MINUTES

BOARD OF DIRECTORS' REGULAR MEETING

FEBRUARY 9, 2012

The El Paso Central Appraisal District Board of Directors held a regular meeting on Thursday, February 9, 2012, at 5:40 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
Ann Morgan Lilly
Patricia Torres McLean
Laure Searls

Seven members being present, there was a quorum. Ms. Castañon-Williams joined the meeting at 5:45 p.m. and Mr. Borrego joined the meeting at 6:09 P.M.

Ms. Morgan Lilly left the meeting at 7:43 p.m.

Ms. Carmen Hegeman, 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 1 – APPROVAL & SIGNING OF MINUTES FOR JANUARY 12, 2012

Ms. Searls made a motion to approve the January 12, 2012, minutes as presented. Mr. Gandara seconded the motion. Motion passed unanimously.

AGENDA ITEM 2 – PUBLIC COMMENT

No public comment was made.

AGENDA ITEM 3 – EPCAD EMPLOYEE RECOGNITION – JON M. BERTKA 25 YEARS & IRMA FLORES 20 YEARS OF SERVICE

Mr. Bertka was recognized for 25 years of service and Ms. Flores was recognized for 20 years of service with EPCAD. They were both congratulated by the Board and all in attendance.

AGENDA ITEM 4 – REVIEW OF FINANCIAL STATEMENT – DECEMBER, 2011

Ms. Rosa Goldmann, Chief Financial Officer, presented the December, 2011 Financial Statement. All financial statements are on file and a matter of record in the District's accounting office.

Ms. Castañon-Williams made a motion to accept the December, 2011 Financial Statement as presented. Ms. Searls seconded the motion. Motion passed unanimously.

AGENDA ITEM 5 - MONTHLY HEALTH BENEFITS USAGE REPORT – JANUARY, 2012

Due to the absence of Ms. Melendez, Human Resources Manager, Ms. Kilgore presented the January, 2012, health report.
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The Year-to-Date Loss Fund for January is $246,005.44, with the Year-to-Date Paid Subject to Loss Fund of $27,058.76, showing a positive balance of $218,946.68.

AGENDA ITEM 6 – 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 5:48 p.m. to discuss legal and personnel matters. The Board returned to open session at 7:52 p.m. No action was taken in Executive Session.

A. 2101 Cypress, LP vs EPCAD, Cause No. 2011DTX02569
B. EEC Partnership a Texas General Partnership vs EPCAD, Cause No. 2010TX1219
C. Oates Marvin L & Buzz Oates, LLC vs EPCAD, Cause No. 2010TX1015
D. Oates Marvin L Trust vs EPCAD, Cause No. 2010TX1014
E. Apple Seven Hospitality Texas Limited Partnership vs EPCAD, AUSE No. 2010TX988
F. Chief Appraiser Evaluation.

AGENDA ITEM 7 – DISCUSSION & POSSIBLE ACTION REGARDING A-F ABOVE

Ms. Searls made a motion to settle items A-E as recommended by legal counsel. Ms. Castañon-Williams seconded the motion. Motion passed unanimously.

Item F – Chief Appraiser Evaluation – Ms. Searls made a motion to postpone Item F to February 22, 2012 at 5:30 p.m., which will be a special board meeting. Mr. Borrego seconded the motion. Motion passed unanimously.

AGENDA ITEM 8 – TAXPAYER LIAISON REPORT

Ms. Gerry Ramsey, Taxpayer Liaison Officer gave the Board a brief description of her duties as Liaison Officer. She stated she is only at EPCAD when the Appraisal Review Board (ARB) is in session. If questions arise concerning taxes, law, etc., or anything the ARB cannot address, then Ms. Ramsey is called to provide assistance in solving the issue.

Ms. Ramsey explained to the Board that the public understands the policies and procedures of the appraisal district a great deal more than they used to, due to the information available on EPCAD’s website and the improved public relations by the Chief Appraiser.

AGENDA ITEM 9 - CHIEF APPRAISER REPORT

Ms. Kilgore said that the Comptroller’s Office completed the Methods & Assistance Program (MAPS) study of EPCAD. Ms. Kilgore advised the Board that EPCAD did extremely well. The five categories that were a pass/fail, EPCAD passed all of them. The four categories that were ratings based, EPCAD exceeded the guidelines in all four categories. The percentage of the four categories follow:

- Governance 106%
- Taxpayer Assistance 147%
- Operating Procedures 103%
- Appraisal Standards, Procedures & Methodology 103%

EPCAD is now in the same category as the larger appraisal districts in the state, i.e., Harris County, Bexar County, Dallas County, etc.

There is only one area that showed a negative. One board member has not taken the Open Meetings training. This must be accomplished within one year.
In addition, Ms. Kilgore advised that the Comptroller’s Office has notified EPCAD of the property value study. The Comptroller has certified that EPCAD’s appraised values were accepted and no protest will be necessary.

Ms. Kilgore also advised that EPCAD will be entering the International Association of Assessing Officers (IAAO) competition for the IAAO Assessment certification. This is an international award and very prestigious within the appraisal profession.

There being no further business to come before the Board, the meeting was adjourned at 7:52 p.m.

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Alfredo Borrego, Acting Chairman

ATTEST:

Isela Castañon-Williams, Secretary