

INVESTMENT POLICY
Revised: 2018

TABLE OF CONTENTS

Page

I.	INTRODUCTION	3
II.	PURPOSE	3
III.	DEFINITIONS	3
IV.	INVESTMENT OBJECTIVES	5
V.	AUTHORIZED INVESTMENTS AND MAXIMUM TERM	6
VI.	INVESTMENT MIX AND STRATEGIES	8
VII.	RESPONSIBILITY AND CONTROLS	9
VIII.	COMPETITIVE SOLICITATION	11
IX.	AUTHORIZED INSTITUTIONS	11
X.	PLEGGED COLLATERAL	12
XI.	SAFEKEEPING	12
XII.	INFORMATION REPORTING/EVALUATION	13
XIII.	BANKING SERVICES	14
XIV.	GENERAL PROVISIONS	14

APPENDICES

A.	LIST OF AUTHORIZED DISTRICT REPRESENTATIVES	16
B.	INTEREST DISCLOSURE FORM - AUTHORIZED DISTRICT REPRESENTATIVES.....	17
C.	INVESTMENT POLICY RESOLUTION	18
D.	AFFIDAVIT OF COMPLIANCE.....	19

I. INTRODUCTION

It is the policy of the Nueces County Appraisal District ("District") to invest all available monies in accordance with Chapter 2256 of the Texas Government Code: Public Funds Investment Act ("Act").

Effective cash management is recognized as essential to good fiscal management. A cash management program will be pursued to maximize interest earnings. The District's portfolio shall be designated and managed in a manner responsive to the public trust and consistent with local, state, and federal law.

Investments shall be made with the primary objectives of (in order of priority):

- Preservation of capital and protection of principal;
- Maintenance of sufficient liquidity to meet operating needs;
- Security of District funds and investments;
- Maximization of return on the portfolio.

Earnings from investments will be used in a manner that will best serve the interests of the District.

II. PURPOSE

A. Authorization

This Investment Policy is authorized by the District Board of Directors in accordance with Chapter 2256, Subchapter A of the Act.

B. Scope

This Policy applies to all funds generated by all District activities, with the exception of segregated assets for District employee retirement program.

C. Review and Amendment

This Policy shall be reviewed annually by the District Board of Directors on or before December 31 of each calendar year subsequent to its adoption. The District Board of Directors must authorize amendments to the policy. The District Board of Directors shall adopt a written instrument by ordinance or resolution stating that it has reviewed the Investment Policy. The written instrument so adopted shall record any changes made to the Investment Policy. A copy of the resolution is attached as Appendix C.

III. DEFINITIONS

Authorized District Representative - Persons authorized to transact as set out in this Policy and incorporated in Appendix A on behalf of the District.

Authorized Selling Group - Primary dealer and regional firms that have been selected by the underwriter to sell their securities. Each authorized member of a selling group will offer the issue at the price authorized by the governmental agency.

Book Value - the original acquisition cost of an investment plus or minus the accrued amortization or accretion.

Chief Appraiser's Designee - Any District employee appointed by the Chief Appraiser to carry out the investment function for the District.

Collateral - Securities or surety bond pledged by an Institution to safeguard District assets; the District requires either U.S. Treasuries or U.S. Agencies Securities so that the market values can be readily determined at any point in time.

Designated Funds - Funds designated by the Board of Directors for specific purposes, which have not been appropriated for spending.

Manager of Administration - The District Manager of Administration is responsible for the District's investments.

Excess Cash Balances - Collected bank balances not needed to pay estimated check clearings.

Funds - District monies not required by law to be deposited in the state treasury and that are available for investment.

Institution - Any firm, bank, bank holding company, broker or dealer who provides quotes for either the purchase or sale of investments.

Investment - All authorized Securities listed in Item V. Authorized investments and maximum term investments approved by the Board and/or the Board's Investment Committee include such investments as U.S. Treasuries, U.S. Agencies, Repurchase Agreements, Local Government Investment Pool, and Collateralized Certificates of Deposit.

