DIAZ, STEPHEN ERIK	-450.00
52619	10/05/2021	KILHEFNER, CALEB M	-450.00
52620	10/05/2021	NOEL, NICHOLAS B	-900.00
52621	10/05/2021	POLK, MATTHEW	-450.00
52622	10/05/2021	AFFILIATED COM-NET, INC.	-1,526.33
52623	10/05/2021	CITY OF MCKINNEY POLICE DEPARTMENT	-100.00
52624	10/05/2021	DSS	-92.40
52625	10/05/2021	DSS FIRE INC	-90.00
52626	10/05/2021	FEDEX OFFICE	-5.99
52627	10/05/2021	HAYNES LANDSCAPE & MAINTENANCE, INC	-1,261.63
52628	10/05/2021	MARSHALL & SWIFT	-6,679.95

**COLLIN CENTRAL APPRAISAL DISTRICT**  
**Board of Directors Check Detail Report**  
**October 2021**

<b>Num</b>	<b>Date</b>	<b>Name</b>	<b>Amount</b>
52629	10/05/2021	MC PURE CLEANING, LLC	-6,950.00
52630	10/05/2021	PITNEY LEASE	-9,181.35
52631	10/05/2021	PROPERTY TAX EDUCATION COALITION, INC	-50.00
52632	10/05/2021	PROSTAR SERVICES, INC	-292.98
52633	10/05/2021	SAUNDERS & WALSH, PLLC	-193,988.87
52634	10/05/2021	TDLR	-100.00
52635	10/05/2021	TEXAS ARCHIVES	-90.76
52636	10/05/2021	TML-IRP	-91,615.30
52637	10/05/2021	TRUE PRODIGY TECH SOLUTIONS LLC	-1,025.00
52638	10/05/2021	VANGUARD CLEANING SERVICES	-1,000.00
52639	10/05/2021	WASTE CONNECTIONS OF TEXAS	-178.10
52640	10/12/2021	BORTON, BRIAN K	-900.00
52641	10/12/2021	NEVAREZ, ALEJANDRO	-450.00
52642	10/12/2021	THIGPEN, LESLIE MICHAEL	-462.50
52643	10/12/2021	WILSON, FRANKLIN	-450.00
52644	10/12/2021	BLUECROSS BLUESHIELD (LIFE&STLT)	-9,623.81
52645	10/12/2021	COPYNET	-4,076.39
52646	10/12/2021	DELL MARKETING	-125,646.44
52647	10/12/2021	ELLIOTT ELECTRIC SUPPLY	-136.14
52648	10/12/2021	POTTER, SKY	-625.95
52649	10/12/2021	SHAREGATE GROUP INC	-7,641.50
52650	10/12/2021	SUPERIOR VISION OF TEXAS	-1,394.13
52651	10/12/2021	SWINGLE COLLINS & ASSOCIATES	-3,000.00
52652	10/12/2021	VARIVERGE LLC	-960.77
52653	10/12/2021	WEX HEALTH INC	-160.50
52654	10/19/2021	BLAYLOCK, GEAN KENT	-450.00
52655	10/19/2021	HENRY, JAMES	-450.00
52656	10/19/2021	PENSON, OLIVIA K	-450.00
52657	10/19/2021	POLK, MATTHEW	-450.00
52658	10/19/2021	ZEGADLO, MARC	-450.00
52659	10/19/2021	AT&T MOBILITY	-1,581.59
52660	10/19/2021	CARENOW	-510.00
52661	10/19/2021	CASH	-100.00
52662	10/19/2021	CINTAS FIRST AID	-41.54
52663	10/19/2021	COSTAR REALTY INFORMATION INC	-5,134.00
52664	10/19/2021	FIRST STOP HEALTH	-975.80
52665	10/19/2021	INTEX ELECTRICAL CONTRACTORS, INC	-560.00
52666	10/19/2021	LEGAL SHIELD / ID SHIELD	-1,263.70
52667	10/19/2021	MICHAEL'S KEYS, INC.	-182.00
52668	10/19/2021	PERDUE, BRANDON, FIELDER, COLLINS & MOTT	-250.00
52669	10/19/2021	QUALITY PERSONNEL SERVICE	-1,304.73
52670	10/19/2021	RICHARDS, BRAD	-467.83
52671	10/19/2021	SHI GOVERNMENT SOLUTIONS	-3,289.50
52672	10/19/2021	UNUM LIFE INSURANCE CO OF AMERICA	-1,292.60
52673	10/26/2021	HENRY, JAMES	-450.00
52674	10/26/2021	HOLTON, NATHAN	-450.00
52675	10/26/2021	KILHEFNER, CALEB M	-450.00
52676	10/26/2021	NEVAREZ, ALEJANDRO	-450.00
52677	10/26/2021	ZEGADLO, MARC	-450.00
52678	10/27/2021	AFLAC	-4,190.34
52679	10/27/2021	ARMSTRONG & ARMSTRONG, P.C.	-3,000.00
52680	10/27/2021	AT&T (U-VERSE)	-170.22
52681	10/27/2021	BLUECROSS BLUESHIELD OF TEXAS	-2,872.23
52682	10/27/2021	BLUECROSS BLUESHIELD OF TEXAS	-90,887.26

**COLLIN CENTRAL APPRAISAL DISTRICT**  
**Board of Directors Check Detail Report**  
October 2021

<b>Num</b>	<b>Date</b>	<b>Name</b>	<b>Amount</b>
52683	10/27/2021	CARD SERVICE CENTER	-11,723.42
52684	10/27/2021	CITY OF MCKINNEY	-717.55
52685	10/27/2021	COPYNET	-1,668.25
52686	10/27/2021	GREEN MOUNTAIN ENERGY	-5,925.58
52687	10/27/2021	HUMETRICS HOLDING INC	-475.00
52688	10/27/2021	IAAO	-5,625.00
52689	10/27/2021	IN BLOOM	-78.00
52690	10/27/2021	KERBY & KERBY PLLC	-250.00
52691	10/27/2021	MCROBERTS & COMPANY	-9,500.00
52692	10/27/2021	MENDIZABAL, VICTOR	-150.00
52693	10/27/2021	QUALITY PERSONNEL SERVICE	-1,144.50
52694	10/27/2021	SAM'S CLUB	-190.32
52695	10/27/2021	TAAD	-184.00
52696	10/27/2021	TILLEY, SHAWN	-545.00
52697	10/27/2021	TIME WARNER CABLE	-2,059.76
52698	10/28/2021	ROCKIN G DRYWALL & CONSTRUCTION	-4,840.00
52699	10/31/2021	AT&T (FIBER)	-2,046.30
52700	10/31/2021	AT&T (MAIN LOCAL)	-1,845.04
52701	10/31/2021	AT&T (MAIN LOCAL)	-201.39
52702	10/31/2021	BATTERIES PLUS	-192.00
52703	10/31/2021	CINTAS MAT SERVICE	-433.72
52704	10/31/2021	CINTAS SANI CLEAN	-3,096.25
52705	10/31/2021	MALIN GROUP, THE	-3,500.00
52706	10/31/2021	MYPRINTCHOICE	-260.00
52707	10/31/2021	PLANO OFFICE SUPPLY	-2,990.60
52708	10/31/2021	PRICE, FRANK	-500.00
52709	10/31/2021	PROPERTY TAX EDUCATION COALITION, INC	-270.00
52710	10/31/2021	PROSTAR SERVICES, INC	-1,276.35
52711	10/31/2021	SHI GOVERNMENT SOLUTIONS	-76,025.65
52712	10/31/2021	SPRADLIN, TERRY	-2,184.08
52713	10/31/2021	STAPLES BUSINESS CREDIT	-420.85
52714	10/31/2021	TEXAS DEPARTMENT OF PUBLIC SAFETY	-19.00
52715	10/31/2021	USER SCAPE	-4,999.00
52716	10/31/2021	VARIVERGE LLC	-2,140.29

**Oct 21**

**-1,392,732.14**

**F.**

**FINANCIAL  
REPORTS**

**September 2021**

# Kerby & Kerby PLLC

## CERTIFIED PUBLIC ACCOUNTANTS

Frank Kerby, CPA  
John W. Kerby, CPA

### ACCOUNTANTS' COMPILATION REPORT

BOARD OF DIRECTORS  
CENTRAL APPRAISAL DISTRICT OF COLLIN COUNTY  
250 ELDORADO PKWY  
MCKINNEY, TX 75069-8023

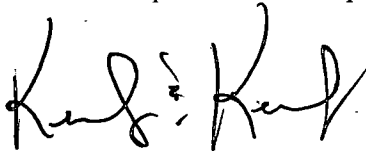
Management is responsible for the accompanying financial statements of the business-type activities of CENTRAL APPRAISAL DISTRICT OF COLLIN COUNTY (a political subdivision of the State of Texas), which comprise the statement of net position as of September 30, 2021, and the related statement of revenue, expenses, and changes in fund net position and supplemental schedule for the year then ended. 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. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared in accordance with accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the District's assets, liabilities, fund balance, revenues, and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The supplementary budget information is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the representation of management. The supplementary budget information was not subject to our compilation engagement; therefore, we have not audited or reviewed the supplementary budget information and, accordingly, do not express an opinion, a conclusion, nor provide any form of assurance on such supplementary budget information.

The Central Appraisal District is exempt from taxes as a political subdivision of the State of Texas and, accordingly, these financial statements do not reflect a provision or liability for income taxes.

We are not independent with respect to the Central Appraisal District of Collin County.



Kerby & Kerby PLLC  
McKinney, TX 75070  
October 20, 2021



**CENTRAL APPRAISAL DISTRICT OF COLLIN COUNTY**  
**Statement Of Assets, Liabilities And Fund Balance - Cash Basis**  
**September 30, 2021**

**ASSETS**

**CURRENT ASSETS**

American National Bank -Oper	\$ 20,180,438.44
American National Bank -ARB	2,234.35
Petty Cash - Admin	100.00
Petty Cash - Mapping	50.00
Prepaid Expenses	<u>184,873.16</u>

<b>TOTAL CURRENT ASSETS</b>	<b>\$ 20,367,695.95</b>
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**PROPERTY AND EQUIPMENT**

Furniture and Equipment-Assets	629,608.79
Telephone Equipment-Assets	215,174.23
Computer Equipment-Assets	895,816.01
Computer Software-Assets	651,788.39
Building-Assets	7,462,092.28
Land-Assets	<u>1,387,232.00</u>

<b>Total Property And Equipment</b>	<b>11,241,711.70</b>
Less Accumulated Depreciation	<u>(4,389,920.03)</u>

<b>NET PROPERTY AND EQUIPMENT</b>	<b>6,851,791.67</b>
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**OTHER ASSETS**

Net Pension Asset	2,685,509.00
Deferred Resource Outflows	<u>2,000,344.00</u>

<b>TOTAL OTHER ASSETS</b>	<b><u>4,685,853.00</u></b>
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<b>TOTAL ASSETS</b>	<b>\$ <u>31,905,340.62</u></b>
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**CENTRAL APPRAISAL DISTRICT OF COLLIN COUNTY**  
**Statement Of Assets, Liabilities And Fund Balance - Cash Basis**  
**September 30, 2021**

**LIABILITIES AND FUND BALANCE**

**CURRENT LIABILITIES**

All Current Liabilities \$ 738,771.82

**TOTAL CURRENT LIABILITIES** \$ **738,771.82**

**LONG-TERM LIABILITIES**

Deferred Resources Inflows 1,080,231.00

**TOTAL LONG-TERM LIABILITIES** **1,080,231.00**

**TOTAL LIABILITIES** **1,819,002.82**

**FUND BALANCE**

Fund Balance(CashBasisRelated) (1,377,435.47)

Fund Balance-Designated 15,325,858.17

Fund Balance-Undesignated 4,258.00

Fund Bal-Cap Assets Less Debt 7,046,917.00

Year To Date Increase or Decrease 9,086,740.10

**TOTAL DESIGNATED / UNDESIGNATED FUND BALANCE** **30,086,337.80**

**TOTAL LIABILITIES AND FUND BALANCE** \$ **31,905,340.62**

**CENTRAL APPRAISAL DISTRICT OF COLLIN COUNTY**  
**Statement Of Revenue, Expenses And Change In Fund Balance - Cash Basis**  
**1 And 9 Months Ended September 30, 2021**

