MINUTES

BOARD OF DIRECTORS' REGULAR MEETING

JANUARY 12, 2012

The El Paso Central Appraisal District Board of Directors held a regular meeting on Thursday, January 12, 2012, at 5:36 p.m., in the Conference Room of the El Paso Central Appraisal District at 5801 Trowbridge, with the following members present:

Reymundo Sepulveda, Chairman
Gary Gandara, Vice-Chairman
Isela Castañon-Williams, Secretary
Alfredo Borrego

Eddie Holguin, Jr
Sergio Lewis
Patricia Torres McLean
Laure Searls

Eight members being present, there was a quorum. Ms. Castañon-Williams left the meeting at 5:50 p.m.

Mr. Joe Longoria, EPCAD legal counsel, was in attendance for the entire meeting.

First order of business was to recite the Pledge of Allegiance to the flag of the United States of America.

AGENDA ITEM I – SWEARING IN OF BOARD MEMBERS FOR 2012

The Honorable Alejandro (Alex) Garcia, County Court at Law #4, El Paso, Texas, administered the Oath of Office to all the Board members in attendance.

AGENDA ITEM 2 – ELECTION OF OFFICERS

Mr. Gandara nominated Rey Sepulveda as Chairman. Ms. Searls seconded the motion. Motion passed unanimously.

Mr. Lewis nominated Gary Gandara as Vice-Chairman. Ms. Castañon-Williams seconded the motion. Motion passed unanimously.

Mr. Borrego nominated Ms. Castañon-Williams as Secretary. Ms. Searls seconded the motion. Motion passed unanimously.

AGENDA ITEM 3 - APPROVAL & SIGNING OF MINUTES FOR NOVEMBER 10, 2011

Ms. Castañon-Williams made a motion to approve the November 10, 2011, minutes as presented. Mr. Borrego seconded the motion. Motion passed unanimously.

AGENDA ITEM 4 – PUBLIC COMMENT

No public comment was made.
AGENDA ITEM 5 – PRESENTATION OF PLAQUE TO OUTGOING MEMBER YVONNE SANCHEZ

Mr. Sepulveda and Ms. Kilgore presented Ms. Sanchez with a plaque and thanked her for her service to the Board. Ms. Sanchez thanked the Board and said it was an honor to serve.

AGENDA ITEM 6 – REVIEW OF FINANCIAL STATEMENTS – OCTOBER & NOVEMBER, 2011

Ms. Rosa Goldmann, Chief Financial Officer, presented the October and November, 2011 Financial Statements. All financial statements are on file and a matter of record in the District’s accounting office.

Ms. McLean requested that another column be added to the format showing the previous year’s numbers in order to compare to the current report. Ms. Kilgore advised the Board that the requested information will appear on the next financial report.

Mr. Gandara made a motion to accept the October and November, 2011 Financial Statements as presented. Mr. Lewis seconded the motion. Motion passed unanimously.

AGENDA ITEM 7 – DISCUSSION & POSSIBLE ACTION REGARDING 2010/2011 FINANCIAL AUDIT

Ms. Kilgore introduced Mr. Reñé Peña, C.P.A., and principal with Peña Briones McDaniel & Company. Prior to the meeting, the financial audit was reviewed by the Finance Committee which is comprised of Mr. Lewis and Mr. Gandara.

Mr. Peña presented the audit report for fiscal year ending September 30, 2011. A five year history/summary was presented to all Board members. Mr. Peña explained to the Board that the audit is a positive one and reflects the conservative management of the District’s assets. He further explained that the monthly report presented to the Board is accurate and is not in need of adjustment at the end of the fiscal year.

Mr. Peña pointed out that the District has paid off the building note for the facility at 5801 Trowbridge. There were expenses incurred during the fiscal year, for the betterment of the facility and improvement of customer service. Mr. Peña explained that the District, through conservative application of funds, ended the 2010/2011 fiscal year in the black. The remaining funds will be credited back to the participating entities. Mr. Peña complimented the District on this accomplishment by reinforcing to the Board that the annual budget is adopted early in the year and costs are not always known.

Mr. Borrego made a motion to accept the financial audit as presented. Mr. Gandara seconded the motion. Motion passed unanimously.

AGENDA ITEM 8 – DISCUSSION & POSSIBLE ACTION REGARDING EPCAD’S INVESTMENT POLICY

Ms. Kilgore advised that this policy is reviewed every year by the Board of Directors to ensure that the policy is up to date and compliant with all legal requirements. Ms. Kilgore advised the Board that she, the Chief Financial Officer, Assistant Chief Appraiser and the Appraisal Director attend a mandatory public funds workshop every two years.

EPCAD is not heavy into investing, but does have certain excess funds in certain quarters, however, the funds when invested are put into very conservative three-month certificates of deposits (CD’s) short term. Mr. Peña stated that the appraisal district does not do much investing.