Investment Officer – Manager of Administration and/or any other Chief Appraiser Designee.

Investment Portfolio - All District monies being invested under authority of the Investment Officers. Excludes any assets accumulated in trust for retirement benefit program.

Market Value - current face or par value of an investment multiplied by the net selling price of the security as quoted by a recognized market pricing source quoted on the valuation date.

Qualified Representative - A person, who holds a position with a business organization, who is authorized to act on behalf of the business organization, and who is one of the following:

(A) For a business organization doing business that is regulated by or registered with a securities commission, a person who is registered under the rules of the National Association of Securities Dealers; or

(B) For a state or federal bank, a savings bank, or a state or federal credit union, a member of the loan committee for the bank or branch of the bank or a person authorized by corporate resolution to act on behalf of and bind the banking institution; or

(C) For an investment pool, the person authorized by the elected official or board with authority to administer the activities of the investment pool to sign the written instrument on behalf of the investment pool; or

(D) For an investment management firm registered under the Investment Advisers Act of 1940 (15 U.S.C. Section 80b-1 et seq.) or, if not subject to registration under that Act, registered with the State Securities Board, a person who is an officer or principal of the investment management firm.

Securities - Approved Investments designated by the Investment Committee to be held in the Investment Portfolio or acceptable to be pledged as Collateral to secure the monies of the District.

Third Party Safekeeping Institution - Any Institution not affiliated with the Institution delivering the Investment.

IV. INVESTMENT OBJECTIVES

The District's investment program shall be managed and invested with four primary objectives listed below in priority order. Investments are to be chosen in a manner which promotes diversity among market sectors and maturities. The use of high grade governmental securities and high credit quality money market securities is designed to assure the marketability of those securities should liquidity needs arise. Investment decisions shall not incur unreasonable investment risks in order to obtain investment results.

A. Preservation and Safety of Principal

Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall Investment Portfolio. Each investment transaction shall seek first to ensure that capital losses are avoided, whether resulting from security default or erosion of market value.

B. Liquidity

The District's Investment Portfolio must be structured in a manner that maintains the liquidity necessary to pay obligations as they become due. Timing disbursements and depositing funds as quickly as possible can generally maintain sufficient cash flows. Generally, investments are matched to specific cash flow requirements such as payrolls and other payables. Liquidity is also achieved by investing in Investments with active secondary markets or in Local Government Pools with stable net asset values.

C. Diversification

Diversification is required because of differing liquidity needs of the District and is employed as a way to control risk. Diversification minimizes market and interest rate risk to the overall Investment Portfolio of potential losses on individual Securities and enhances the safety of the Investment Portfolio. Asset allocation shall reflect an emphasis on high credit quality governmental investments.

Through the solicitation of competitive proposals, the District shall allocate and diversify its Investments through various Institutions. The following types of Investments will be solicited from the following types of Institutions:

1. Government Securities - through approved brokers;

- 2. Repurchase Agreements - through a Third Party Safekeeping Institution Agreement, which includes an approved primary dealer;
- 3. Public Funds Investments Pools and Mutual Funds - through participation agreements; and
- 4. Certificates of Deposit - through approved local banks.

D. Return on Investments (Yield)

The District’s Investment Portfolio shall be designed with the objective of regularly exceeding a benchmark in a manner consistent with the principles of this policy described in Section IV. A and B. However, it must be recognized that during a declining market, satisfying this objective may not be practical until Investments mature and can be re-invested.

The benchmark above and a weighted-average maturity limitation on the Investment Portfolio (explained below) shall serve to monitor and assess the overall performance of the capability of investment management.

The District recognizes that investment risks can result from default risk and market price risks due to various technical and fundamental economic factors, and other complications, leading to temporary illiquidity.

To control market price risks, volatile investments shall be avoided. To control default risk, the only acceptable method of payment will be on a delivery versus payment-basis for all transactions, except investment pool funds and mutual funds.