	2021 Budget	1 month ended Sep 30, 2021	Year to date ended Sep 30, 2021	% of Budget	Remaining Budget
<b>REVENUE</b>					
Entity Support Revenue	\$ 21,759,400.00	\$ 1,785,443.00	\$ 22,348,768.50	102.71 %	(589,368.50)
Interest-Bank Accts/Investments	0.00	12,323.71	100,926.40		(100,926.40)
BPP Rendition Penalty Revenue	0.00	0.00	72,525.35		(72,525.35)
Misc Revenue	0.00	1,159.60	5,113.44		(5,113.44)
<b>TOTAL REVENUE</b>	<b>21,759,400.00</b>	<b>1,798,926.31</b>	<b>22,527,333.69</b>	<b>103.53 %</b>	<b>(767,933.69)</b>
<b>OPERATING EXPENSES</b>					
Salaries Full Time	10,742,400.00	798,110.27	6,349,873.96	59.11 %	4,392,526.04
Salaries Part Time/Temp	167,600.00	1,016.75	45,100.25	26.91 %	122,499.75
Overtime	52,000.00	2,461.92	92,390.39	177.67 %	(40,390.39)
Auto Allowance	768,000.00	55,753.26	539,957.07	70.31 %	228,042.93
Worker's Compensation	40,000.00	3,160.00	24,225.00	60.56 %	15,775.00
Employee Group Insurance	2,515,000.00	135,330.36	1,216,687.91	48.38 %	1,298,312.09
FICA Tax	159,000.00	13,755.58	105,648.41	66.45 %	53,351.59
Employee Retirement	1,425,100.00	101,738.61	831,816.75	58.37 %	593,283.25
Retirement-UAAL Buy Down	400,000.00	0.00	0.00	0.00 %	400,000.00
Unemployment Compensation	18,000.00	0.00	4,984.48	27.69 %	13,015.52
Legal	1,800,000.00	241,619.24	1,086,228.11	60.35 %	713,771.89
Accounting & Audit	16,000.00	250.00	12,050.00	75.31 %	3,950.00
Insurance	45,000.00	3,725.31	33,711.39	74.91 %	11,288.61
Legal Notices & Advertising	37,000.00	0.00	16,436.00	44.42 %	20,564.00
Appraisal Review Board	650,000.00	36.78	448,642.27	69.02 %	201,357.73
Telephone, Internet, Data Cloud	350,000.00	14,494.86	115,194.78	32.91 %	234,805.22
Utilities	160,900.00	7,647.50	63,349.10	39.37 %	97,550.90
Equipment Rent	95,000.00	2,155.47	45,945.53	48.36 %	49,054.47
Equipment Maintenance	45,000.00	1,084.12	25,071.11	55.71 %	19,928.89
Postage	450,000.00	1,178.96	340,848.08	75.74 %	109,151.92
Aerial Photography	430,000.00	0.00	369,600.00	85.95 %	60,400.00
Supplies	425,000.00	14,650.11	302,149.84	71.09 %	122,850.16
Registration & Dues	45,000.00	7,079.60	10,662.80	23.70 %	34,337.20
Travel & Education	175,000.00	14,364.28	57,723.71	32.98 %	117,276.29
Board of Directors Meetings	7,000.00	165.50	521.98	7.46 %	6,478.02
Miscellaneous Expenses	500.00	0.00	0.00	0.00 %	500.00
Contract Services	90,000.00	5,380.60	84,207.74	93.56 %	5,792.26
Professional Services	170,000.00	5,770.69	101,401.43	59.65 %	68,598.57
Security	165,000.00	8,025.00	66,872.50	40.53 %	98,127.50
Building Maintenance	125,000.00	20,648.00	119,506.98	95.61 %	5,493.02
Building Repair/Modifications	170,000.00	541.00	152,017.12	89.42 %	17,982.88
Depreciation	0.00	21,680.59	195,125.31		(195,125.31)
Furniture & Equipment	65,000.00	0.00	35,546.81	54.69 %	29,453.19
Computer Hardware & Computer Equip	250,000.00	1,699.00	4,436.39	1.77 %	245,563.61
Computer Software Licenses & Subscrip	600,000.00	269,626.54	367,121.11	61.19 %	232,878.89
Computer Hardware Maintenance	42,000.00	0.00	0.00	0.00 %	42,000.00
Software Development	300,000.00	0.00	0.00	0.00 %	300,000.00
Computer Software Maintenance	325,000.00	18,660.45	175,539.28	54.01 %	149,460.72
Contingency	200,000.00	0.00	0.00	0.00 %	200,000.00
<b>TOTAL OPERATING EXPENSES</b>	<b>23,520,500.00</b>	<b>1,771,810.35</b>	<b>13,440,593.59</b>	<b>57.14 %</b>	<b>10,079,906.41</b>
<b>EXCESS(DEFICIT) INCOME &amp; EXPENSES</b>	<b>\$ (1,761,100.00)</b>	<b>\$ 27,115.96</b>	<b>9,086,740.10</b>	<b>(515.97)%</b>	<b>(10,847,840.10)</b>
<b>BEGINNING FUND BALANCE</b>			<b>20,999,597.70</b>		
<b>ENDING FUND BALANCE</b>			<b>\$ 30,086,337.80</b>		

# **CENTRAL APPRAISAL DISTRICT OF COLLIN COUNTY**

## **Supplemental Schedules**

**September 30, 2021**

### **ACCUMULATED DEPRECIATION**

Accum Depr-Furniture & Equip	\$	(559,368.25)
Accum Depr-Telephone Equipment		(192,400.08)
Accum Depr-Computer Equipment		(803,970.49)
Accum Depr-Computer Software		(621,151.39)
Accum Depr-Building		<u>(2,213,029.82)</u>

### **TOTAL ACCUMULATED DEPRECIATION**

**\$ (4,389,920.03)**

### **OTHER CURRENT LIABILITIES**

Credit Card-LegacyTexas	2,701.16
Credit Card-Sam's Wholesale	17.34
Employee Savings	7,610.93
Accrued Wages Payable	148,283.31
Group Insurance Payable	562.06
Retirement Payable	156,520.94
Compensated Absences Payable	<u>423,076.08</u>

### **TOTAL OTHER CURRENT LIABILITIES**

**\$ 738,771.82**

**F.**

**FINANCIAL  
REPORTS**

**October 2021**

# Kerby & Kerby PLLC

## CERTIFIED PUBLIC ACCOUNTANTS

Frank Kerby, CPA  
John W. Kerby, CPA

### ACCOUNTANTS' COMPILATION REPORT

BOARD OF DIRECTORS  
CENTRAL APPRAISAL DISTRICT OF COLLIN COUNTY  
250 ELDORADO PKWY  
MCKINNEY, TX 75069-8023

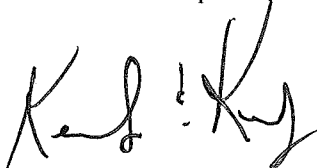
Management is responsible for the accompanying financial statements of the business-type activities of CENTRAL APPRAISAL DISTRICT OF COLLIN COUNTY (a political subdivision of the State of Texas), which comprise the statement of net position as of October 31, 2021, and the related statement of revenue, expenses, and changes in fund net position and supplemental schedule for the year then ended. 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. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared in accordance with accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the District's assets, liabilities, fund balance, revenues, and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

The supplementary budget information is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the representation of management. The supplementary budget information was not subject to our compilation engagement; therefore, we have not audited or reviewed the supplementary budget information and, accordingly, do not express an opinion, a conclusion, nor provide any form of assurance on such supplementary budget information.

The Central Appraisal District is exempt from taxes as a political subdivision of the State of Texas and, accordingly, these financial statements do not reflect a provision or liability for income taxes.

We are not independent with respect to the Central Appraisal District of Collin County.



Kerby & Kerby PLLC  
McKinney, TX 75070  
November 2, 2021

**CENTRAL APPRAISAL DISTRICT OF COLLIN COUNTY**

**Statement Of Assets, Liabilities And Fund Balance - Cash Basis**

**October 31, 2021**

**ASSETS**

**CURRENT ASSETS**

American National Bank -Oper	\$	18,156,272.94
American National Bank -ARB		2,243.55
Petty Cash - Admin		100.00
Petty Cash - Mapping		50.00
Prepaid Expenses		<u>250,727.26</u>

**TOTAL CURRENT ASSETS** **\$ 18,409,393.75**

**PROPERTY AND EQUIPMENT**

Furniture and Equipment-Assets	629,608.79
Telephone Equipment-Assets	215,174.23
Computer Equipment-Assets	895,816.01
Computer Software-Assets	651,788.39
Building-Assets	7,462,092.28
Land-Assets	<u>1,387,232.00</u>

**Total Property And Equipment** **11,241,711.70**  
Less Accumulated Depreciation (4,411,600.62)

**NET PROPERTY AND EQUIPMENT** **6,830,111.08**

**OTHER ASSETS**

Net Pension Asset	2,685,509.00
Deferred Resource Outflows	<u>2,000,344.00</u>

**TOTAL OTHER ASSETS** **4,685,853.00**

**TOTAL ASSETS** **\$ 29,925,357.83**

**CENTRAL APPRAISAL DISTRICT OF COLLIN COUNTY**

**Statement Of Assets, Liabilities And Fund Balance - Cash Basis**

**October 31, 2021**

**LIABILITIES AND FUND BALANCE**

**CURRENT LIABILITIES**

All Current Liabilities \$ 712,652.06

**TOTAL CURRENT LIABILITIES** \$ 712,652.06

**LONG-TERM LIABILITIES**

Deferred Resources Inflows 1,080,231.00

**TOTAL LONG-TERM LIABILITIES** 1,080,231.00

**TOTAL LIABILITIES** 1,792,883.06

**FUND BALANCE**

Fund Balance(CashBasisRelated) (1,377,435.47)

Fund Balance-Designated 15,325,858.17

Fund Balance-Undesignated 4,258.00

Fund Bal-Cap Assets Less Debt 7,046,917.00

Year To Date Increase or Decrease 7,132,877.07

**TOTAL DESIGNATED / UNDESIGNATED FUND BALANCE** 28,132,474.77

**TOTAL LIABILITIES AND FUND BALANCE** \$ 29,925,357.83



**CENTRAL APPRAISAL DISTRICT OF COLLIN COUNTY**  
**Statement Of Revenue, Expenses And Change In Fund Balance - Cash Basis**  
**1 And 10 Months Ended October 31, 2021**

	2021 Budget	1 month ended Oct 31, 2021	Year to date ended Oct 31, 2021	% of Budget	Remaining Budget
<b>REVENUE</b>					
Entity Support Revenue	\$ 21,759,400.00	\$ 25,375.50	\$ 22,374,144.00	102.83 %	(614,744.00)
Interest-Bank Accts/Investments	0.00	12,309.01	113,235.41		(113,235.41)
BPP Rendition Penalty Revenue	0.00	2,162.27	74,687.62		(74,687.62)
Misc Revenue	0.00	221.60	5,335.04		(5,335.04)
<b>TOTAL REVENUE</b>	<b>21,759,400.00</b>	<b>40,068.38</b>	<b>22,567,402.07</b>	<b>103.71 %</b>	<b>(808,002.07)</b>
<b>OPERATING EXPENSES</b>					
Salaries Full Time	10,742,400.00	645,128.76	6,995,002.72	65.12 %	3,747,397.28
Salaries Part Time/Temp	167,600.00	0.00	45,100.25	26.91 %	122,499.75
Overtime	52,000.00	2,403.73	94,794.12	182.30 %	(42,794.12)
Auto Allowance	768,000.00	55,753.26	595,710.33	77.57 %	172,289.67
Worker's Compensation	40,000.00	3,529.08	27,754.08	69.39 %	12,245.92
Employee Group Insurance	2,515,000.00	128,401.20	1,345,089.11	53.48 %	1,169,910.89
FICA Tax	159,000.00	9,850.42	115,498.83	72.64 %	43,501.17
Employee Retirement	1,425,100.00	84,105.77	915,922.52	64.27 %	509,177.48
Retirement-UAAL Buy Down	400,000.00	400,000.00	400,000.00	100.00 %	0.00
Unemployment Compensation	18,000.00	0.00	4,984.48	27.69 %	13,015.52
Legal	1,800,000.00	210,738.87	1,296,966.98	72.05 %	503,033.02
Accounting & Audit	16,000.00	250.00	12,300.00	76.88 %	3,700.00
Insurance	45,000.00	4,101.22	37,812.61	84.03 %	7,187.39
Legal Notices & Advertising	37,000.00	0.00	16,436.00	44.42 %	20,564.00
Appraisal Review Board	650,000.00	69,166.01	517,808.28	79.66 %	132,191.72
Telephone, Internet, Data Cloud	350,000.00	12,197.99	127,392.77	36.40 %	222,607.23
Utilities	160,900.00	6,991.45	70,340.55	43.72 %	90,559.45
Equipment Rent	95,000.00	11,539.82	57,485.35	60.51 %	37,514.65
Equipment Maintenance	45,000.00	2,858.89	33,674.04	74.83 %	11,325.96
Postage	450,000.00	959.23	341,807.31	75.96 %	108,192.69
Aerial Photography	430,000.00	0.00	369,600.00	85.95 %	60,400.00
Supplies	425,000.00	38,902.89	341,052.73	80.25 %	83,947.27
Registration & Dues	45,000.00	6,405.00	17,067.80	37.93 %	27,932.20
Travel & Education	175,000.00	3,656.40	61,325.16	35.04 %	113,674.84
Board of Directors Meetings	7,000.00	0.00	521.98	7.46 %	6,478.02
Miscellaneous Expenses	500.00	0.00	0.00	0.00 %	500.00
Contract Services	90,000.00	5,111.43	89,319.17	99.24 %	680.83
Professional Services	170,000.00	5,917.76	107,319.19	63.13 %	62,680.81
Security	165,000.00	9,012.50	75,885.00	45.99 %	89,115.00
Building Maintenance	125,000.00	13,024.00	126,786.94	101.43 %	(1,786.94)
Building Repair/Modifications	170,000.00	5,732.00	157,749.12	92.79 %	12,250.88
Depreciation	0.00	21,680.59	216,805.90		(216,805.90)
Furniture & Equipment	65,000.00	0.00	35,546.81	54.69 %	29,453.19
ComputerHardware&Computer Equip	250,000.00	125,646.44	130,082.83	52.03 %	119,917.17
ComputerSoftwareLicens&Subscrip	600,000.00	93,677.37	460,798.48	76.80 %	139,201.52
Computer Hardware Maintenance	42,000.00	0.00	0.00	0.00 %	42,000.00
Software Development	300,000.00	0.00	0.00	0.00 %	300,000.00
Computer Software Maintenance	325,000.00	17,244.28	192,783.56	59.32 %	132,216.44
Contingency	200,000.00	0.00	0.00	0.00 %	200,000.00
<b>TOTAL OPERATING EXPENSES</b>	<b>23,520,500.00</b>	<b>1,993,986.36</b>	<b>15,434,525.00</b>	<b>65.62 %</b>	<b>8,085,975.00</b>
<b>EXCESS(DEFICIT) INCOME &amp; EXPENSES</b>	<b>\$ (1,761,100.00)</b>	<b>\$ (1,953,917.98)</b>	<b>7,132,877.07</b>	<b>(405.02)%</b>	<b>(8,893,977.07)</b>
<b>BEGINNING FUND BALANCE</b>			<b>20,999,597.70</b>		
<b>ENDING FUND BALANCE</b>			<b>\$ 28,132,474.77</b>		

