



*Nueces County Appraisal District
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Corpus Christi, Texas 78401-2503*

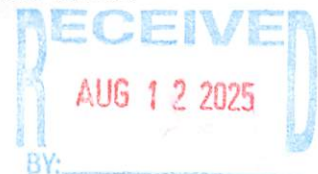
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August 6, 2025

This letter is to inform all Nueces County Appraisal District's (NCAD) participating taxing units that are eligible to appoint NCAD board members (herein "Entities") that the term for two appointed board members will be ending this year. Mr. Deven Bhakta and Ms. Gabriele Hilpold were appointed to serve a one-year term starting January 1, 2025 and ending on December 31, 2025. Using the same process that was used last year Entities will need to make director appointments for these positions. See more detailed information below concerning the NCAD Board of Directors and this appointment process, including the schedule for accomplishing these appointments.

1. Pursuant to section 6.0301 of the Texas Tax Code, five directors are appointed by the Entities, three directors are elected by majority vote in general elections by county voters, and the county tax assessor-collector serves as a *voting* ex officio director. The entities eligible to appoint NCAD board members are the county, incorporated cities/towns, school districts, junior college districts, and conservation and reclamation districts under certain circumstances.
2. Each Entity has a voting entitlement (number of votes) pursuant to a specific formula set out in section 6.03 and 6.0301 that is based on the proportion of its prior year property tax levy to the total property tax levies of all eligible entities. Each Entity may nominate one qualified candidate for each seat that will be listed on a single ballot that will be prepared by NCAD. Each Entity may cast its votes for one or more of the candidates on the ballot. The top two vote-getters will be the appointed directors. Ties are determined by a method of chance.
3. Each Entity with a voting entitlement of 5% or more of the total votes of all eligible entities must determine its vote by resolution adopted no later than the second open meeting of the governing body held after the date that the Chief Appraiser delivers the ballot to its presiding officer. The governing body then must submit its vote to the Chief Appraiser no later than the third day following the date the resolution is adopted.
4. All directors, except the tax assessor-collector, serve staggered four-year terms. Appointed directors' terms start on January 1 of even-numbered years and publicly elected directors' terms start on January 1 of odd-numbered years. During an initial transition period to achieve staggering within each of these director groups some directors are/were serving shorter terms. For these upcoming appointments, the two appointed directors will serve four-year terms.



Notice of Appointment Process and Voting Entitlement

The Texas Property Tax Code sets out specific no later than dates for receiving nominations, preparation of the ballot and voting. NCAD has set out the schedule below to ensure sufficient time for completion of the appointments.

08/06/25	Chief Appraiser sends Notice of Appointment Process and Voting Entitlement
10/02/25	Nominee Resolutions and Attachment 1 and 2 must be received by NCAD
10/09/25	Chief Appraiser sends ballots
11/28/25	Voting resolutions must be received by NCAD
12/05/25	District sends voting results to entities and candidates

Voting Entitlement

NCAD's taxing entities eligible to appoint board members are listed below along with their voting entitlement (number of votes). The formula to determine each Entity's voting entitlement is: *2024 in-county property tax levy / Total 2024 in-county levies for all eligible entities x 1,000. That result is rounded to nearest whole number and multiplied by number of directorships to be filled, which is two (2).*

<u>Taxing Unit</u>	<u>Vote Entitlement</u>	<u>Percent of Total</u>		<u>Taxing Unit</u>	<u>Vote Entitlement</u>	<u>Percent of Total</u>	
Agua Dulce ISD	4	0.2%		City of Robstown	10	0.5%	
Aransas Pass ISD	-	0.0%		Corpus Christi ISD	478	23.9%	**
Banquete ISD	24	1.2%		Del Mar College	248	12.4%	**
Bishop CISD	24	1.2%		Driscoll ISD	2	0.1%	
Calallen ISD	70	3.5%		Flour Bluff ISD	86	4.3%	
City of Agua Dulce	-	0.0%		London ISD	28	1.4%	
City of Aransas Pass	-	0.0%		Nueces County	294	14.7%	**
City of Bishop	2	0.1%		Port Aransas ISD	116	5.8%	**
City of Corpus Christi	436	21.8%	**	Robstown ISD	26	1.3%	
City of Driscoll	-	0.0%		Tuloso Midway ISD	88	4.4%	
City of Port Aransas	28	1.4%		West Oso ISD	32	1.6%	
				Totals	1,996	100.0%	

** Each entity with 5% or more of total votes must determine its vote by resolution adopted at the first or second open meeting of the governing body held after the date that the Chief Appraiser delivers the ballot to its presiding officer. The governing body then must submit its vote to the Chief Appraiser no later than the third day following the date the resolution is adopted.