All District funds held in demand deposits and in certificates of deposit, shall have sufficient Collateral with readily determinable market values of at least 102% (110% if mortgage-backed securities are used) of District monies and any accrued interest on amounts exceeding any Federal Deposit Insurance Corporation (FDIC) coverage. Collateral must be safe kept at a Third Party Safekeeping Institution not affiliated with the bank or bank holding company and in the District's name.

V. AUTHORIZED INVESTMENTS AND MAXIMUM TERM

The District is authorized to invest in:

A. Authorized Investments

Obligations of the United States and its agencies and instrumentalities that currently include:

- 1. Short-term U.S. Treasuries:** Maximum Term
 - a. U.S. Treasury Billsup to 365 days
 - b. U.S. Treasury Coupon Notes up to 1 year
 - c. U.S. Treasury Notes and Strips up to 1 year
- 2. U.S. Agencies:** Maximum Term
 - a. Federal Home Loan Bank up to 1 year

- b. Federal National Mortgage Association. up to 1 year
- c. Federal Farm Credit up to 1 year
- d. Federal Home Loan Mortgage Corporation. up to 1 year

3. Repurchase Agreements up to 365 days

Repurchase agreements fully collateralized at 110% with a defined maturity date placed with a primary government dealer and safely kept at a Third Party Safekeeping Institution, as provided under the provisions of the PSA (Public Securities Association) master repurchase agreement. An executed agreement between the District, primary government dealer and Third Party Safekeeping Institution will be on file before the District will enter into a tri-party repurchase agreement.

Reverse repurchase agreements are not a permitted Investment.

4. Local Government Investment Pooldaily
SEC-registered Mutual Funds.....daily

Investments made on behalf of the District by a public funds investment pool duly created to function as a money market mutual fund who marks its portfolio to market daily and, to the extent reasonably possible, who stabilizes its portfolio to market daily and, to the extent reasonably possible, who stabilizes its portfolio at a \$1 net asset value. If the ratio of the market value of the Pool’s portfolio divided by the book value of the portfolio is less than 99.50% or greater than 100.50%, the Pool’s portfolio holdings shall be sold as necessary to maintain the ratio between 99.50% and 100.50%.

The public funds investment pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service with a weighted average maturity no greater than 90 days.

SEC registered mutual funds operating in accordance with the Act are permitted as long as they meet the reporting and other requirements outlined in 2256.014 of the Act.

5. Collateralized Certificates of Deposit up to 1 year

Certificates of deposit or other instruments from any bank doing business in the state of Texas and under the terms of a written depository agreement with that bank and include certificates of deposit purchased through the CDARS program with a Texas bank:

- a. Guaranteed or insured by the Federal Deposit Insurance Corporation or its successor; or
- b. Secured by obligations that are described by Section V, Subdivision A.1(a) and A.1(b).
- c. Fully insured or collateralized principal and interest at 102%.

- d. FDIC insured brokered certificates of deposit securities from a bank in any US state, delivered versus payment to the District's safekeeping agent.

Certificates of deposit must be fully collateralized at 102% of their market value. The District requires the bank to pledge U.S. Treasuries or U.S. Agencies as collateral. (**Collateral Mortgage Obligations will not be eligible as Collateral-see X.C.**)

6. Depository accountsdaily

District may choose to hold funds in the depository bank for purposes of compensating balances to avoid fees when interest rates are low. At all times such funds must be secured by FDIC coverage and Collateral.

B. Weighted Average Maturity

The weighted average days to maturity of the Investment Portfolio shall be 365 days or less. The Investment Officer(s) will monitor the maturity level and make changes as appropriate.

VI. INVESTMENT MIX AND STRATEGIES

A. Investment Mix

Risk is controlled through diversification of the Investment Portfolio. The maximum limits for diversification on the total portfolio are determined at the time of purchase and are established as:

	<u>Maximum % of Portfolio</u>
US Treasury Obligations	80%
US Agencies/Instrumentalities	80%
Certificates of Deposit (Depository)	50%
Brokered Certificates of Deposit	30%
Repurchase Agreements	50%
Local Government Investment Pools	80%
Money Market Funds	100%
Limited to 80% in any one fund	
Cannot exceed 10% of the fund's value	
Depository accounts	100%

Investment reports shall specifically address whether stated investment mix requirements are being met. Unless approved by the Investment Advisory Committee, the target percentages specified shall not be exceeded for temporary periods greater than (30) thirty days without the Investment Officer(s) taking corrective action.