**CENTRAL APPRAISAL DISTRICT OF COLLIN COUNTY**

**Supplemental Schedules**

**October 31, 2021**

**ACCUMULATED DEPRECIATION**

Accum Depr-Furniture & Equip	\$	(560,760.14)
Accum Depr-Telephone Equipment		(193,522.30)
Accum Depr-Computer Equipment		(811,482.88)
Accum Depr-Computer Software		(621,151.39)
Accum Depr-Building		<u>(2,224,683.91)</u>

**TOTAL ACCUMULATED DEPRECIATION** **\$ (4,411,600.62)**

**OTHER CURRENT LIABILITIES**

Credit Card-LegacyTexas	4,100.53
Credit Card-Sam's Wholesale	333.24
Employee Savings	7,765.93
Accrued Wages Payable	148,283.31
Group Insurance Payable	(300.52)
Retirement Payable	129,393.49
Compensated Absences Payable	<u>423,076.08</u>

**TOTAL OTHER CURRENT LIABILITIES** **\$ 712,652.06**

**G.**

## **FUNDED ITEMS**

***BOARD OFFICER'S SIGNATURE REQUIRED***



# Collin Central Appraisal District

Date: 11/11/21

To: Board of Directors

From: Bo Daffin, Chief Appraiser *Bo Daffin*

Subject: Budgeted expenditures requiring signature of Board Officer

ITEM	DESCRIPTION	\$ AMOUNT
------	-------------	-----------

As of this date, there are no budgeted expenditures that require the signature of a Board Officer.

**H.**  
**LARGE EXPENDITURES**  
**(GREATER THAN \$25,000)**

***APPROVED BY CHIEF APPRAISER, AS  
AUTHORIZED BY BOARD POLICY***

**September 2021**



# Collin Central Appraisal District

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Date:

To: Board of Directors

From: Bo Daffin, Chief Appraiser *Bo Daffin*

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

**H.**  
**LARGE EXPENDITURES**  
**(GREATER THAN \$25,000)**

***APPROVED BY CHIEF APPRAISER, AS  
AUTHORIZED BY BOARD POLICY***

**October 2021**



# Collin Central Appraisal District

Date: 11/11/21

To: Board of Directors

From: Bo Daffin, Chief Appraiser *Bo Daffin*

Subject: Budgeted expenditures over \$25,000 approved by Chief Appraiser  
For: October 2021

ITEM	DATE	DESCRIPTION	\$ AMOUNT
ACH	10/7/21	ADP (payroll and taxes)	\$351,413.71
ACH	10/15/21	TCDRS (lump sum payment)	\$400,000.00
ACH	10/15/21	TCDRS	\$156,520.94
ACH	10/21/21	ADP (payroll and taxes)	\$324,697.62
Ck #52581	10/7/21	Blue Cross & Blue Shield	\$91,323.40
Ck #52603	10/8/21	SHI Government Solutions	\$229,705.76
Ck #52633	10/18/21	Saunders & Walsh, PLLC	\$193,988.87
Ck #52636	10/14/21	TML-IRP	\$91,615.30
Ck #52646	10/20/21	Dell Marketing	\$125,646.44



**I.**

**Computer Hardware & Equipment**  
**Computer Software**



# Collin Central Appraisal District

November 15, 2021

## 2021 November Hardware and Software Purchases

This is our final hardware and software purchase for 2021 which is primarily driven by Board of Directors approved replacement cycle. All hardware that is to be replaced, are passed their approved life cycle and their roles are still utilized in our production environment.

All purchases are fully funded in the 2021 capital expenditure computer equipment and computer software licensing and subscriptions line items respectively:

Item	2021 Budget Line Item	Quantity	Total Amount
HP Desktop Printers HP E50145dn	5700 - Computer Equipment	11	\$7,975.00
Fujitsu Desktop Scanners fi-7160	5700 - Computer Equipment	10	\$9,016.00
Dell All-In-One OptiPlex 5490	5700 - Computer Equipment	5	\$6,350.00
Dell Tower Precision 3650	5700 - Computer Equipment	9	\$10,476.00
Dell Monitor P2419HC	5700 - Computer Equipment	23	\$5,520.00
Dell PowerEdge R350 (2.4TB)	5700 - Computer Equipment	1	\$5,864.69
Dell PowerEdge R350 (4.8TB)	5700 - Computer Equipment	1	\$9,022.00
HP Network Switch JL702A	5700 - Computer Equipment	1	\$17,956.00
Pelco DVR Server (replace/remodel)	5700 - Computer Equipment	1	\$21,378.00
Pelco IP Cameras (replace/remodel)	5700 - Computer Equipment	8	\$14,890.00
<b>Total Computer Equipment:</b>			<b>\$93,557.69</b>
Windows Server OS	5770 - Licensing/Subscriptions	16	\$1,401.44
Pelco DVR Maintenance 3yr	5770 - Licensing/Subscriptions	1	\$5,535.21
<b>Total Software Licensing and Subscriptions:</b>			<b>\$6,936.65</b>
<b>Grand Total Across All Line Items:</b>			<b>\$100,494.34</b>

The above pricing is the most competitive of 3 vendors or via state contract/DIR/HUB. We are requesting permission to purchase the above items fully funded in the 2021 budget not to exceed the **Total Amount of \$105,000**.

Thank you in advance for your consideration and as always let me know if you have any questions or concerns regarding the above hardware/software. I have included the current approved hardware replacement cycle for reference to this summary.

**Ryan Matthews**

Deputy Chief Appraiser - Technology



# Collin Central Appraisal District

## CCAD Hardware Replacement Cycle

### Desktop Replacement 5 years

- Standard PC
- Laptop
- Workstation
- Thin client

### Printer Replacement 7 years

- Ink
- Laser (standard duty)

### Scanner Replacement 5 years

- Flatbed (standard duty)
- Flatbed with document feeder
- Multifunction scanners

### System Printer Replacement 3 years

- Laser (large capacity)
- Color Laser

### System Scanner Replacement 7 years

- Flatbed (large capacity)
- Mass lift scanners

### Plotter Replacement 3 years

- Standard laser/Ink 14" width printing and above
- Multifunction laser/Ink 14" width printing and above

### Server Replacement 3 years

- All machines loaded with server OS software

### Network Device Replacement 3 years

- Switches
- Hubs
- Wireless Access Points
- Routers
- Bridges
- Tape libraries
- UPS batteries
- Projectors

## Hardware Recycle

In the event that hardware is still in good working condition, can handle its future capacity and parts are still stocked, we will pursue a hardware upgrade or defer replacement.

**J.**

**2022 Group Insurance**

**Agenda Item Reference: J 1-4**

**Report Title**

**2022 Group Insurance  
Report & Recommendations  
by  
Ryan Hanratty**

## **Collin Central Appraisal District**

### **Employee Benefit Plan RFP Process Executive Summary**

- Request for Proposal Advertisement posted October 11<sup>th</sup> and October 18<sup>th</sup>
- Due Date for Submissions October 25<sup>th</sup>
- Medical Renewal from Incumbent (BlueCross BlueShield of Texas)
  - 57% Increase
    - 110% Premium versus Claims loss ratio
- Request for Proposal Submissions
  - United Healthcare, Baylor Scott & White, Aetna, and CIGNA
    - United Healthcare presented the most attractive offer at a 30% increase to the 2021 Plan Year Rates from BlueCross BlueShield of Texas
- Negotiations with BlueCross BlueShield of Texas
  - Competitive rates from United Healthcare, long term relationship, continuity, carrier change disruptions for team, plan design changes, etc.
  - BlueCross BlueShield of Texas Final Offer
    - 34% Increase over 2021 Plan Year Rates
    - No medical plan changes
    - Renew Dental at a 5% Increase
    - Renew Long-Term Disability at a 15% Increase
    - Renew Basic Life/AD&D at a 0% Increase
    - Renew Voluntary Life/AD&D at a 0% Increase
    - Renew Short-Term Disability at a 0% Increase
- Superior Vision
  - 0% Renewal Offer



Prepared by: Ryan Hanratty



November 18, 2021

Mr. Bo Daffin  
Chief Appraiser  
Collin Central Appraisal District  
250 Eldorado Pkwy.  
McKinney, TX 75069-8023

HAND DELIVERED

Dear Mr. Daffin:

Based on our discussions over the past month, please find the below summary of recommendations for the 2022 Plan Year. Appreciate the efforts of your entire team.

#### **MEDICAL**

Our current medical provider is BlueCross BlueShield of Texas. CCAD pays 100% of the Employee-Only premium for each plan and employees are responsible for the cost of dependent insurance premiums. BlueCross presented an initial renewal increase of 57% effective January 1, 2022.

After a full market Request for Proposal and extensive negotiations with BlueCross, the renewal proposal from BlueCross is now 34% with no plan modifications. The reduction in the renewal from BlueCross result in estimated annual savings of \$229,440.

**Our recommendation is for Collin Central Appraisal District to renew with BlueCross BlueShield of Texas.**



**DENTAL, BASIC LIFE/AD&D, VOLUNTARY LIFE/AD&D, SHORT-TERM DISABILITY  
and LONG-TERM DISABILITY**

Our current provider is BlueCross BlueShield of Texas / Dearborn.

As part of the medical renewal negotiations, current policies with BlueCross / Dearborn for non-medical lines of coverage were leveraged to reduce the medical increase.

**Our recommendation is to accept a 5% dental increase, 15% long-term disability increase, and 0% increases on the basic life/ad&d, voluntary life/ad&d, and short-term disability with BlueCross / Dearborn. The estimated total annual increase is \$13,676.**

**VISION**

Our current provider is Superior Vision. They have proposed a 0% increase for the 2022 plan year.

**Our recommendation is to accept the 0% renewal offer.**

**LONG TERM CARE, ID SHIELD, and FIRST STOP HEALTH (Online Doctors & Counseling)**

Our current providers are UNUM, ID SHIELD, and First Stop Health.

**Our recommendation is to renew with both Unum and First Stop Health at 0% increase.**

Look forward to addressing any questions as we prepare to serve the team during the 2022 plan year.

