El Paso Central Appraisal District

BOARD OF DIRECTORS
REYMUNDO SEPUVIDA, CHAIRMAN
GARY GANDARA, VICE-CHAIRMAN
YVONNE SANCHEZ, SECRETARY
ALFREDO BORREGO
ISELA CASTAÑON-WILLIAMS
EDDIE HOLGUNI, JR.
SERGIO LEWIS
ANN MORGAN LILLY
ROBERT WARD

EL PASO CENTRAL APPRAISAL DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING

DATE : Thursday, May 12, 2011
TIME : 5:30 p.m.
PLACE : El Paso Central Appraisal District Conference Room, Third Floor
         5801 Trowbridge, Third Floor, El Paso, Texas

Roll call and Pledge of Allegiance
1. Approval and signing of Minutes for March 10, 2011.
2. Public Comment – In order to comply, while ensuring the efficiency of the “Public Comment”
   regular agenda item, the EPCAD Board of Directors’ will limit said public comment to five (5)
   minutes per item, unless the majority of a quorum of the Board votes to allow more time for a
   given item. Public comment requires no action from the Board.
4. Public Hearing & Adoption of 2011/2012 Budget
5. Executive Session under the authority of TEX.GOV'T. CODE § 551.071 & 551.074 to discuss
   legal and personnel matters

A. Autozone, Inc., as Owner & Lessee vs EPCAD, Cause No. 2006TX648
B. Gateway Affordable Housing, L.P. vs EPCAD, Cause No. 2008TX1099
C. 415 Redd Road Limited Partnership vs EPCAD, Cause No. 2009TX964
D. River Oaks Properties, Ltd., vs EPCAD, Cause No. 2009TX965
E. Shiana, Inc., vs EPCAD, Cause No. 2009TX970
F. Sullivan/Crosby Trust vs EPCAD, Cause No. 2009TX1046
G. EPT The Hills North Mesa Apartments, LP vs EPCAD, Cause No. 2009TX1116
H. Patriot Place, LTD vs EPCAD, Cause No. 2009TX1119
I. Fabens Warehouse Properties, LLC vs EPCAD, Cause No. 2009TX1125
J. Bank of the West vs EPCAD, Cause No. 2009TX1153
K. JP Morgan Chase Bank and Chase Bank of Texas vs EPCAD, Cause No. 2009TX1210
L. Surnie Guerrero and Jessica Guerrero, Trustees of the Alejandro Guerrero Testamentary
   Trust vs EPCAD, Cause No. 2010TX066
M. J. Cole #56 LTD vs EPCAD, Cause No. 2010TX822
N. EPT San Mateo Apartments, LP vs EPCAD, Cause No. 2010TX945
O. EPT Apache Arms Apartments, LP vs EPCAD, Cause No. 2010TX950
P. D Mart, Inc., vs EPCAD, Cause No. 2010TX995
Q. Henry Taylor vs EPCAD, Cause No. 2010TX1002
R. Marvin L. Oates Trust and Buzz Oates Development vs EPCAD, Cause No. 2010TX1010
S. Pronghorn Properties Ltd., and Antelope Hills, Ltd., vs EPCAD, Cause No. 2010TX1032
T. Pronghorn Properties, Ltd., and Antelope Hills, Ltd., vs EPCAD, Cause No. 2010TX1033
U. Monterey Properties, Ltd., vs EPCAD, Cause No. 2010TX1035
V. River Oaks Properties, Ltd., vs EPCAD, Cause No. 2010TX1045
W. TVL, Inc., vs EPCAD, Cause No. 2010TX1086
X. Argal Corporation vs EPCAD, Cause No. 2010TX1099
Y. Sotoak Realty, LLC vs EPCAD, Cause No. 2010TX1107
Z. Scot Properties, Ltd., vs EPCAD, Cause No. 2010TX1113
AA. Burnham Properties, Ltd., vs EPCAD, Cause No. 2010TX1114
BB. Mesa Executive Park, LP vs EPCAD, Cause No. 2010TX1115
CC. Handgards, Inc., vs EPCAD, Cause No. 2010TX1117

Visit our website at www.epcad.org
6. Discussion & action regarding A-VV above.

7. Chief Appraiser Report:
   - MAPS Review
   - Board of Directors Manual/Cross Reference
   - Chihuahua Delegation

POSTED this 9th day of May, 2011, at 9:30 a.m.

PERSONS WITH DISABILITIES WHO PLAN TO ATTEND THIS MEETING AND WHO MAY NEED AUXILIARY AIDS OR SERVICES SUCH AS INTERPRETERS FOR NON-ENGLISH SPEAKING PERSONS, WHO ARE DEAF OR HEARING IMPAIRED, OR READERS AND LARGE PRINT, ARE REQUESTED TO CONTACT GERRY RAMSEY, TAXPAYER LIAISON OFFICER AT (915) 780-2000, 48 HOURS PRIOR TO THE MEETING SO THAT APPROPRIATE ARRANGEMENTS MAY BE MADE.