B. Strategies

The District's investment strategy has as its primary objective assurance that funds will be available to meet liabilities. Other strategies include, in order of priority, preservation/safety

of principal, liquidity, marketability of Investments should the need arise before maturity, diversification and yield.

C. Achieving Investment Return Objectives

Investment selection shall be based on legality, appropriateness, liquidity, and risk/return considerations. Monies designated for immediate expenditure should be passively invested.

Passive investment provides for:

1. Liquidity to pay upcoming disbursements (payroll, debt service, payments, payables, etc.);
2. Maximizing investment terms under the current budget; and
3. Structuring the investment portfolio on a “laddered” basis.
4. Compensating balance used to save depository fees.

Benchmark: On a quarterly basis, the portfolio's performance shall be compared to a benchmark to assess its performance. This benchmark is defined as the average 3-month Treasury Bill yield for the quarter.

VII. RESPONSIBILITY AND CONTROLS

A. Authority to Invest

The Manager of Administration shall serve as Investment Officer and/or other Chief Appraiser Designee(s). The authority to invest District funds and the execution of any documentation necessary to evidence the investment of District funds is granted to the positions listed as Authorized Representatives listed in Appendix A. Additionally, the Investment Officer shall determine functional responsibilities that may be assigned to staff in supporting roles.

The District Board of Directors may contract with an investment management firm registered under the Investment Advisers Act of 1940 (15 U.S.C. Section 80b-1 et seq.) or with the State Securities Board to provide for the investment and management of public funds or other funds under its control. A contract made under authority of this subsection may not be for a term longer than two years. The District Board of Directors must approve a renewal or extension of the contract by ordinance or resolution.

B. Establishment of Internal Controls

The Manager of Administration will establish a system of internal controls over the investment activities of the District.

C. Prudent Investment Management

Investments shall be made with the same judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of that person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived. In determining whether the investment officer has exercised such prudence regarding an investment decision, the determination shall be made taking into consideration:

- a. the investment of all funds over which the Investment Officer has responsibility rather than a consideration as to the prudence of a single investment, and
- b. whether the investment decision was consistent with this Policy.

District employees and any investment advisors designated by the Board of Directors who are involved in investment decisions, when acting in accordance with this Policy and exercising due diligence, shall not be held personally liable for a specific credit risk or market price change, provided deviation from expectations is reported in a timely manner and appropriate action is taken to control adverse developments.

The Investment Officer shall monitor the credit ratings of all investments requiring ratings no less than annually. Ratings may be obtained from the rating agencies, Bloomberg, the Wall Street Journal or other recognized financial reporting entities. Should the investments lose the required ratings, the Investment Officer shall inform the Chief Appraiser or Chief Appraiser's designee of the loss of the ratings and options for the liquidation of the investments consistent with this policy. Rated investments include obligations of States (other than Texas) and their agencies and subdivisions; banker's acceptances, commercial paper, money market mutual funds and investment pools.

The Investment Officer shall monitor the status and ownership of all banks issuing brokered CDs owned by the District based upon information from the FDIC. If any bank has been acquired or merged with another bank in which brokered CDs are owned, the Investment Officer shall immediately liquidate any brokered CD which places the District above the FDIC insurance level.

D. Standards of Ethics

An Investment Officer of the District or other Authorized District Representative shall disclose in the form contained in Appendix B any personal business relationship or interest in any entity with which the District conducts Investing business as defined in 2256.005 (i) of the Act.