Sincerely,

Ryan Hanratty



*Collin Central Appraisal District*  
*Board Of Directors*

Presented by: Swingle Collins and Associates

Presented on: November 18, 2021

## Premium vs Claims

MONTH	TOTAL EMPLOYEES	TOTAL MEMBERS	BILLED PREMIUMS	BILLED PREMIUMS PEPM	TOTAL PAID CLAIMS	TOTAL PAID CLAIMS PEPM	RATIO
Sep-19	119	136	\$87,632	\$736.40	\$114,873	\$965.32	131%
Oct-19	119	136	\$87,632	\$736.40	\$116,211	\$976.56	133%
Nov-19	120	136	\$87,246	\$727.05	\$150,282	\$1,252.35	172%
Dec-19	121	137	\$87,923	\$726.64	\$85,794	\$709.04	98%
Jan-20	132	153	\$104,911	\$794.78	\$76,049	\$576.13	72%
Feb-20	131	151	\$103,395	\$789.27	\$92,462	\$705.82	89%
Mar-20	133	156	\$105,462	\$792.95	\$91,130	\$685.19	86%
Apr-20	135	158	\$106,962	\$792.31	\$43,730	\$323.93	41%
May-20	138	161	\$109,212	\$791.39	\$90,740	\$657.54	83%
Jun-20	138	161	\$108,335	\$785.04	\$61,792	\$447.77	57%
Jul-20	136	159	\$106,835	\$785.55	\$71,795	\$527.90	67%
Aug-20	135	158	\$105,878	\$784.28	\$123,779	\$916.88	117%
Sep-20	134	160	\$103,708	\$773.94	\$77,534	\$578.61	75%
Oct-20	134	160	\$103,708	\$773.94	\$94,434	\$704.73	91%
Nov-20	133	159	\$102,958	\$774.12	\$210,763	\$1,584.68	205%
Dec-20	136	162	\$105,208	\$773.59	\$84,894	\$624.22	81%
Jan-21	138	161	\$97,820	\$708.84	\$65,987	\$478.17	67%
Feb-21	138	161	\$97,820	\$708.84	\$52,321	\$379.14	53%
Mar-21	138	161	\$97,820	\$708.84	\$126,789	\$918.76	130%
Apr-21	138	161	\$97,820	\$708.84	\$94,707	\$686.28	97%
May-21	139	164	\$99,036	\$712.49	\$72,379	\$520.71	73%
Jun-21	136	161	\$96,899	\$712.49	\$282,797	\$2,079.39	292%
Jul-21	135	160	\$96,096	\$711.82	\$127,867	\$947.16	133%
Aug-21	136	161	\$96,195	\$707.32	\$222,358	\$1,634.99	231%
<b>Total 24 Months</b>	<b>3192</b>	<b>3733</b>	<b>\$2,396,511</b>	<b>\$750.79</b>	<b>\$2,631,467</b>	<b>\$824.39</b>	<b>110%</b>

Carrier :					BlueCross BlueShield of Texas - Current and Renewal						Negotiated Renewal					
					MTBCP007H		MMB4		MTBCP038		MTBCP007H		MMB4		MTBCP038	
					In-Network	Out-Of-Network	In-Network	Out-Of-Network	In-Network	Out-Of-Network	In-Network	Out-Of-Network	In-Network	Out-Of-Network	In-Network	Out-Of-Network
Office Visit co-pay (Primary/Premium)					Ded + 0%	Ded + 30%	\$40 Co-Pay	Ded + 40%	\$45 Co-Pay	Ded + 50%	Ded + 0%	Ded + 30%	\$40 Co-Pay	Ded + 40%	\$45 Co-Pay	Ded + 50%
Specialist Co-pay					Ded + 0%	Ded + 30%	\$40 Co-Pay	Ded + 40%	\$90 Co-Pay	Ded + 50%	Ded + 0%	Ded + 30%	\$40 Co-Pay	Ded + 40%	\$90 Co-Pay	Ded + 50%
Virtual Visits					Up to \$50	N/A	\$0	N/A	\$0	N/A	Up to \$50	N/A	\$0	N/A	\$0	N/A
Individual Deductible					\$5,000	\$10,000	\$5,000	\$10,000	\$5,000	\$10,000	\$5,000	\$10,000	\$5,000	\$10,000	\$5,000	\$10,000
Family Deductible					\$10,000	\$20,000	\$10,000	\$20,000	\$14,700	\$29,400	\$10,000	\$20,000	\$10,000	\$20,000	\$14,700	\$29,400
Co-insurance (Member pays)					0%	30%	30%	50%	30%	50%	0%	30%	30%	50%	30%	50%
OOP Max Individual					\$5,000	Unlimited	\$5,600	\$20,000	\$5,600	Unlimited	\$5,000	Unlimited	\$5,600	\$20,000	\$5,600	Unlimited
OOP Max Family					\$10,000	Unlimited	\$10,200	\$60,000	\$14,700	Unlimited	\$10,000	Unlimited	\$10,200	\$60,000	\$14,700	Unlimited
Deductible Included in OOP					Included		Included		Included		Included		Included		Included	
Emergency Room					Deductible + 0%		\$100 Co-Pay/Visit + Ded + 30%		\$500 Co-Pay/Visit + Ded + 30%		Deductible + 0%		\$100 Co-Pay/Visit + Ded + 30%		\$500 Co-Pay/Visit + Ded + 30%	
Preventive Care					\$0	Ded + 30%	\$0	Ded + 40%	\$0	Ded + 50%	\$0	Ded + 30%	\$0	Ded + 40%	\$0	Ded + 50%
Urgent Care Co-pay					Ded + 0%	Ded + 30%	\$65 Co-Pay	Ded + 40%	\$75 Co-Pay	Ded + 50%	Ded + 0%	Ded + 30%	\$65 Co-Pay	Ded + 40%	\$75 Co-Pay	Ded + 50%
Pharmacy					In-Network		In-Network		In-Network		In-Network		In-Network		In-Network	
Rx OOP Limit					N/A		\$1,000 Ind / \$3,000 Family		N/A		N/A		\$1,000 Ind / \$3,000 Family		N/A	
Preferred Generic Drugs (30 Day Supply)					Deductible + 0%		\$20 Co-Pay / \$25 Co-Pay		\$0 / \$10 Co-Pay		Deductible + 0%		\$20 Co-Pay / \$25 Co-Pay		\$0 / \$10 Co-Pay	
Non-Preferred Generic Drugs (30 Day Supply)					Deductible + 0%		\$20 Co-Pay / \$25 Co-Pay		\$10 Co-Pay / \$20 Co-Pay		Deductible + 0%		\$20 Co-Pay / \$25 Co-Pay		\$10 Co-Pay / \$20 Co-Pay	
Preferred Brand Drugs (30 Day Supply)					Deductible + 0%		\$40 Co-Pay / \$50 Co-Pay		\$50 Co-Pay / \$70 Co-Pay		Deductible + 0%		\$40 Co-Pay / \$50 Co-Pay		\$50 Co-Pay / \$70 Co-Pay	
Non-Preferred Brand Drugs (30 Day Supply)					Deductible + 0%		\$60 Co-Pay / \$70 Co-Pay		\$100 Co-Pay \$120 Co-Pay		Deductible + 0%		\$60 Co-Pay / \$70 Co-Pay		\$100 Co-Pay \$120 Co-Pay	
Preferred Specialty Drugs (30 Day Supply)					Deductible + 0%		\$20 / \$50 / \$70		\$150 Co-Pay		Deductible + 0%		\$20 / \$50 / \$70		\$150 Co-Pay	
Non-Preferred Specialty Drugs (30 Day Supply)					Deductible + 0%		\$20 / \$50 / \$70		\$250 Co-Pay		Deductible + 0%		\$20 / \$50 / \$70		\$250 Co-Pay	
					BILLED PREMIUMS						BILLED PREMIUMS					
Enrollment					MTBCP007H		MMB4		MTBCP038		MTBCP007H		MMB4		MTBCP038	
	Plan	Plan	Plan		Current	Renewal	Current	Renewal	Current	Renewal	Proposed	Proposed	Proposed	Proposed	Proposed	Proposed
Employee	100	0	10		\$638.68	\$996.43	\$725.73	\$1,168.25	\$789.21	\$1,294.03	\$849.62	\$996.12	\$1,103.37			
Employee + Spouse	1	0	0		\$1,468.99	\$2,291.83	\$1,975.32	\$3,179.79	\$1,815.22	\$2,976.33	\$1,954.16	\$2,711.28	\$2,537.80			
Employee + Child(ren)	7	0	1		\$1,149.64	\$1,793.60	\$1,306.34	\$2,102.89	\$1,420.60	\$2,329.29	\$1,529.33	\$1,793.05	\$1,986.10			
Employee + Family	0	0	0		\$1,979.93	\$3,088.97	\$2,249.79	\$3,621.62	\$2,446.57	\$4,011.53	\$2,633.84	\$3,088.01	\$3,420.47			
Total	108	0	11													
Monthly Premium					\$73,384	\$114,490	\$0	\$0	\$9,313	\$15,270	\$97,621	\$0	\$13,020			
Current Annual Premium					\$992,366											
Renewal Annual Premium					\$1,557,115						\$1,327,695					
Change vs. Current \$					\$564,749						\$335,329					
Change vs. Current %					57%						34%					

\* All rates are subject to carrier underwriting and any census changes.

Plan Design		BlueCross BlueShield of Texas Current/Renewal	
1	Plan Name	<b>DTNHR01</b>	
2	Calendar Year Deductible	\$25 Individual / \$75 Family	
3	Calendar Year Maximum	\$3,000	
4	Out of Network Reimbursement	90% U&C	
5	Preventive & Diagnostic	100%	
6	Basic	80%	
7	Major	50%	
8	Waiting Periods	None	
9	Endodontic/Periodontics	Basic	
10	Orthodontia	50% to \$2,000 Lifetime Max	
11	Rate Guarantee	Rate Guarantee until 2.1.2023	
12		<b>Billed Premium</b>	
13		<i>Current</i>	<i>Renewal</i>
14	Employee 90	\$41.97	<b>\$44.04</b>
15	Employee + Spouse 11	\$83.91	<b>\$88.11</b>
16	Employee + Child(ren) 12	\$107.60	<b>\$112.98</b>
17	Family 16	\$164.67	<b>\$172.90</b>
18	<b>Total Employees 129</b>		
19	<b>Monthly Premium</b>	\$8,626	<b>\$9,055</b>
20	<b>Annual Premium</b>	<b>\$103,515</b>	
21	<b>Renewal Annual Premium</b>	<b>\$108,660</b>	
22	<b>\$ Change from Current</b>	\$5,145	
23	<b>% Change from Current</b>	5%	
24			

Benefits Summary		Superior Vision Current/Renewal	
1 Network		Superior Select Southwest Network	
2 Contributory Status		Contributory	
3 EXAMINATION			
4 Eye Exam		\$10 Co-Pay	Up to \$35
5 MATERIALS			
6 Frames (subject to Plan Allowance)		\$200 Allowance + 20%	Up to \$70
7 - Single Vision Lenses		100% after \$25 Co-Pay	Up to \$25
8 - Bifocal Lenses		100% after \$25 Co-Pay	Up to \$40
9 - Trifocal Lenses		100% after \$25 Co-Pay	Up to \$45
10 CONTACT LENSES (In lieu of Frames)			
11 - Elective		\$200 Allowance	Up to \$80
12 - Medically Necessary		100% after \$25 Co-Pay	Up to \$150
13 FREQUENCY			
14 Exam / Frames/Lenses/ Contacts		12/12/12/12	
15 Rate Guarantee		Rate Guarantee until 1.1.2023	
16		Billed Premium	
17		Current	Renewal
18 Employee 90		\$7.82	\$7.82
19 Employee + Spouse 10		\$14.77	\$14.77
20 Employee + Child(ren) 10		\$15.69	\$15.69
21 Family 18		\$24.60	\$24.60
22 Total Employees 128			
23 Total Monthly Premium		\$1,451	\$1,451
24 Total Annual Premium		\$17,414	
25 Renewal Annual Premium		\$17,414	
26 \$ Change from Current		\$0	
27 % Change from Current		0%	
28			

**Basic Life and ADD Proposal**

Benefits Summary	Dearborn Current/Renewal	
1 Benefit Amount	2X Annual Salary to \$300,000	
2 Total Eligible Employees	124	
3 AD&D	Same as Basic Life Amount	
4 Waiver of Premium	To 65, if disabled prior to age 60	
5 Guarantee Issue	\$300,000	
6 Conversion	Included	
7 Portability	Included	
8 Accelerated Life Benefit	The lesser of 75% up to \$250,000	
9 Age Reduction	-	
10 Age 65	35%	
11 Age 70	45%	
12 Age 75	70%	
13 Age 80	80%	
14 Rate Guarantee	Rate Guarantee until 1.1.2023	
15	Billed Premium	
16	<u>Current</u>	<u>Renewal</u>
17 Basic Life Rate / \$1,000	\$0.127	\$0.127
18 Basic AD&D Rate / \$1,000	\$0.016	\$0.016
19 Total Rate / \$1,000	\$0.143	\$0.143