MINUTES

BOARD OF DIRECTORS' REGULAR MEETING

MARCH 10, 2011

The El Paso Central Appraisal District Board of Directors held a regular meeting on Thursday, March 10, 2011, at 5:40 p.m., in the Conference Room of the El Paso Central Appraisal District at 5801 Trowbridge, with the following members present:

Gary Gandara, Vice Chairman
Yvonne Sanchez, Secretary
Alfredo Borrego
Isela Castañon-Williams
Robert Ward

Five members being present, there was a quorum.

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

Mr. Joe Longoria, EPCAD legal counsel, was present for the entire meeting.
Ms. Chris Borunda, EPCAD legal counsel, was present for Executive Session.

ACTION AGENDA ITEM I – APPROVAL & SIGNING OF MINUTES FOR FEBRUARY 10, 2011

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

AGENDA ITEM 2 – PRESENTATION TO OUTGOING BOARD MEMBER ANNA PEREZ

No action due to the absence of Ms. Perez.

AGENDA ITEM 3 – PUBLIC COMMENT

No public comment was made.

AGENDA ITEM 4 – CHAIRMAN’S REPORT ON THE 2011 TEXAS ASSOCIATION OF APPRAISAL DISTRICTS (TAAD) CONFERENCE/TRAINING

Due to the absence of Chairman Sepulveda, Ms. Yvonne Sanchez, a Conference Delegate, reported the following:

Ms. Sanchez said the conference was a great experience and recommends it for all board members. The Conference provided a wealth of information and guidance for board members and is similar to school board training seminars.

The Customer Service Session re-enforced EPCAD’s track record of good performance and allowed for conversation between appraisal districts regarding what works for EPCAD. Customer service is a big part of what the State is looking at during the MAP review. This was a “feather in EPCAD’s cap.”

The speaker for the Legislative Update Session was very informative and talked about how the sessions were going, opinions on bills already presented, and what difficult issues are coming up.

The Creating Positive Relationships with Entities Session also proved that EPCAD is ahead of the game on this issue as not only is it already doing what was suggested, it is doing more. EPCAD delegates were able to meet with other appraisal districts and share our successes. This is a big issue with the MAP review.
Property tax attorneys from both sides discussed and reviewed case law details along with the results. One of the cases they reviewed was from EPCAD, in which EPCAD was successful.

*The Board of Directors Responsibilities – Do's and Don'ts Session* was informative detailing what a director is allowed to do and not do when it comes to dealing with board members. The session also explained what the consequences would be if the law is not followed. Ms. Sanchez reported that EPCAD's Board of Directors Procedures cover all the issues that were discussed.

*The MAPS Session* was conducted by the State Comptroller’s staff. The staff went over the results of the completed 2010 study for the first group of appraisal districts. This session was very informative in letting EPCAD know where the State placed the most emphasis. They also reinforced warnings about the November deadline for answering all questions brought up during the review.

Ms. Sanchez reported that EPCAD did a presentation on how to set up a website. The presentation was co-hosted by EPCAD IT employee, Mr. David Martinez, and Ms. Marya Crigler, IT Director of Travis CAD. The presentation was highly attended and a question and answer session took place which was beneficial to all. CD's containing a website template were distributed to anyone interested. Mr. Gandara thanked Mr. Martinez for all his efforts.

Ms. Kilgore advised the Board that copies of all information discussed tonight is in the packets for each member. Ms. Kilgore also mentioned that the EPCAD Board of Directors Procedures may be found in the handbook that is given to all EPCAD Board Members at the beginning of their term of service.

**ACTION AGENDA ITEM 5 – REVIEW OF FINANCIAL STATEMENT(S) DECEMBER, 2010 AND JANUARY, 2011.**

Ms. Rosa Goldmann, Comptroller, presented the December, 2010 and January, 2011 Financial Statements. All Financial statements are on file and a matter of record in the District’s accounting office.

Ms. Castañon-Williams made a motion to approve the financial statements as presented. Mr. Ward seconded the motion. Motion passed unanimously.

**AGENDA ITEM 6 – PRESENTATION OF EPCAD PROPOSED PRELIMINARY 2011/2012 BUDGET**

Ms. Kilgore presented the Board with the first draft of the 2011/2012 Budget. This draft will be sent to all of the entities on Friday, March 11, 2011.

Ms. Kilgore directed the Board’s attention to the fourth page of the budget where the introduction appears. All sections of the budget have been broken down along with an explanation of each section. The budget workshop will be held on April 14, 2011. Board members are welcome to have their respective finance managers attend the workshop in April.