E. Training and Education

Recognizing that the training and education of Investment Officers contributes to efficient and effective investment management, the District requires its Investment Officer(s) and other designee of the Chief Appraiser to obtain appropriate professional training. Such training is currently required by, and shall be obtained in accordance with Section 2256.008 of the Act. The Investment Committee approves investment-training by the following organizations:

Government Finance Officers Association
Government Finance Officers Association of Texas
Government Treasurers Organization of Texas
Municipal Treasurers Association
Texas Municipal League
Texas Association of Assessing Officers
Texas Association of Appraisal Districts

If the Investment Officer and/or another Authorized District Representative desires to attend an investment-training seminar provided by another organization for training credit, such seminar must be approved by the Chief Appraiser.

VIII. COMPETITIVE SOLICITATION

Except for repurchase agreements and public funds investment pools, any new issue investment will be purchased through an Authorized Selling Group or directly through the issuer.

For any investment purchased or sold through the secondary market, the District will obtain at least three proposals from Authorized Institutions.

Any institution authorized to participate in the District's investment program must meet collateral pledge requirements outlined in Section X.

IX. AUTHORIZED INSTITUTIONS

- A. Investments shall only be made with those parties who have executed a written instrument in a form acceptable to the District (Appendix D), executed by a Qualified Representative of the Institution, and substantially to the effect that the Institution has:
 - 1. Received, thoroughly reviewed and acknowledged, in writing, receipt and understanding of the District's Investment Policy, and;
 - 2. Acknowledged that the institution has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the institution and the District that are not authorized by the District's Investment Policy.
- B. Investments shall only be made with those institutions who have met the qualifications and standards established by the Act.
- C. The Board of Directors shall, at least annually, review, revise, and adopt a list of qualified brokers that are authorized to engage in investment transactions with the District.
- D. The Investment Officer will request the Investment Committee to authorize deletion of institutions for:
 - 1. Slow response time;

2. Less than competitive pricing;
3. Little or no information on technical or fundamental expectations based on economic indicators;
4. Decayed Transactions or continuing operational difficulties; or
5. Unwillingness to continue to abide the provisions listed in IX.A.; or
6. Other reasons as approved by the Investment Committee.

X. PLEDGED COLLATERAL

The readily-determinable market value of pledged Collateral acceptable to the District and in compliance with the Act must be at least 102% (110% if mortgage-backed securities are used) of the principal plus accrued interest for excess cash balances, certificates of deposit and repurchase agreements. Evidence of proper collateralization in the form of original safekeeping receipts held at a Third Party Safekeeping institution not affiliated with the institution pledging the Collateral will be approved by the Investment Officer and will be maintained on file. An authorized District Representative (Appendix A) or combination thereof, as appropriate, shall approve and release all pledged collateral.

A. Collateral Substitution

Collateralized investments and certificates of deposit often require substitution of collateral. Any institution requesting such must contact the Investment Officer(s) or other Authorized District Representative for approval and settlement. The substituted collateral's value will be calculated and substitution approved if its value is equal to or greater than the required collateral value. Substitution is allowable for all transactions, but should be limited, to minimize the District's potential administrative problems.

B. Collateral Reductions

Should the collateral's market value exceed the required amount, any institution may request approval from the Investment Officer(s) or other Authorized District Representative to reduce collateral. Collateral reductions may be permitted only if the District's records indicate that the collateral's market value exceeds the required amount.

C. Prohibited Securities

Investment securities described in Section 2256.009(b), Government Code, shall not be eligible for use as collateral of District monies governed by this Policy.

XI. SAFEKEEPING

A. Third Party Safekeeping Agreement

The District shall contract with a Depository Bank or Banks for the safekeeping of Collateral to secure any District funds and certificates of deposit, repurchase agreements, accrued

interest and/or Excess Cash Balances.

B. Safekeeping of Certificate of Deposit Collateral

All collateral securing bank and savings and loan deposits must be held by a Third Party Safekeeping Institution approved by the District, or collateral may be held at the Federal Reserve Bank.

C. Safekeeping of Repurchase Agreement Collateral

The U.S. Treasuries that serve as Collateral for repurchase agreements with Institutions must be delivered to a Third-Party Safekeeping Institution with which the District has established a third-party safekeeping agreement.