<b>Carrier :</b>	<b>Dearborn</b>
1 Availability	\$10,000 Increments
2 Maximum	The lesser of 5X salary or \$500,000
3 Accelerated Life Benefit	The lesser of 75% up to \$250,000
4 Portability	Avialable
5 Conversion	Available
6 Waiver of Premium	To age 65 if disabled prior to 60
7 Guaranteed Issue (GI)	\$100,000
8 Minimum Participation	25% of Eligible Employees
9 Age Reductions	Same as basic life
10 Suicide Exclusion	2 Years
11 Spouse - Availability	\$5,000 Increments
12 Maximum	\$500,000 (Not to exceed 100% of EE Benefit)
13 Guaranteed Issue (GI)	\$25,000
14 Dependent: Availability	Increments of \$2,000*
15 Maximum	\$10,000
16 Guaranteed Issue (GI)	\$10,000
<b>Rate Guarantee</b>	Rate Guarantee until 1.1.2023
<b>17 Employee Age Brackets</b>	<b>Rate per \$1,000</b>
18 < 30	\$0.093
19 30 - 34	\$0.112
20 35 - 39	\$0.122
21 40 - 44	\$0.134
22 45 - 49	\$0.186
23 50 - 54	\$0.279
24 55 - 59	\$0.445
25 60 - 64	\$0.663
26 65 - 69	\$1.243
27 70 +	\$2.102
<b>17 Spouse Age Brackets</b>	<b>Rate per \$1,000</b>
18 < 30	\$0.108
19 30 - 34	\$0.127
20 35 - 39	\$0.137
21 40 - 44	\$0.149
22 45 - 49	\$0.201
23 50 - 54	\$0.294
24 55 - 59	\$0.460
25 60 - 64	\$0.678
26 65 - 69	\$1.258
27 70 +	\$2.117
<b>28 Age Brackets</b>	<b>Rate per \$1,000</b>
29 AD&D Benefit Amount	Same as basic life
30 AD&D Rate	Included above
<b>31 Age Brackets</b>	<b>Rate per \$1,000</b>
32 Spouse Rate	Rate Based on Spouses Age
33 Dependent Rate	\$0.28 per \$2,000

\* Birth to 6 months: \$1,000

Can increase by one \$10K increment at OE without  
EOI



## Short-Term Disability Proposal

Carrier :		Dearborn	
1	Contributory Status	Employer Paid Benefit	
2	Tax Free Benefit	No	
3	Bonuses & Commissions	Excluded	
4	Benefit Amount	60% of Weekly Salary	
5	Benefit Maximum	\$2,000	
6	Waiting Period: Sickness	14 Days	
7	Waiting Period: Accident	14 Days	
8	Duration	11 Weeks	
9	Pre-ex Exclusion	None	
10	Rate Guarantee	Rate Guarantee until 1.1.2023	
11	Volume	\$93,274	
12	Billed Premium		
13		<u>Current</u>	<u>Renewal</u>
14	Total Rate / \$10	\$0.240	\$0.240
15	Estimated Annual Premium	\$26,863	\$26,863
16	Difference \$	-	\$0
17	Difference %	-	0%

# Long Term Disability Proposal

Carrier :		Dearborn	
1	Contribution Status	Employer Paid Benefit	
2	Tax Free Benefit	No	
3	Bonuses & Commissions	Excluded	
4	Benefit Amount	60% of monthly salary	
5	Benefit Maximum	\$8,000	
6	Waiting Period:	90 Days	
7	Pre-ex Exclusion	3 / 12	
8	Survivor Benefit	3x Last Monthly Benefit	
9	Partial Disability Test	80%/60%	
10	Rehabilitation	Incentivized	
11	Own Occupation Period	24 months	
12	Duration	SSNRA	
13	Rate Guarantee	Rate Guarantee until 1.1.2023	
14	Volume	\$1,545,426	
15	Billed Premium		
16		<u>Current</u>	<u>Renewal</u>
17	Total Rate / \$100	\$0.305	\$0.351
18	Estimated Annual Premium	\$56,563	\$65,093
19	Difference \$	-	\$8,531
20	Difference %	-	15%

**Agenda Item Reference: J 1-4**

**Report Title**

**2022 Group Insurance Recommendations  
by  
Bo Daffin**



# Collin Central Appraisal District

November 17, 2021

TO: Board of Directors

FROM: Bo Daffin, Chief Appraiser *Bo Daffin*

RE: Proposed 2022 Employee Insurance

The following report from Mr. Ryan Hanratty, Swingle Collins & Associates, summarizes the results of our RFP process and renewal negotiations for our 2022 employee insurance benefits. As always, medical coverage rates dominate the process, and we were successful in negotiating a downward move from the 56.80% renewal notice increase to a final rate of 34% when compared to our current 2021 rate.

Following Mr. Hanratty's summary of our recommended 2022 medical and ancillary insurances are the Resolutions, drafted by me to implement these recommendations.

My recommendations are as follows:

- Keep all current insurance carriers for 2022.
  - Keep the coverages for 2022 the same as current 2021 coverages.
- Approve the 2022 premium increases for the following coverages.
  - Medical: 34%
  - Dental: 5%
  - Long Term Disability: 15%
  - *Note: Vision, Life, Short Term Disability, Long Term Care, First Stop Health (online doctors & counseling) and IDShield are all at no premium increase for 2022.*
- Increase our annual HSA contribution for employees from \$3,600 to \$3,650 to keep pace with the allowable limit authorized by the Federal Government.
- Increase our medical reimbursement annual maximum from \$3,600 to \$3,650. It has been our practice for the medical reimbursement maximum to be equal to the HSA contribution.
- Please see a list of the employee benefits, recommended carriers and a summary of the projected costs on the following pages.

<b>CARRIER</b>	<b>COVERAGE TYPE</b>
BCBS	Medical
BCBS	Dental
Superior Vision	Vision
BCBS	Life, Short-Term Disability and Long-Term Disability
Unum	Long-term Care
First Stop Health	Online Doctor Care and Online Mental Health Counselors
IDShield	Identity Theft

**COLLIN CENTRAL APPRAISAL DISTRICT  
2022 GROUP INSURANCE SUMMARY CALCULATIONS**

2021 CALCULATED INSURANCE COST:			2022 PROJECTED COST AT RENEWAL:			2022 PROJECTED COST AFTER RFP:		
ITEM	MONTHLY	ANNUAL	RENEW FACTOR	PROJ. MONTHLY	PROJ. ANNUAL	RENEW FACTOR	PROJ. MONTHLY	PROJ. ANNUAL
Medical (BCBS)	\$653.73	\$7,844.76	56.80%	\$1,025.05	\$12,300.58	46.80%	\$959.68	\$11,516.11
Dental (BCBS)	\$41.97	\$503.64	5.00%	\$44.07	\$528.82	5.00%	\$44.07	\$528.82
Vision (SUPERIOR)	\$7.82	\$93.84	0.00%	\$7.82	\$93.84	0.00%	\$7.82	\$93.84
Long-term care (Unum)	\$9.30	\$111.60	0.00%	\$9.30	\$111.60	0.00%	\$9.30	\$111.60
First Stop Health, Teledoc	\$8.20	\$98.40	0.00%	\$8.20	\$98.40	0.00%	\$8.20	\$98.40
*Life / Disability (BCBS)	\$54.89	\$658.68	15.00%	\$63.12	\$757.48	15.00%	\$63.12	\$757.48
IDShield	<u>\$9.95</u>	<u>\$119.40</u>	<u>0.00%</u>	<u>\$9.95</u>	<u>\$119.40</u>	<u>0.00%</u>	<u>\$9.95</u>	<u>\$119.40</u>
SubTotal	\$785.86	\$9,430.32		\$1,167.51	\$14,010.13		\$1,102.14	\$13,225.65
HSA/Medical Reimbursements	<u>\$300.00</u>	<u>\$3,600.00</u>		<u>\$304.16</u>	<u>\$3,649.92</u>		<u>\$304.16</u>	<u>\$3,649.92</u>
Grand Total (Per Employee)	\$1,085.86	\$13,030.32		\$1,471.67	\$17,660.05		\$1,406.30	\$16,875.57
Number of Employees Budgeted	144	144		152	152		152	152
Projected Grand Total Cost	\$156,363.84	\$1,876,366.08		\$223,693.94	\$2,684,327.25		\$213,757.24	\$2,565,086.90
Line-Item Budget (less Agent & Wellness)		<u>\$2,445,000.00</u>			<u>\$2,515,000.00</u>			<u>\$2,515,000.00</u>
Projected Line-Item Balance Y.E.	23.26%	\$568,633.92	Projected Line-Item Balance Y.E.		-\$169,327.25	Projected Line-Item Balance Y.E.		-\$50,086.90
Annual Budget Per Employee		\$16,979.17	Annual Budget Per Employee		\$16,546.05	Annual Budget Per Employee		\$16,546.05
Color Codes: Yellow = Current 2021 Projected Cost. Gray = 2022 Initial Renewal Rates. Orange = 2022 Adjusted Renewal Rates after RFP. Blue= Maximun Rates Possible While Remaining Under 2022 Budget. Green = Negotiated Rates Being Recommended for 2022.								

**COLLIN CENTRAL APPRAISAL DISTRICT  
2022 GROUP INSURANCE SUMMARY CALCULATIONS**

2021 CALCULATED INSURANCE COST:			2022 PROJ. COST BUDGETED INCREASE:			2022 PROJECTED COST, AS NEGOTIATED:		
ITEM	MONTHLY	ANNUAL	RENEW FACTOR	PROJ. MONTHLY	PROJ. ANNUAL	RENEW FACTOR	PROJ. MONTHLY	PROJ. ANNUAL
Medical (BCBS)	\$653.73	\$7,844.76	44.00%	\$941.37	\$11,296.45	34.00%	\$876.00	\$10,511.98
Dental (BCBS)	\$41.97	\$503.64	5.00%	\$44.07	\$528.82	5.00%	\$46.27	\$555.26
Vision (SUPERIOR)	\$7.82	\$93.84	5.00%	\$8.21	\$98.53	0.00%	\$8.21	\$98.53
Long-term care (Unum)	\$9.30	\$111.60	0.00%	\$9.30	\$111.60	0.00%	\$9.30	\$111.60
First Stop Health, Teledoc	\$8.20	\$98.40	0.00%	\$8.20	\$98.40	0.00%	\$8.20	\$98.40
*Life / Disability (BCBS)	\$54.89	\$658.68	15.00%	\$63.12	\$757.48	15.00%	\$72.59	\$871.10
IDShield	\$9.95	\$119.40	0.00%	\$9.95	\$119.40	0.00%	\$9.95	\$119.40
SubTotal	\$785.86	\$9,430.32		\$1,074.27	\$12,891.29		\$1,020.57	\$12,246.88
HSA/Medical Reimbursements	\$300.00	\$3,600.00		\$304.16	\$3,649.92		\$304.16	\$3,649.92
Grand Total (Per Employee)	\$1,085.86	\$13,030.32		\$1,378.43	\$16,541.21		\$1,324.73	\$15,896.80
Number of Employees Budgeted	144	144		152	152		152	152
Projected Grand Total Cost	\$156,363.84	\$1,876,366.08		\$209,522.00	\$2,514,263.98		\$201,359.44	\$2,416,313.27
Line-Item Budget (less Agent & Wellness)		\$2,445,000.00			\$2,515,000.00			\$2,515,000.00
Projected Line-Item Balance Y.E.		\$568,633.92	Projected Line-Item Balance Y.E.		\$736.02	Proj. Line-Item Balance Y.E.		\$98,686.73
Annual Budget Per Employee		\$16,979.17	Annual Budget Per Employee		\$16,546.05	Annual Budget Per Employee		\$16,546.05
			Blue shaded fields are estimated to show maximum increases allowed without exceeded the budget.			* The Life Insurance and Short-Term Disability have \$0 premium increases. The Long-Term Disability has a 15% increase.		
Color Codes: Yellow = Current 2021 Projected Cost. Gray = 2022 Initial Renewal Rates. Orange = 2022 Adjusted Renewal Rates after RFP. Blue= Maximun Rates Possible While Remaining Under 2022 Budget. Green = Negotiated Rates Being Recommended for 2022.								



# Collin Central Appraisal District

## BOARD OF DIRECTORS

Gary Rodenbaugh, Chairman  
L. Wayne Mayo, Secretary  
Earnest R. Burke  
Ron Carlisle  
Brian Mantzey  
Kenneth Maun

## CHIEF APPRAISER

Bo Daffin

### **BOARD OF DIRECTORS RESOLUTION # 2021-66**

The Collin Central Appraisal District Board of Directors met in open session on November 18, 2021. 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 approves the following group insurance carriers for 2022, as listed below, based on details presented in public session on November 18, 2021.