All the changes are very minor and in complete compliance with the investment act.

Mr. Borrego motioned to approve the investment policy as presented. Motion was seconded by Mr. Lewis. Motion carried.
AGENDA ITEM 9 – MONTHLY HEALTH BENEFITS USAGE REPORT – NOVEMBER & DECEMBER, 2011

Ms. Gabrielle Melendez, Human Resources Manager, presented the November and December, 2011 health reports.

The Year-to-Date Loss Fund for November is $123,345.26, with the Year-to-Date Paid Subject to Loss Fund of $51,015.34, showing a positive balance of $72,329.94.

The Year-to-Date Loss Fund for December is $184,675.36, with the Year-to-Date Paid Subject to Loss Fund of $75,469.28, showing a positive balance of $109,206.08.

AGENDA ITEM 10 – DISCUSSION & POSSIBLE ACTION REGARDING DESIGNATION OF VOTING DELEGATE AND ALTERNATE TO THE TEXAS ASSOCIATION OF APPRAISAL DISTRICTS (TAAD) CONFERENCE

Ms. Kilgore addressed the Board and advised them that the Texas Association of Appraisal Districts (TAAD) is an organization of board members, chief appraisers and assistant chief appraisers that keeps the membership of TAAD informed of legislative changes. It also does lobbying against negative legislation regarding tax issues within the State of Texas. TAAD is also very diligent on education of board members and chief appraisers.

TAAD will hold the 2012 conference in Houston, February 25 through 29. EPCAD participates in the conference on an annual basis. Last year, EPCAD’s delegates were Rey Sepulveda and Yvonne Sanchez as alternate.

Ms. Kilgore advised the Board that she attends as does Mr. Molina.

Mr. Borrego nominated Mr. Gandara as the delegate representing EPCAD. Ms. Searls seconded the motion. Motion passed unanimously.

Mr. Lewis nominated Ms. Searls as the alternate delegate. Mr. Borrego seconded the motion. Motion passed unanimously.

AGENDA ITEM 11 - DISCUSSION & POSSIBLE ACTION REGARDING – EXECUTIVE SESSION UNDER THE AUTHORITY OF TEX.GOV'T. CODE § 551.071 & 551.074 TO DISCUSS LEGAL & PERSONNEL MATTERS

In accordance with the Open Meetings Act, TEX. GOV'T. CODE § 551.071 & 551.074, the Board of Directors went into Executive Session at 6:23 p.m. to discuss legal and personnel matters. The Board returned to open session at 7:00 p.m. No action was taken in Executive Session.

A. EPT 3334Z Apartments LP vs EPCAD, Cause No. 2010DTX944
B. Rojas Industrial Park Joint Venture vs EPCAD, Cause No. 2010TX1340
C. Althon Investments LLC vs EPCAD, Cause No. 2009TX1127
D. EP Providence Plaza Shopping Center vs EPCAD, Cause No. 2010TX1220
E. Centurion Arms Apartments vs EPCAD, Cause No. 2010TX991
F. AMO Enterprises Inc., vs EPCAD, Cause No. 2010TX997
G. Ortequ Ltd., A Texas Limited Partnership vs EPCAD, Cause No. 2009TX1121
H. Trujillo Enterprises Ltd., vs EPCAD, Cause No. 2011DTX00371

AGENDA ITEM 12 – DISCUSSION & POSSIBLE ACTION REGARDING A-H ABOVE

Mr. Borrego made a motion to settle items A-H as recommended by legal counsel. Mr. Gandara seconded the motion. Motion passed unanimously.

CHIEF APPRAISER REPORT

Prior to Ms. Kilgore presenting her report, Mr. Sepulveda reminded the Board members that Ms. Kilgore’s annual evaluation forms are due back to him by January 20th. In the event that a member cannot find the evaluation packet mailed to them in December, an additional packet is being provided to each member attending tonight’s meeting.
Ms. Kilgore spoke about the 100% Disabled Veterans Exemption for tax year 2012, stating that it is complicated and somewhat confusing. Therefore, any questions that board members receive concerning this issue should be directed to EPCAD for clarification.

The chillers were installed in December and PC Automated Controls is monitoring them. So far, the system is working well.

Ms. Kilgore advised the Board that the EPCAD staff received a compliment from a satisfied customer who took out an ad in El Diario newspaper praising the staff and the service provided by EPCAD. Ms. Kilgore explained to the Board that EPCAD is very proactive in community relations and has a speakers bureau that is available for community meetings all year round.

Mr. Sepulveda thanked Ms. Kilgore for running an efficient organization and also for her community involvement.

There being no further business to come before the Board, the meeting was adjourned at 7:08 p.m.

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Reymundo Sepulveda, Chairman

ATTEST:

Isela Castañon-Williams, Secretary