Nominations

Each eligible taxing unit above may nominate one person per directorship. Attachment 1 provides a checklist for nominee qualifications. Use the following chart for relationship questions listed. A director who continues to hold office knowing he or she is related in a prohibited manner commits a Class B misdemeanor offense.

Degrees of Consanguinity and Affinity

1 st DEGREE	2 nd DEGREE	3 rd DEGREE
By Consanguinity <ul style="list-style-type: none">• Parents• Children By Affinity <ul style="list-style-type: none">• Spouses of relatives listed under first degree consanguinity• Spouse• Spouse's parents• Spouse's children• Stepparents• Stepchildren	By Consanguinity <ul style="list-style-type: none">• Grandparents• Grandchildren• Brothers and sisters By Affinity <ul style="list-style-type: none">• Spouses of relatives listed by second degree consanguinity• Spouse's grandparents• Spouse's grandchildren• Spouse's brothers and sisters	By Consanguinity <ul style="list-style-type: none">• Great grandparents• Great grandchildren• Nieces and nephews• Aunts and uncles By Affinity <ul style="list-style-type: none">• No prohibitions

In addition, based on legislation passed this last legislative session, before an individual can be appointed to serve on the NCAD Board of Directors, they will need to sign an acknowledgement recognizing the duties of the Board of Directors. This Acknowledgement is set out in Attachment 2.

Nominations must be made by resolution of your governing board and signed by the presiding officer and secretary. Attachment 3 contains a sample nominating resolution form (or use your own).

Please email back completed and signed Attachment 1, Attachment 2 and either Attachment 3 Resolution or your own resolution form to ivera@nuecescad.net by the deadline listed on the schedule above. At that time, the nominations will cease and I will prepare a ballot based on the nominations received and send a copy of the ballot to each of the taxing entities listed above as noted on the schedule.

Please follow all instructions outlined to ensure that the selection process is carried out in a timely manner. Thank you in advance for your cooperation. If you have any questions on this process, please direct them to Irma Vera, Director of Administration, at (361) 881-9978 x 4214.

Sincerely,



Debra Morin
Interim Chief Appraiser

Attachment 1 – Nueces County Appraisal District (NCAD) Board Member Eligibility Checklist*

***To be completed by the Nominee**

***Check one box
for each item***

Nominee: _____

Yes No

Are you a resident AND will you have resided in the District (county) for at least 2 years immediately before assuming office on Jan 1? (Must meet both criteria)		
Do you currently serve on any NCAD Taxing Unit's governing board? (Yes or No remain eligible)		
Are you an employee of any NCAD Taxing Unit(s) (Mark "No" if you are on its governing board or an elected official of the taxing entity)? (If just an employee, then ineligible. If employee and also on governing board of the taxing unit or elected official of a taxing unit, then remains eligible.)		
Are you related within 2nd degree by consanguinity or affinity (per Chapter 573 Government Code) to an appraiser of property for compensation for use in proceedings at NCAD or represent any property owner(s) in such proceedings? (Yes to either = Disqualified)		
Do you own any property on which taxes are delinquent more than 60 days after the date you knew or should have known of delinquency? Exceptions are: (1) Delinquent taxes + penalties/interest being paid in installment agreement (2) Suit to collect is deferred or abated under 33.06 or 33.065.		
Have you served on NCAD's board for all or part of 5 terms* excluding serving as the county Tax Assessor-Collector at the time? *does not include service prior to Jan. 1, 2022 (If yes, then ineligible)		
Were you engaged in the business of appraising property for compensation for use in any proceeding in NCAD at any time in the preceding 3 years?		
Were you engaged in the business of representing property owners for compensation in proceedings in NCAD at any time during the preceding 3 years?		
Were you an employee of NCAD at any time in the last 3 years?		
Are you or a business in which you have a substantial interest a party to a contract with either (1) NCAD or (2) a taxing unit that participates in NCAD if the contract relates to the performance of an activity governed by the Texas Property Tax Code? <i>A "substantial interest" in a business entity exists if: (1) the combined ownership of the individual and the individual's spouse is at least 10 percent of the voting stock or shares of the business entity; or (2) the individual or the individual's spouse is a partner, limited partner, or officer of the business entity.</i> <i>A "business entity" means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, or other entity recognized by law.</i>		