CARRIER	COVERAGE TYPE
BCBS	Medical
BCBS	Dental
Superior Vision	Vision
BCBS	Life, Short-Term Disability and Long-Term Disability
Unum	Long-term Care
First Stop Health	Online Doctor Care and Online Mental Health Counselors
IDShield	Identity Theft Protection

In witness whereof, I have hereunto set my hand as an Officer of Collin Central Appraisal District Board of Directors, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
\_\_\_\_\_, Secretary

(and/or)

\_\_\_\_\_  
Gary Rodenbaugh, Chairman





# Collin Central Appraisal District

## BOARD OF DIRECTORS

Gary Rodenbaugh, Chairman  
L. Wayne Mayo, Secretary  
Earnest R. Burke  
Ron Carlisle  
Brian Mantzey  
Kenneth Maun

## CHIEF APPRAISER

Bo Daffin

### **BOARD OF DIRECTORS RESOLUTION # 2021-1101**

The Collin Central Appraisal District Board of Directors met in open session on November 18, 2021. 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 continues Board Policy #1005 through calendar year 2022, regarding contributions to employees' Health Savings Accounts in the amount of \$3,650 annually, from the 2022 adopted Budget, as pursuant to Board Policy #1005***

In witness whereof, I have hereunto set my hand as an Officer of Collin Central Appraisal District Board of Directors, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_

\_\_\_\_\_, Secretary

(and/or)

\_\_\_\_\_

Gary Rodenbaugh, Chairman



# Collin Central Appraisal District

## BOARD OF DIRECTORS

Gary Rodenbaugh, Chairman  
L. Wayne Mayo, Secretary  
Earnest R. Burke  
Ron Carlisle  
Brian Mantzey  
Kenneth Maun

## CHIEF APPRAISER

Bo Daffin

### **BOARD OF DIRECTORS RESOLUTION # 2021-1102**

The Collin Central Appraisal District Board of Directors met in open session on November 18, 2021. 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 continues Board Policy #1001 through calendar year 2022, regarding reimbursements of medical deductible expenses and prescription co-pay expenses to employees, not to exceed \$3,650 annually, from the 2022 adopted Budget, as pursuant to Board Policy #1001.***

In witness whereof, I have hereunto set my hand as an Officer of Collin Central Appraisal District Board of Directors, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
\_\_\_\_\_, Secretary

(and/or)

\_\_\_\_\_  
Gary Rodenbaugh, Chairman

**L.**

**Appoint Investment Officer**



# Collin Central Appraisal District

## BOARD OF DIRECTORS

Gary Rodenbaugh, Chairman  
L. Wayne Mayo, Secretary  
Earnest R. Burke  
Ron Carlisle  
Brian Mantzey  
Kenneth Maun

## CHIEF APPRAISER

Bo Daffin

### **BOARD OF DIRECTORS RESOLUTION # 2021-65**

The Collin Central Appraisal District Board of Directors met in open session on November 18, 2021, 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 appoint Toni Bryan as the District’s Investment Officer, in accordance with the Public Funds Investment Act, Chapter 2256 of the Government Code and District Policy #110”

In witness whereof, I have hereunto set my hand as an Officer of Collin Central Appraisal District Board of Directors, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
\_\_\_\_\_, Secretary

(and/or)

\_\_\_\_\_  
Gary Rodenbaugh, Chairman

**M.**

**Investment Policy #110**



# Collin Central Appraisal District

**POLICY NUMBER: 110**

**POLICY NAME: INVESTMENT OF PUBLIC FUNDS**

It is the policy of Collin Central Appraisal District ("CCAD", "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 policy sets guidelines to invest public funds in a manner which will provide maximum security while providing the highest investment return while meeting the daily cash flow demands of the District and 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 investment policy applies to all financial assets of Collin Central Appraisal 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 Collin Central Appraisal District shall be:

**Safety:** Safety of principal is the foremost objective of the investment program.

**Liquidity:** CCAD's investment portfolio will remain sufficiently liquid to enable CCAD to meet all operating requirements, which might be reasonably anticipated.

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

#### **4.0 Delegation of Authority**

Authority to manage CCAD's investment program is derived from the Public Funds Investment Act, Chapter 2256 Government Code. The duties of Investment Officer(s) are hereby delegated to the ~~Deputy Chief Appraiser and Business Manager~~ Director of Operations, by separate Board of Directors resolution. ~~They~~ He/she/they 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. Such policies shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy established by the Investment Officer(s). The Investment Officer(s) shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. The Investment Officer(s) shall consult and report to the Chief Appraiser concerning all of CCAD's investments.

The Investment Officer(s) and any other person so authorized to invest monies of CCAD 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 CCAD will provide periodic training in investments for the investment personnel through courses and seminars offered by professional organizations and associations in order to insure the quality and capability of the District's investment personnel making investment decisions in compliance with the PFIA.

## **5.0 Ethics and Conflicts of Interest**

An investment officer of CCAD 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 CCAD 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**

**6.1 Obligations of, or guaranteed by Government Entities,** as outlined in §2256.009 of the Government Code

- a.** Obligations, including letters of credit, of the United States or its agencies and instrumentalities;
- b.** Direct obligations of the State of Texas or its agencies and instrumentalities;
- c.** Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States;
- d.** 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.
- e.** Obligations of state, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized investment rating firm not less than A or its equivalent.

## **6.2 Certificates of Deposit and Share Certificates.**

A certificate of deposit is an authorized investment if the certificate is 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 or its successor, is secured by obligations that are described in 6.1 above, including mortgage backed securities directly issued by a federal agency or instrumentality that have a market value of not less than the principal amount of the certificates, but excluding those mortgage backed securities of the nature described in §2256.009(b) Government Code, or secured in any manner and amount provided by law for deposits of the investing entity.

Bids for certificates of deposit may be solicited orally, in writing, electronically, or in any combination of those methods.

### **6.3 Investment Pools.**

Investment pools are eligible if they comply with the requirements of §2256.016 Government Code and have been specifically authorized by the Board of Directors of the Collin Central Appraisal District.

### **6.4 Sweep Accounts.**

The Board of Directors of CCAD may authorize using bank sweep accounts that combine funds from various account deposits daily and invest them collectively as long as these funds are collateralized as required by law and comply with the requirements of §2256.00 Government Code.

## **7.0 Collateralization, Safekeeping and Custody**

Collateralization will be required on all bank deposits, at a minimum level of 103% of market value of deposits and/or investments. Deposits and investments will be secured by obligations described in §2256.009(a) Government Code.

All security transactions, including certificates of deposit, entered into by CCAD shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian and evidenced by clearly marked safekeeping receipts supplied to CCAD.

An independent third party with whom CCAD has a current custodial agreement will always hold collateral. A clearly marked receipt of

ownership (safekeeping receipt) must be supplied to CCAD and retained by the Investment Officer.

### **7.05 Authorized Financial Dealers and Institutions**

All investments made by the District will be made through the District's banking services bank, a bank in Texas, or an approved broker/dealer. The District will require a written instrument, executed by a qualified representative of the bank or financial institution, acknowledging that the institution has: 1) received the District's investment policy and 2) implemented reasonable procedures and control in an effort to preclude investment transactions conducted between the District and the bank that are not authorized by the District's investment policy; as required in §2256.005.

### **8.0 Diversification**

Collin Central Appraisal District will diversify its investments by security type and institution. With the exception of funds in CCAD's interest-bearing, operating depository account, U.S. Treasury securities and Certificates of Deposit, no more than 30% of CCAD's investment portfolio will be invested in a single security type or with a single financial institution.

### **9.0 Maximum Maturities**

To the extent possible, CCAD will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, CCAD will not directly invest in securities maturing more than 12 months from the date of purchase.

### **10.0 Internal Management Reports**

Not less than quarterly the Investment Officer(s) 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 entity on the date of the report, be prepared jointly by the investment officers of the District 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.

### **11.0 Monitoring Rating Changes**

The Investment Officer(s) or investment advisor shall monitor, on no less than a weekly basis, the credit rating on all authorized investments in the portfolio based upon independent information from a nationally recognized rating agency. If any security falls below the minimum rating required by policy, the Investment Officer(s) or advisor shall notify the Chief Appraiser of the loss of rating, conditions affecting the rating and possible loss of principal with liquidation options available, within two weeks after the loss of the required rating. The Board of Directors shall be notified of the loss of rating, conditions affecting the rating and possible loss of principal with liquidation options available at its next regularly scheduled meeting.

### **12.0 Annual Review**

CCAD'S Chief Appraiser or his designee will perform an annual compliance audit of management's control on investments and adherence to its investment policy. An independent auditor must formally review the quarterly investment report at least annually and report to the Board of Directors. The District is exempt from this review if it only invests in money market mutual funds, investment pools or accounts offered by its depository bank in the form of **interest-bearing checking accounts**, CDs or money market accounts; as outlined in §2256.023.

The Board of Directors of CCAD will review the investment policy and investment strategies not less than annually. The Board shall adopt a written resolution stating that it has reviewed the investment policy and strategies and shall record any changes made to either the investment policy or strategies.

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



# Collin Central Appraisal District

## BOARD OF DIRECTORS

Gary Rodenbaugh, Chairman  
L. Wayne Mayo, Secretary  
Earnest R. Burke  
Ron Carlisle  
Brian Mantzey  
Kenneth Maun

## CHIEF APPRAISER

Bo Daffin

### **BOARD OF DIRECTORS RESOLUTION # 2021-65**

The Collin Central Appraisal District Board of Directors met in open session on November 18, 2021. 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 policy #110 regarding the investment of District funds, for the twelve-month period beginning November 1, 2021.***

In witness whereof, I have hereunto set my hand as an Officer of Collin Central Appraisal District Board of Directors, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_

\_\_\_\_\_, Secretary

(and/or)

\_\_\_\_\_

Gary Rodenbaugh, Chairman

**O.**

**Ag Advisory Board**



# Collin Central Appraisal District

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November 18, 2021

To: Board of Directors

From: Bo Daffin, Chief Appraiser

Re: Recommendation of Ag Advisory Board Member

Please allow this to serve as my recommendation of David McMahan to serve as a member of the Agriculture Appraisal Advisory Board.

David McMahan was recommended by Randal Brockman who currently serves on the Ag Advisory Board. Mr. McMahan is an active farmer in the Princeton and Blue Ridge area. Mr. McMahan has been an active Farmer in Collin County since 1980.



**P.**

## **Report From ARB Chairman**



# COLLIN APPRAISAL REVIEW BOARD

250 Eldorado Pkwy, McKinney, TX 75069

Phone: 469.742.9288 • Web: [www.collinarb.org](http://www.collinarb.org)

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November 9, 2021

Collin Central Appraisal District Board of Directors  
The Honorable Chairman Rodenbaugh  
250 Eldorado Parkway  
McKinney, Texas 75069

Re: Appraisal Review Board 2021 end of year summation

Dear Board of Directors for the Collin Country Appraisal District:

Thank you for this opportunity to speak before you. I have been honored to serve as Chairman of the Appraisal Review Board in 2021. First, I want to acknowledge and express appreciation to my fellow officers. The Vice-Chair, Patricia Robinson and the Secretary, Delores Smith have excelled and been a significant part of the successful 2021 season. Members of the Board, thank you for having confidence in all the ARB officers!

2021 has been a challenging, but successful year.

- The ARB had 24 new members appointed for 2021, due to the large number of seasoned, experienced members who termed out at the end of 2020. This is the largest group of new members integrated in one year. We almost doubled the membership from 26 to 50 at the beginning of 2021.
- The new members were brought on board in January 2021 and underwent Freshmen orientation training in January.
- The diversity of the ARB has increased in that there are now:
  - 21 women on the ARB
  - 43 out of 47 members have at least a bachelor's degree
  - 11 members have MBA's
  - 1 member with a PHD, and
  - 2 members are attorneys

With this background, Collin ARB has had no problem filling special panels, as mandated by law.

- Training was abundant in 2021. Due to COVID-19 all our training workshop were done at Myers Park and Event Center in McKinney. I want to express my thanks to the staff at Myers, who accommodated our every need.
- Commercial training was completed using a licensed MAI, John Trabold and Associates. The members expressed how valuable this training was.
- Experienced members within the ARB mentored new members with Residential, BPP and Land cases. I am awestruck by the experience that exists within the ARB.
- The state mandated Comptroller training was completed and done via ZOOM at Myers.
- The 7 weeks during the main season was very successful, resulting in having less than 2% remaining of the taxable base. This was well below the 5% mandated by the state.
- The ARB legal counsel conducted a workshop in October, preparing us for the second season with supplemental protests.

Total protests in 2021 was 78,560 which was down 3,321 from 2020. Total with ARB orders: 27,062 with topline; total for ARB 11,404 which was up 2,584 from 2020.

The dedication and support of the CAD staff is more than excellent. Accolades need to go to Ms. Cave, Ms. Castillo, their support staff, and recorders. I also want to put up a high five to Mr. Wood who is a miracle worker in getting things done! Kudos also need to go to Ms. Bryan, Ms. Glass and Ms. Hyden for doing an extremely important job of making sure we get paid!!

Also, my sincere appreciation to those responsible for providing a sense of security to the ARB members with the re-construction of the panel rooms; reconfiguring, adding plexiglass and new sound systems. My heartfelt thanks to Mr. Daffin, Mr. Waldrop, Mr. Matthews, and the entire support infrastructure in making all this happen prior to our season beginning on May 24th!