XII. INFORMATION REPORTING/EVALUATION

The Director of Financial and Administrative Services is designated as the Investment Officer and is responsible for the operation of the Investment program and will report to the Board of Directors on a quarterly basis. The Chief Appraiser may appoint another individual to act as Investment Officer in the case of employment termination or the Investment Officer is temporarily unable to fulfill their duties.

A. The Board may delegate its duties in this policy to an Investment Committee Consisting of:

- District Board of Directors (3)
- Chief Appraiser
- Asst. Chief Appraiser
- Manager of Administration

The Investment Committee will be responsible for monitoring, reviewing and making recommendations regarding the District's Investment program to the District Board of Directors. Reports will be provided to the District Board of Directors by the Investment Officer(s) no less than quarterly, as required by the Act.

The Investment Committee may, at its option, annually approve a list of authorized broker/dealers and other parties who may engage in investment transactions with the District.

B. Record Retention

The District follows the certain guidelines of retaining records as required by the Local Government Records Act.

C. Quarterly Reports

The Investment Officer(s) shall prepare and submit at least quarterly, signed quarterly investment reports in compliance with the Act and Policy. The reports shall summarize investment strategies employed in the most recent quarter and fully describe investment, maturities, risk characteristics

and investment return for the quarter.

The reports shall include a succinct management summary of the current investment portfolio and changes made during the last quarter. This summary will be prepared in a manner to allow the reader to ascertain whether investment activities during the reporting period have conformed to the Investment policy and adequately maintained diversification and liquidity. The report will include the following:

- A detailed description of the investment position on the date of the report;
- A summary statement, for each pooled fund group that states the:
 - Beginning market value for the reporting period;
 - Ending market value for the period; and
 - Fully accrued interest for the reporting period;
- For each individual invested asset:
 - State the book value and market value at the end of the reporting period by the type of asset and fund type invested;
 - State the maturity date of each separately invested asset that has a maturity date;
 - State the account or fund or pooled group fund for which each individual investment was acquired (if more than one such account or fund exists).
- Dollar weighted average yield of the portfolio and its benchmarks,
- Earnings for the period (accrued plus net amortization),
- Analysis of the total portfolio by market sector and maturity, and
- Statement of compliance of the investment portfolio with the Act and the Investment Policy.

Market prices for the calculation of market value will be obtained from independent sources.

XIII. BANKING SERVICES

The District shall competitively select a depository bank for a term of two years with a two-year possible contract extension. Ancillary banking agreements and signature cards for services such as credit cards, direct deposit of payroll, web access and such other services as may serve the District's needs may be administered through separate banking agreements. The District may use controlled disbursements accounts, zero balance accounts and other cash management tools as part of its investment program. All services may not be in conflict with this Policy. The Chief Appraiser is granted authority to execute such ancillary banking agreements and signature cards as needed to obtain the services under the depository contract. The Investment Officer shall determine the roles and levels of involvement to be of various Authorized District Representatives (Appendix A) for the purpose of carrying out functional duties, granting access to websites to perform specified tasks, etc. The District's depository bank(s) may be compensated on a fee for service or compensating balance basis.

XIV. GENERAL PROVISIONS

- A. Audits and Inspections.** During regular business hours and as often as the Investment Officers deem necessary, the institution(s) providing depository services and/or certificates of deposit will make available for examination by the District's duly authorized agent, accountant, or legal representative, such records and data to assure the pledge of collateral, availability of collateral, and financial stability of the institution.
- B. Compliance with Laws.** Each institution agrees to comply with all applicable federal, state, and

local laws, rules, regulations, and ordinances. The personnel or officers of such institution shall be fully qualified and authorized under federal, state, and local law to perform the services set out under this Policy. Each institution shall permit the Investment Officers or their representative(s) to audit, examine, and make excerpts or transcripts from such records and to make audits of all contract, invoices, materials, and other data relating to applicable Investments.

