



Kaufman Central Appraisal District

3950 S Houston, P.O. Box 819
Kaufman, TX 75142
(972) 932-6081
www.kaufman-cad.org

9/10/25

September 5, 2025

To: All Voting Taxing Entities

Re: Selection of Board of Directors for Kaufman Central Appraisal District

It is time to select two members for the Board of Directors for the District. The Directors will serve terms as indicated in the attached election cycles timeline beginning January 1, 2026. You may nominate one person for each of the two (2) positions. Enclosed are the qualifications for candidates and your number of votes.

The following is the selection schedule. The dates are deadlines.

September 29 – Chief Appraiser calculates and notifies each taxing entity of the number of votes it may cast.

October 14 – Each taxing entity may nominate one candidate for each position. Therefore, each entity may nominate up to two candidates. The presiding officer of the taxing unit submits the names and addresses of the nominees by written resolution to the Chief Appraiser. **Before being nominated, potential nominees must sign the attached Acknowledgement of Duties form and deliver to the chief appraiser.**

October 30 – Chief Appraiser prepares and delivers ballots to each taxing entity.

The Governing body of each taxing unit entitled to cast at least five percent of the total votes must determine its vote by resolution adopted at the first or second open meeting of the governing body that is held after the date the chief appraiser delivers the ballot to the presiding officer of the governing body. The governing body must submit its vote to the chief appraiser not later than the third day following the date the resolution is adopted, per Property Tax Code Sec 6.03(k-1). Kaufman County, Forney ISD, Crandall ISD, Terrell ISD and City of Forney have more than 5% of the total votes each.

December 14 – Taxing entities, other than those listed above, casts votes and submits them, by resolution, to the Chief Appraiser.

December 30 – Chief Appraiser counts votes and notifies all taxing entities and candidates of the outcome.

Sincerely,

KAUFMAN CENTRAL APPRAISAL DISTRICT

A handwritten signature in cursive script that reads "Sarah Curtis".

Sarah Curtis
Chief Appraiser

Current Directors are:

Robert Dobbs, Chairman

Bruce Bynum, Vice Chairman

Morgan Rose, Secretary, Elected Place 2

Teressa Floyd, Tax A/C

Don Griffin

Danny Kirbie

Bruce Wood

Charles Carpenter, Elected Place 1

Mike Slye, Elected Place 3

The terms ending December 31, 2025, are held by Dr. Bruce Wood and Danny Kirbie.

DIRECTOR QUALIFICATIONS

To be eligible to serve on a board of directors, an individual must be a resident of the CAD and must have resided in the CAD for at least two years immediately preceding the date of taking office. This residency requirement does not apply to a county TAC serving as a voting director.

An employee of a taxing unit that participates in the CAD is not eligible to serve on the board of directors, unless that individual also is a member of the governing body of the taxing unit or an elected official of a taxing unit. Membership on the governing body of a taxing unit does not make an otherwise eligible individual ineligible to serve on the board of directors.

Owing delinquent property taxes disqualifies a person from serving on the CAD board of directors. The person is ineligible if he or she owns property on which delinquent property taxes have been owed for more than 60 days after the date the person knew or should have known of the delinquency. This disqualification does not apply if the person is paying the delinquent taxes and any penalties and interest under an installment payment agreement or has deferred or abated a suit to collect the delinquent taxes.

A person who has appraised property for compensation for use in proceedings or represented property owners for compensation in proceedings in the CAD at any time within the preceding five years is ineligible to serve on the board of directors

A person is ineligible to serve on the board of directors if the individual is related within the second degree of consanguinity (blood) or affinity (marriage) to the following:

- an appraiser who appraises property for use in a proceeding under the Tax Code; or
- a person who represents property owners for compensation in proceedings under the Tax Code in the CAD.

A director who continues to hold office knowing he or she is related in this manner to the above named persons commits a Class B misdemeanor offense.

An individual is not eligible to be appointed to or to serve on the board of directors if an individual has a substantial interest in a business entity that is party to a contract or the individual is a party to a contract with the CAD. This prohibition also applies to contracts with a taxing unit that participates in the CAD if the contract relates to the performance of an activity governed by the Tax Code. A CAD may not enter into a contract with a board member or with a business entity in which a board member has a substantial interest. A taxing unit may not enter into a contract relating to the performance of an activity governed by the Tax Code with a board member in which the taxing unit participates or with a business entity in which a board member has a substantial interest.

An individual has substantial interest in a business entity if:

- the combined ownership of the director and the director's spouse is at least 10 percent of the voting stock or shares of the business entity; or
- the director or director's spouse is a partner, limited partner or officer of the business entity.

The Chief Appraiser has neither the authority nor the duty of investigating or judging the qualifications of the nominees.

ACKNOWLEDGMENT 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.

Signature

Date

Delivered to Chief Appraiser

Received by

Date

Entity Votes for Appraisal District Board of Directors

ENTITY ID	ENTITY NAME	2024 LEVY	% OF LEVY	times 1000	times 2 positions
KC	KAUFMAN COUNTY	\$ 104,580,000	24.65%	246	493
SC	CRANDALL ISD	\$ 31,254,957	7.37%	74	147
SF	FORNEY ISD	\$ 131,308,015	30.95%	309	619
SK	KAUFMAN ISD	\$ 20,526,921	4.84%	48	97
SM	MABANK ISD	\$ 7,546,683	1.78%	18	36
SP	KEMP ISD	\$ 7,309,075	1.72%	17	34
SQ	QUINLAN ISD	\$ 399,722	0.09%	1	2
SR	ROCKWALL ISD	\$ 4,874,143	1.15%	11	23
SS	SCURRY ROSSER ISD	\$ 4,742,031	1.12%	11	22
ST	TERRELL ISD	\$ 35,219,206	8.30%	83	166
SW	WILLS POINT ISD	\$ 2,990,380	0.70%	7	14
TCW	CITY OF COTTONWOOD	\$ 42,043	0.01%	0	0
TM	CITY OF MESQUITE	\$ 2,383,339	0.56%	6	11
TT	CITY OF TALTY	\$ 783,558	0.18%	2	4
CC	CITY OF CRANDALL	\$ 3,280,532	0.77%	8	15
CF	CITY OF FORNEY	\$ 22,361,591	5.27%	53	105
CG	CITY OF SEAGOVILLE	\$ 96,227	0.02%	0	0
CH	CITY OF HEATH	\$ 388,221	0.09%	1	2
CK	CITY OF KAUFMAN	\$ 6,227,811	1.47%	15	29
CM	CITY OF MABANK	\$ 3,061,338	0.72%	7	14
CO	CITY OF OAK RIDGE	\$ 188,593	0.04%	0	1
COG	CITY OF OAK GROVE	\$ 37,383	0.01%	0	0
COM	CITY OF COMBINE	\$ 738,595	0.17%	2	3
CP	CITY OF KEMP	\$ 1,031,323	0.24%	2	5
CT	CITY OF TERRELL	\$ 19,679,728	4.64%	46	93
TV	TRINITY VALLEY CC	\$ 13,234,479	3.12%	31	62

TOTALS	\$ 424,285,894	100.00%	2000
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IT TAKES 834 VOTES TO INSURE THE CANDIDATE MAKES IT ONTO THE BOARD CHOOSING 5
IT TAKES 751 VOTES TO INSURE THE CANDIDATE MAKES IT ONTO THE BOARD CHOOSING 3
IT TAKES 668 VOTES TO INSURE THE CANDIDATE MAKES IT ONTO THE BOARD CHOOSING 2