Looking ahead to 2022:

I have worked with Ms. Lake, liaison between Judge Miskel and the ARB on getting the press release posted for new applicants who will begin on January 1, 2022. Due to term limits expiring and attrition, the ARB is requesting 8-10 new members for 2022.

Training will continue to be a priority for all ARB members. Mr. Trabold, MAI, will be brought in again as a trainer for Commercial hearings. I am also researching an outside source to assist in training the ARB on residential, land and BPP.

Experienced members of the ARB will assist with disciplines not covered by an outside firm. Many of these members will also be designated as mentors for new members, who come on board in 2022.

COVID status will dictate how we operate in 2022. My hope is to have normalcy with more in person and less phone hearings.

I have requested Judge Miskel to appoint each member of the ARB to regular members, rather than a mix of auxiliary and regular. If approved, there will be only 4 auxiliary members remaining and they will be appointed as regular members on January 1, 2023. This gives every member of the ARB the right to vote for ratifications and have the ability to run for office.

-

Thank you again for all the support from the Collin Central Appraisal District!

Regards,

*Dean Soderstrom*

Dean Soderstrom, ARB Chairman



# COLLIN APPRAISAL REVIEW BOARD

250 Eldorado Pkwy, McKinney, TX 75069

Phone: 469.742.9288 • Web: [www.collinarb.org](http://www.collinarb.org)

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November 10, 2021

Honorable Judge Emily Miskel  
470<sup>th</sup> District Court  
Russell A. Steindam Courts Building  
2100 Bloomdale Road, Suite 20146  
McKinney, Texas 75071

Re: Appraisal Review Board Officer Appointments – Texas Property Tax Code Section 6.42(a)

Dear Honorable Emily Miskel:

On Tuesday, November 09, 2021, with a quorum of members present, the Appraisal Review Board selected the following member to serve as ARB Chairman for the calendar year 2022:

Chairman                      Dean Soderstrom

On Wednesday, November 10, 2021, with a quorum of members present, the Appraisal Review Board selected the following member to serve as ARB Secretary for the calendar year 2022:

Secretary                      Dianne Faltys

As confirmed by the undersigned, the members of the Appraisal Review Board hereby recommend appointment of the above-named individuals as designated. The term of office for appointed officers will be twelve months, beginning January 1, 2022.

The ARB requests that Ms. Dianne Faltys be reappointed, beginning January 1, 2022, as a Regular member, rather than Auxiliary.

Thank you for favorably considering these recommendations. On behalf of all ARB Members, please accept this sincere expression of our appreciation for your unwavering support and confidence.

Respectfully submitted,

*Dean Soderstrom*

Dean Soderstrom, ARB Chairman

cc:     Michele Lake, Taxpayer Liaison  
       Tina Castillo, Director of ARB and Agent Services  
       Stephanie Cave-Bernal, Deputy Chief Appraiser, ARB, Research and Customer Service

**Q.**

**ARB Vice-Chairperson**



# COLLIN APPRAISAL REVIEW BOARD

250 Eldorado Pkwy, McKinney, TX 75069

Phone: 469.742.9288 • Web: [www.collinarb.org](http://www.collinarb.org)

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November 9, 2021

Collin Central Appraisal District Board of Directors  
The Honorable Chairman Gary Rodenbaugh  
250 Eldorado Parkway  
McKinney, Texas 75069

Re: Appraisal Review Board Officer Appointment- Policy #114

Dear Honorable Chairman Rodenbaugh, and CCAD Board Members:

On Tuesday, November 9, 2021, with a quorum of members present and a majority vote, the Appraisal Review Board selected the following member to serve as Vice Chairman for the calendar year 2022:

Vice Chairman            Patricia Robinson

As confirmed by the undersigned, the members of the Appraisal Review Board hereby recommend appointment of the above-named individual as designated. The term of office for appointed officers will be twelve months, beginning January 1, 2022.

Thank you for favorably considering these recommendations. On behalf of all ARB Members, please accept this sincere expression of our appreciation for your unwavering support and confidence.

Respectfully submitted,

*Dean Soderstrom*

Dean Soderstrom, ARB Chairman

cc:     Bo Daffin, Chief Appraiser  
        Stephanie Cave-Bernal, Deputy Chief Appraiser  
        Tina Castillo, Director of ARB and Agent Services

**R.**

**2021 Line-Item Transfers**



# Collin Central Appraisal District

November 18, 2021

TO: Board of Directors

FROM: Bo Daffin, Chief Appraiser *Bo Daffin*

RE: 2021 budget line-item transfers

FUND #	2021 BUDGET	YTD As of 10-31-2021	CURRENT BALANCE	PROJECTED COST REMAINING	PROJECTED LINE-ITEM SHORTFALL	ADJUSTED LINE ITEM TOTAL REQUESTED (rounded)
5060 Overtime	\$52,000	\$94,794	-\$42,794	\$20,000	\$62,794	\$114,794
5600 Contract Services	\$90,000	\$89,319	\$681	\$10,000	\$9,319	\$ 99,319
5640 Building Maintenance	<u>\$125,000</u>	\$126,787	-\$1,787	\$30,000	<u>\$31,787</u>	<u>\$156,787</u>
<b>TOTALS</b>	<b>\$267,000</b>				<b>\$103,900</b>	<b>\$370,900</b>
<b>VARIANCE, COMPARING SUM OF LINE ITEMS:</b>						<b>\$103,900</b>
7000 Contingency	\$200,000	\$0	\$200,000		\$103,900	<b>\$96,100</b>

The expenditure levels for overtime and contract services are directly related to staffing levels coming out of COVID-19. Regarding overtime, we had a backlog of homestead applications to process and work across several departments has been impacted by parcel growth and staffing levels. Contract services had a one-time cost impact for a research contract with Trepp LLC regarding COVID-19 market impacts.

We have continued our enhanced building maintenance cleaning protocols coming out of COVID-19, for our general cleaning and sanitation schedules for the safety of the public, staff, and our ARB members. Also, we have experienced ongoing HVAC repair and maintenance expenses.





# Collin Central Appraisal District

## BOARD OF DIRECTORS

Gary Rodenbaugh, Chairman  
L. Wayne Mayo, Secretary  
Earnest R. Burke  
Ron Carlisle  
Brian Mantzey  
Kenneth Maun

## CHIEF APPRAISER

Bo Daffin

### **BOARD OF DIRECTORS RESOLUTION # 2021-1103**

The Collin Central Appraisal District Board of Directors met in open session on November 18, 2021. 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 approves the line item transfers within the 2021 budget, as listed on the following page, effective immediately.***

In witness whereof, I have hereunto set my hand as an Officer of Collin Central Appraisal District Board of Directors, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_

\_\_\_\_\_, Secretary

(and/or)

\_\_\_\_\_

Gary Rodenbaugh, Chairman

**2021 LINE-ITEM TRANSFERS  
NOVEMBER 18, 2021**

<b>FUND #</b>	<b>2021 BUDGET</b>	<b>YTD As of 10-31- 2021</b>	<b>CURRENT BALANCE</b>	<b>PROJECTED COST REMAINING</b>	<b>PROJECTED LINE-ITEM SHORTFALL</b>	<b>ADJUSTED LINE ITEM TOTAL REQUESTED (rounded)</b>
5060 Overtime	\$52,000	\$94,794	-\$42,794	\$20,000	\$62,794	\$114,794
5600 Contract Services	\$90,000	\$89,319	\$681	\$10,000	\$9,319	\$ 99,319
5640 Building Maintenance	<u>\$125,000</u>	\$126,787	-\$1,787	\$30,000	<u>\$31,787</u>	<u>\$156,787</u>
<b>TOTALS</b>	<b>\$267,000</b>				<b>\$103,900</b>	<b>\$370,900</b>
<b>VARIANCE, COMPARING SUM OF LINE ITEMS:</b>						<b>\$103,900</b>
7000 Contingency	\$200,000	\$0	\$200,000		\$103,900	<b>\$96,100</b>

**S.**

**2022 Print & Mailing Vendor  
Contract Extension**



# Collin Central Appraisal District

November 9, 2021

## 2022 Printing & Mailing Services Contract Executive Summary

The District wishes to exercise their option, as stated in the RFP "IST-2021-PM" on page 10, to extend the Printing & Mailing Services contract with Variverge for another year. The Contract Period regarding this 2<sup>nd</sup> year option is being extended to include services from January 1, 2022 through December 31, 2022.

Attached is the RFP Addendum #1 which includes the notice of contract extension and details the project time frame with dates. The 2021 proposal grand total was \$98,290; as noted on the contract extension price quote pages there will be a slight increase in the cost of paper & envelopes due to paper shortages and supply chain issues all vendors are dealing with in our current economic situation. However the labor/services prices will not increase.

Thank you in advance for your consideration.



**Ryan Matthews**

Deputy Chief Appraiser - Technology



Dear Customer,

Our paper cost has risen 20% in the past 3 months, with another increase going into effect November 1, 2021. Our suppliers are suffering from greater than expected demand and shortages from multiple paper mills. Prior to 2020, white paper mills were being converted to brown paper, or shutting down all together. When COVID hit they accelerated their efforts converting more mills to brown paper. The demand for white paper came back much faster than expected and the supply chain simply can't keep up. These factors have resulted in an almost overnight 20% increase in our paper cost. Please see the below link to read more about the current paper shortages and how they are impacting our industry.

We have worked very hard with multiple paper suppliers to keep an appropriate level of paper stock on hand so that we do not have any production delays. Fortunately, we have reserved paper from multiple paper Mills through January 2022 and will continue to source paper in the fourth quarter to prepare for 2022 production needs.

As a result, you will see an increase in your paper cost on your next bill.

Thank you for your understanding. If you have any questions, you may contact me directly at 806-731-6850.

As always, thank you for your business. We couldn't do this without you.

Sincerely,

Luke Austin

<https://www.quad.com/resources/documents/paper-market-update-august-2021/>

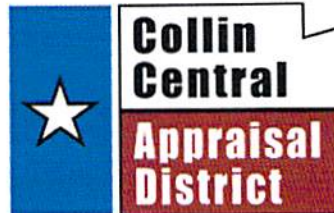
[www.variverge.com](http://www.variverge.com)



REQUEST FOR PROPOSAL  
RFP No. IST-2021-PM  
PRINTING & MAILING SERVICES  
(RFP Addendum #1)

**NOTICE OF CONTRACT EXTENSION**

October 27, 2021



**COLLIN CENTRAL APPRAISAL DISTRICT**  
250 Eldorado Pkwy  
McKinney, Texas 75069

The Collin Central Appraisal District wishes to exercise our option, as stated on page 10 of the RFP, to extend the "Printing & Mailing Services" contract that was previously awarded to your company for the prior year. This would include services from January 1, 2022 through December 31, 2022.

By signing below the vendor agrees to this addendum and contract extension. Attached is a copy of the original contract, the new "Project Period & Dates" and copy of your original "Price Quote" for the extended contract period, please initial each page attached.

Please contact me should you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Shane Cheek".

Shane Cheek  
Appraisal Software & Database Manager

Vendor Name: VariVerge, LLC

Address: 8949 Diplomacy Row, Dallas TX 75247

Printed Name: McKenzie Parker Title: Sales & marketing

Signature: McKenzie Parker Date: 11/9/2021

**REQUEST FOR PROPOSAL  
RFP No. IST-2021-PM  
PRINTING & MAILING SERVICES  
(RFP Addendum #1)**

Vendor Initials: MP

**SERVICES AGREEMENT**

RFP No.: IST-2021-PM  
Description: 2021 Printing and Mailing Services  
Term of Contract: January 1, 2021 through December 31, 2021

**THIS IS AN AGREEMENT made on  
BETWEEN**

December 21, 2020

- 1) Collin Central Appraisal District (the "Buyer"); and
- 2) Variverge, LLC (the "Service Provider"),

collectively referred to as the "Parties".

The Buyer wishes to be provided with the Services (defined in the RFP mentioned above) by the Service Provider and the Service Provider agrees to provide the Services to the Buyer on the terms and conditions of this Agreement.

As specified in the RFP, the Service Provider warrants that all articles, materials and work supplied by you under this contract conform to specifications, samples, or other descriptions and sensitive time constraints provided to you by the Buyer.

All terms and conditions set forth in the RFP are made part of this contract. Only those assumptions or exceptions specifically noted in this Services Agreement have been considered and granted by Buyer to the Service Provider. Any other assumptions or exceptions are specifically denied. Any oral accommodations to grant Respondent's assumptions or exceptions are specifically disclaimed.

AS WITNESS the hands of the Parties hereto or their duly authorized representatives.