**AGENDA ITEM 7 – MONTHLY BENEFIT USAGE REPORT – FEBRUARY, 2011**

Ms. Gabrielle Melendez, Human Resource Manager, presented the Health Benefit Usage Report for February, 2011. The Year-to-Date Loss Fund for February, 2011 is $322,501.44, with the Year-to-Date Paid Subject to Loss Fund $165,378.84, leaving a positive balance of $157,122.60.
ACTION AGENDA ITEM 9 – DISCUSSION & POSSIBLE ACTION REGARDING CUSTOMER COUNTER SERVICE - MAPPING DEPARTMENT

Ms. Kilgore advised that EPCAD staff has been working on making the EPCAD facility customer friendly. EPCAD would like to reconfigure the public access counter in the Mapping Department in order to provide the public with better access and reduce the congestion in a fire exit hallway.

This project does not require an RFP. The Foret Companies submitted an estimate of $22,902 for the entire project.

Funds for this project are available in the Building Maintenance account. Ms. Kilgore is asking permission from the Board to approve the expenditure.

Ms. Sanchez made a motion to approve this project. Ms. Castañon-Williams seconded the motion. Motion passed unanimously.

AGENDA ITEM 10 - DISCUSSION & POSSIBLE ACTION REGARDING – EXECUTIVE SESSION UNDER THE AUTHORITY OF TEX.GOV’T. CODE § 551.071 & 551.074 TO DISCUSS LEGAL AND 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 6:21 p.m. to discuss legal and personnel matters. The Board returned to open session at 6:54 p.m. No action was taken in Executive Session.

A. RCC Joint Venture vs EPCAD, Cause No. 2008TX868
B. Mission Trails Limited Partnership vs EPCAD, Cause No. 2009TX919
C. EPT High Vista Apartments, LP vs EPCAD, Cause No. 2010TX805
D. EPT La Estancias Apartments, LLC vs EPCAD, Cause No. 2010TX807
E. EPT Trevino Place Apartments, LLP vs EPCAD, Cause No. 2010TX942
F. EPT Cortesia Del Rey Apartments, LP vs EPCAD, Cause No. 2010TX947
G. EPT Lakeside Apartments, LP vs EPCAD, Cause No. 2010TX948
H. EPT Las Gardenias Apartments, LP vs EPCAD, Cause No. 2010TX949
I. EPT San Clemente Apartments, LP vs EPCAD, Cause No. 2010TX951
J. American National Insurance Co. vs EPCAD, Cause No. 2010TX821
K. Green Bay Packaging, Inc., vs EPCAD, Cause No. 2010TX1185
L. Sunland Park Warehousing, LP vs EPCAD, Cause No. 2010TX1226
M. El Paso Electric Company vs EPCAD, Cause No. 2010TX1227
N. Montell Holdings, Inc., vs EPCAD, Cause No. 2010TX1234
O. NME Hospitals, Inc., (dba Scenic Point Medical) vs EPCAD, Cause No. 2010TX1247
P. American Medicorp Development Co., (dba East Medical Plaza 1) vs EPCAD, Cause No. 2010TX1248
R. Tenet Medical Ltd., (dba Cliff Medical) vs EPCAD, Cause No. 2010TX1250
S. Sunray Plaza (9515 Gateway West) vs EPCAD, Cause No. 2010TX1260
T. SWB Realty, LLC (dba AT&T) vs EPCAD, Cause No. 2010TX1266
U. AT&T Services, Inc., vs EPCAD, Cause No. 2010TX1267
V. S.R. Sayklay, et al vs EPCAD, Cause No. 2010TX1285
W. Astar FRR TX 1 LP vs EPCAD, Cause No. 2010TX1360
X. Fredrick Francis, et al vs EPCAD, Cause No. 2010TX1361
Y. River Oaks El Mercado LLC vs EPCAD, Cause No. 2010TX1451
Z. Beverly Byrd vs EPCAD, Cause No. 2910-1415
AA. Western Refining Company vs EPCAD, Cause No. 2009TX1007
ACTION AGENDA ITEM 11 – DISCUSSION & POSSIBLE ACTION REGARDING A-Z ABOVE

Ms. Castañon-Williams made a motion to accept the recommendation of legal counsel and settle items A-Y. Mr. Borrego seconded the motion. Motion passed unanimously.

Item Z – Ms. Sanchez made a motion to authorize the attorneys to proceed with negotiations regarding this item. Mr. Borrego seconded the motion. Motion passed unanimously.

Due to the departure of Ms. Sanchez, quorum was dissolved and the meeting ended during the no-action item OVERVIEW OF 2011 RESIDENTIAL & COMMERCIAL APPRAISAL PROCESS which followed Executive Session.

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[Signature]

Reymundo Sepulveda, Chairman

ATTEST:

[Signature]

Yvonne Sanchez, Secretary