- C. Performance Audits.** The District's Annual External Financial Audit shall include a compliance audit of management controls on investments and adherence to this Policy. The quarterly reports prepared by Investment Officers for the District Board of Directors must be formally reviewed at least annually by an independent auditor if the District invests in other than money market mutual funds, investment pools or accounts offered by its depository in the form of certificates of deposit or money market accounts. The auditor shall report the results of the review to the District Board of Directors.

APPENDIX A

LISTING OF AUTHORIZED DISTRICT REPRESENTATIVES

The District positions listed below are the Authorized District Representatives vested with full authority to sign (including facsimile signatures) and transact business related to the investment of funds for the Nueces County Appraisal District. The Authorized District Representatives are authorized to deposit funds, transfer funds within accounts, withdraw funds and perform various other duties as necessary to efficiently carry out the requirements of the District’s Investment Policy and related financial and banking operations.

- Chief Appraiser (To transact and to execute contracts and agreements)
- Assistant Chief Appraiser
- Manager of Administration (Investment Officer*)
- Other District personnel to perform various supporting functions

* The Chief Appraiser may designate an alternate Investment Officer if warranted in cases such as position vacancy or for times when the incumbent is temporarily unable to perform the duties.

Signatory Authority: The Chief Appraiser and Chief Appraiser’s Designee(s) have the authority to sign checks, drafts and orders according to the following structure:

<u>Check Amount</u>	<u>Minimum Required Signatures</u>
\$0.01 - \$2,000.00	Facsimile signatures
\$2,000.01 - \$10,000.00	Two Authorized District Representatives
\$10,000.00+	One Authorized District Representative and One Board Member

**APPENDIX B
INTEREST DISCLOSURE FORM**

I am an Authorized District Representative for the purposes of banking and investing activities of the District. I submit this disclosure of my relationships with entities or individuals who are offering, have offered, or may offer to engage in any investment transaction with the District as of the date of the completion of this form, in compliance with the District's Investment Policy and the Public Funds Investment Act.

1. I have a personal business relationship with individuals or entities who are offering to engage, have offered or may offer to engage in an investment transaction with the Nueces County Appraisal District. The individual or entity is:

2. I own ten per cent (10%) or more of the voting stock or shares or \$5,000 or more of the fair market value of the following business organization.

3. I have received from the following business organizations funds that exceed ten percent (10%) of my gross income for the previous year.

4. I acquired from the following business organizations during the previous year investments with a book value of \$2,500 or more for my personal account.

5. I am related within the second degree of affinity (marriage) or consanguinity (blood) as determined by Chapter 573, Government Code, to the following individuals who are seeking, have sought or may seek to sell as investment to the Nueces County Appraisal District.

Signed: _____

Printed Name: _____

Date: _____

APPENDIX C

**NUECES COUNTY APPRAISAL DISTRICT
ANNUAL REVIEW OF INVESTMENT POLICY**

RESOLUTION

WHEREAS, Section 2256.005 (e) of the Texas Public Funds Investment Acts states:


“The governing body of an investing entity shall review its investment policy not less than annually. The governing body shall adopt a written instrument by rule, order, ordinance, or resolution stating that it has reviewed the investment policy and that written instrument so adopted shall record any changes made to the investment policy.”

WHEREAS, there are no changes proposed to the 2018 Investment Policy;

BE IT RESOLVED that the Nueces County Appraisal District Board of Directors has reviewed its investment policy and hereby adopts said policy.



John Valls, Chairman
Board of Directors



Date

APPENDIX D

BROKER/DEALER CERTIFICATION FORM

_____ (the "Firm")

I, as a registered principal and/or Qualified Representative (as defined in the District's Investment Policy) of the Firm and/or Authorized Selling Group named above which is offering to engage in investment activities with the Nueces County Appraisal District (District), hereby certify that I, and all parties who will engage in services with the District, have received and reviewed the District's Investment Policy.

We acknowledge that this firm has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between this firm and the District that are not authorized by the District's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the entire portfolio or requires an interpretation of subjective investment standards.

Signature _____

Printed Name: _____

Title: _____

Date: _____