**BUYER**

**SERVICE PROVIDER**

**COLLIN CENTRAL APPRAISAL DISTRICT**

**VARIVERGE, LLC**

Bo Daffin

Printed Name

McKenzie Parker

Printed Name

Chief Appraiser

Title

Sales & Marketing

Title

Bo Daffin Digitally signed by Bo Daffin  
Date: 2021.01.20 16:46:15  
-06'00'

Signature

McKenzie Parker

Signature

January 20, 2021

Date

1/19/2021

Date

**REQUEST FOR PROPOSAL  
RFP No. IST-2021-PM  
PRINTING & MAILING SERVICES  
(RFP Addendum #1)**

Vendor Initials: MP

**PROJECT PERIOD & DATES:**

The contract extension to this RFP is for services from January 1, 2022 through December 31, 2022.

The following is a list of project dates listing the date the District is to deliver the data to the vendor and then the date the vendor is required to have all mail pieces delivered to the USPS for mailing. All postmark dates must be the same date as the day the mail is delivered to the USPS for mailing. These dates are "projected" dates and are subject to change.

- 1) Homestead Applications #1 (split into two mailings, 1a & 1b)
  - Data to Vendor ..... January 4, 2022
  - Vendor Mail Date ..... January 10, 2022
- 2) BPP Renditions
  - Data to Vendor ..... January 25, 2022
  - Vendor Mail Date ..... January 31, 2022
- 3) Real Property Appraisal Notices
  - Data to Vendor ..... April 4, 2022
  - Vendor Mail Date ..... April 15, 2022
- 4) BPP Appraisal Notices #1 (Regular)
  - Data to Vendor ..... May 5, 2022
  - Vendor Mail Date ..... May 11, 2022
- 5) BPP Appraisal Notices #2 (w/ Penalty Letter)
  - Data to Vendor ..... May 27, 2022
  - Vendor Mail Date ..... June 1, 2022
- 6) Property Tax Transparency Postcards
  - Data to Vendor ..... July 29, 2022
  - Vendor Mail Date ..... August 5, 2022
- 7) Homestead Re-File Applications
  - Data to Vendor ..... September 8, 2022
  - Vendor Mail Date ..... September 14, 2022
- 8) Homestead Postcards
  - Data to Vendor ..... December 12, 2022
  - Vendor Mail Date ..... December 16, 2022



**REQUEST FOR PROPOSAL**  
**RFP No. IST-2021-PM**  
**PRINTING & MAILING SERVICES**  
**(RFP Addendum #1)**

Vendor Initials: MP

**PRICE QUOTE FORM**

*(as originally submitted by bidder)*

Project No.	Item No.	Estimated Volume	Description	Unit Price	Total for Item
1.	1.1.1	45,000	Laser Printed Cover Letter page 1 w/ variable data. (back is blank)	.03	1,350
	1.1.2		Laser Printed HS App pages 2 & 3 w/ variable data. (duplex)	.035	1,575
	1.1.3		Laser Printed HS App pages 3 & 4 w/ variable data. (duplex)	.035	1,575
	1.1.4		Fold, Insert, Sort, Seal, Meter, Tray & Deliver to USPS	.03	1,350
			<b>Totals Per Piece &amp; Project → →</b>	<b>0.13</b>	<b>5,850</b>
2.	2.1.1	30,000	Laser Printed BPP Rend pages 1 & 2 w/ variable data. (duplex)	.035	1,050
	2.1.2		Laser Printed BPP Rend pages 3 & 4 w/ variable data. (duplex)	.035	1,050
	2.1.3		Two page Rendition Info & Definitions insert. (duplex)	.0215	645
	2.1.4		Offset Printed one page BPP Affidavit insert.	.03	900
	2.1.5		Fold, Insert, Sort, Seal, Meter, Tray & Deliver to USPS	.03	900
			<b>Totals Per Piece &amp; Project → →</b>	<b>0.1515</b>	<b>4,545</b>
3.	3.1.1	380,000	Laser Printed Real NOAV pages 1 & 2 w/ variable data. (duplex)	.035	13,300
	3.1.2		Two page Informal Procedures insert. (duplex)	<del>.0215</del> .025	8,170
	3.1.3		Two page Rights & Remedies insert. (duplex)	<del>.0215</del> .025	8,170
	3.1.4		Fold, Insert, Sort, Seal, Meter, Tray & Deliver to USPS	.03	11,400
	3.2		Print each Appraisal Notice Image to separate PDF files as detailed.	.005	1,900
			<b>Totals Per Piece &amp; Project → →</b>	<b>0.113</b>	<b>42,940</b>
4.	4.1.1	18,000	Laser Printed BPP NOAV pages 1 & 2 w/ variable data. (duplex)	.035	630

**REQUEST FOR PROPOSAL  
RFP No. IST-2021-PM  
PRINTING & MAILING SERVICES  
(RFP Addendum #1)**

Vendor Initials: MP

Project No.	Item No.	Estimated Volume	Description	Unit Price	Total for Item
	4.1.2		Two page Informal Procedures insert. (duplex) .025	.0215	387
	4.1.3		Two page Rights & Remedies insert. (duplex) .025	.0215	387
	4.1.4		Fold, Insert, Sort, Seal, Meter, Tray & Deliver to USPS	.03	540
	4.2		Print each Appraisal Notice image to separate PDF files as detailed.	.005	90
			<b>Totals Per Piece &amp; Project → →</b>	<b>0.113</b>	<b>2,034</b>
8.	8.1.1	14,000	Laser Printed BPP NOAV pages 1 & 2 w/ variable data. (duplex)	.035	490
	8.1.2		Two page Rendition Penalty Letter insert. (duplex)	.0215	301
	8.1.2		Two page Informal Procedures insert. (duplex) .025	.0215	301
	8.1.4		Two page Rights & Remedies insert. (duplex) .025	.0215	301
	8.1.5		Fold, Insert, Sort, Seal, Meter, Tray & Deliver to USPS	.03	420
	8.2		Print each Appraisal Notice image to separate PDF files as detailed.	.005	70
			<b>Totals Per Piece &amp; Project → →</b>	<b>0.1345</b>	<b>1,883</b>
9.	9.1.1	320,000	Property Tax Transparency Postcards w/ laser printed variable data on front and generic back	.046	14,720
	9.1.2		Cut, Sort, Meter, Tray & Deliver to USPS	.03	9,600
			<b>Totals Per Piece &amp; Project → →</b>	<b>0.076</b>	<b>24,320</b>
10.	10.1.1	15,000	Laser Printed Cover Letter w/ variable data. (1 page)	.03	450
	10.1.2		Laser Printed HS App pages 2 & 3 w/ variable data. (duplex)	.035	525
	10.1.3		Laser Printed HS App pages 4 & 5 w/ variable data. (duplex)	.035	525
	10.1.4		#9 Self Addressed Return Envelope (no postage/permit)	.04	600

**REQUEST FOR PROPOSAL**  
**RFP No. IST-2021-PM**  
**PRINTING & MAILING SERVICES**  
**(RFP Addendum #1)**

Vendor Initials: mp

Project No.	Item No.	Estimated Volume	Description	Unit Price	Total for Item
	6.1.5	40,000	Offset Printed two page Informal Procedures insert. (duplex) .025	.0215	860.00
	6.1.6	40,000	Offset Printed two page Rights & Remedies insert. (duplex) .025	.0215	860.00
	6.1.7	40,000	Fold, Insert, Sort, Seal, Meter, Tray & Deliver to USPS	.03	1,200.00
	6.2.	40,000	Print each Appraisal Notice image to separate PDF files as detailed.	.005	200.00
			<b>Totals Per Piece &amp; Project → →</b>	.2045	8,180.00
7.	7.1.1	18,000	Laser Printed BPP NOAV pages 1 & 2 w/ variable data. (duplex)	.035	630.00
	7.1.2	18,000	Laser Printed BPP NOAV page 3 w/ variable data.	.035	630.00
	7.1.	18,000	Offset Printed two page Informal Procedures insert. (duplex)	.026	468.00
	7.1.4	18,000	Offset Printed two page Rights & Remedies insert. (duplex) .025	.0215	387.00
	7.1.5	18,000	Fold, Insert, Sort, Seal, Meter, Tray & Deliver to USPS	.03	540.00
	7.2	18,000	Print each Appraisal Notice image to separate PDF files as detailed.	.005	90.00
			<b>Totals Per Piece &amp; Project → →</b>	.1525	2,745.00
8.	8.1.1	12,000	Laser Printed BPP NOAV pages 1 & 2 w/ variable data. (duplex)	.035	420.00
	8.1.2	12,000	Laser Printed BPP NOAV page 3 w/ variable data.	.035	420.00
	8.1.3	12,000	Offset Printed two page Rendition Penalty Letter insert. (duplex)	.04	480.00
	8.1.4	12,000	Offset Printed two page Informal Procedures insert. (duplex)	.031	372.00
	8.1.5	12,000	Offset Printed two page Rights & Remedies insert. (duplex) .025	.0215	258.00
	8.1.6	12,000	Fold, Insert, Sort, Seal, Meter, Tray & Deliver to USPS	.03	360.00
	8.2	12,000	Print each Appraisal Notice image to separate PDF files as detailed.	.005	60.00
			<b>Totals Per Piece &amp; Project → →</b>	.1975	2,370.00

**REQUEST FOR PROPOSAL**  
**RFP No. IST-2021-PM**  
**PRINTING & MAILING SERVICES**  
**(RFP Addendum #1)**

Vendor Initials: mp

Project No.	Item No.	Estimated Volume	Description	Unit Price	Total for Item
	10.1.5		Fold, Insert, Sort, Seal, Meter, Tray & Deliver to USPS	.03	450
			Totals Per Piece & Project → →	0.17	2,550
11.	11.1.1	50,000	Homestead Postcards w/ laser printed variable data on front and generic back	.03425	1,712.50
	11.1.2		Cut, Sort, Meter, Tray & Deliver to USPS	.02	1,000
			Totals Per Piece & Project → →	0.05425	2,712.50
12.	12.1	-	Forms Design / Programming Cost	→→→→→	None
	12.2	6	Delivery - Express Overnight	10.00	60.00
*Use the following blank rows to add in any miscellaneous items not listed above.					
13.	13.1	502,000	#10 window envelopes	.0227	11,393.40
				.026	
* please note paper cost is included in laser unit prices of					
			0.01/sheet *		
			.014		
* 2022- note that our paper and envelope prices must increase due to paper shortages and supply chain issues. price increases are noted. *					
<b>GRAND TOTAL</b>				→→→→→	98,289.90

**REQUEST FOR PROPOSAL  
RFP No. IST-2021-PM  
PRINTING & MAILING SERVICES  
(RFP Addendum #1)**

Vendor Initials: \_\_\_\_\_

\*\*\*\*\*  
*The following project(s) are not finalized and may or may not actually occur. We are including them in this RFP for price quote information at this time. They should not be included in the "Grand Total".*

12.	12.1.1	100,000	Appraisal Notice Postcards w/ laser printed variable data on front and offset printed generic text on back	. 0329	3,290
	12.1.3.	100,000	Cut, Sort, Meter, Tray & Deliver to USPS	. 02	2,000
			Totals Per Piece & Project → →	. 0529	5,290

**DEVIATIONS**

*Please note any deviations from the scope of work/services requested.*

NA

# REPORTS





# Collin Central Appraisal District

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## MEMO

TO: Board of Directors

FROM: Michele Lake, Taxpayer Liaison Officer

RE: Monthly Status Report

DATE: November 9, 2021

As of this date there have been no new written formal complaints filed to be brought before the Board of Directors.



# Collin Central Appraisal District

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**DATE:** November 9, 2021

**TO:** Board of Directors

**FROM:** Michele Lake, Taxpayer Liaison Officer

**RE:** 3rd Quarter 2021 – Texas Department of Licensing & Regulation (TDLR) Complaint Report

There were no new complaints received from TDLR during the second quarter of 2021. A letter was mailed to Chief Appraiser, Bo Daffin, dated 8/20/2021, regarding no change to the status of the complaint that was filed by Justin Jinright and presented to the Board of Directors at the October 8, 2020 meeting. A copy of the letter follows this report. At this time the case is open and under review. Letters will continue to be mailed quarterly until the case is resolved.





# Texas Department of Licensing and Regulation

*Enforcement Division*

*P. O. Box 12157 • Austin, Texas 78711 • (512) 539-5600 • (800) 803-9202 • fax (512) 539-5698*

*Website: [www.license.state.tx.us](http://www.license.state.tx.us)*

August 20, 2021

EUGENE BO DAFFIN  
250 ELDORADO PKWY  
MCKINNEY TX 75069-8023

Re: Quarterly update on case number: **PTP20200017055**

Dear Eugene Bo Daffin:

This letter is to inform you of the status of case number PTP20200017055.

**STATUS:** This case is open and under review by prosecutor Aaron Heath.

You will continue to be notified quarterly of the status of this case until it is resolved.  
Please contact us if you have any questions or concerns.

Sincerely,

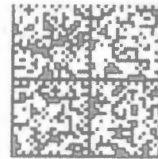
Aaron Heath  
Prosecutor

TEXAS DEPARTMENT OF  
LICENSING AND REGULATION  
PO BOX 12157  
AUSTIN TEXAS 78711



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