All answers provided are true and correct:

Signed: _____

Nominee

Date

Attachment 2

ACKNOWLEDGEMENT OF DUTIES OF MEMBER OF APPRAISAL DISTRICT BOARD OF DIRECTORS

I hereby acknowledge that I have read and understand the duties of a member of the board of directors of an appraisal district. I understand that the statutory responsibilities include:

- (1) establishing the appraisal district office;
- (2) hiring a chief appraiser;
- (3) adopting the appraisal district's annual operating budget after filing notice and holding a public hearing;
- (4) adopting a new budget if voting taxing units disapprove of the initial budget;
- (5) determining whether to remove members of the appraisal review board if the board of directors of the appraisal district is the appointing authority and potential grounds for removal arise;
- (6) notifying voting taxing units of any vacancy in an appointive position on the board and electing a replacement from submitted nominees;
- (7) appointing a person to fill a vacancy in an elective position on the board;
- (8) electing a chairman and a secretary of the board at the first meeting each year;
- (9) holding board meetings at least quarterly;
- (10) developing and implementing policies regarding reasonable access to the board;
- (11) preparing information describing the board's functions and complaint procedures and making that information available to the public and to participating taxing units;
- (12) notifying parties to a complaint filed with the board of the status of the complaint, unless otherwise provided;
- (13) in populous counties, appointing a taxpayer liaison officer and deputy taxpayer liaison officers;
- (14) annually evaluating the performance of the taxpayer liaison officer and any deputy taxpayer liaison officers, including reviewing the timeliness of complaint resolution;

- (15) referring matters investigated by a taxpayer liaison officer relating to the appraisal review board's conduct to the local administrative district judge with a recommendation;
- (16) developing a biennial written plan for the periodic reappraisal of all property in the appraisal district, filing notice and holding a public hearing on the plan, approving the plan, and distributing copies of the plan to participating taxing units and the comptroller;
- (17) making agreements with newly formed taxing units on an estimated budget allocation for that taxing unit;
- (18) having an annual financial audit prepared by an independent certified public accountant, delivering a copy of the audit to each voting taxing unit, and making the audit available for inspection at the appraisal district office;
- (19) designating the appraisal district depository biennially;
- (20) receiving resolutions from voting taxing units disapproving of board actions;
- (21) adhering to Local Government Code requirements for purchasing and entering into contracts;
- (22) providing advice and consent to the chief appraiser concerning the appointment of an agricultural appraisal advisory board and determining the number of members of that advisory board;
- (23) adhering to laws concerning the preservation, microfilming, destruction, or other disposition of records; and
- (24) adopting and implementing a policy for the temporary replacement of a member of an appraisal review board who violates ex parte communication requirements.

Furthermore, I recognize that the board does not appraise property or review the value of individual properties. I acknowledge that tax rates and tax burdens are determined by applicable taxing jurisdictions, not the appraisal district board of directors.

Printed Name:

Date:_____

Attachment 3

**A RESOLUTION OF NOMINATING A CANDIDATE FOR THE NUECES
COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS.**

WHEREAS, on this ____ day of _____, 2025 the governing board of _____ met in open session to consider nominees for the Board of Directors of the Nueces County Appraisal District, and

WHEREAS, a nomination is required by Sec. 6.0301 of the Texas Property Tax Code, and

WHEREAS, the governing board of _____ has voted to make such nomination(s);

NOW THEREFORE BE IT RESOLVED, by the governing board of
_____:

That _____, is/are nominated for an Appointed Place on the Nueces County Board of Directors for a term beginning January 1, 2026 and ending December 31, 2029.

That this Resolution shall take effect immediately upon its passage, and it is so resolved.

DULY RESOLVED AND ADOPTED by the governing board of _____ this _____, 2025.

Signed: _____
Presiding Officer

Date: _____

Signed: _____
Secretary

Date: _____