March 13, 2014

The El Paso Central Appraisal District Board of Directors held its regular meeting on Thursday, March 13, 2014, at 5:04 p.m., in the Conference Room of the El Paso Central Appraisal District at 5801 Trowbridge, with the following members present:

Rey Sepulveda, Chairman
Ann Morgan Lilly
Patricia McLean, Secretary
Ed Archuleta

Gary Gandara
Sergio Lewis
Dee Margo
Laure Searls

Ms. Searls joined the meeting at 5:06 p.m., and Mr. Archuleta joined the meeting at 6:48 p.m.

There was a quorum, with eight members present. Mr. Joe Longoria, Legal Counsel was present via telephone for the executive session only.

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

AGENDA ITEM I – APPROVAL AND SIGNING OF MINUTES FOR FEBRUARY 13, 2014

Ms. McLean made a motion to approve the minutes for February 13, 2014. Mr. Margo seconded the motion. Motion passed unanimously.

AGENDA ITEM 2 – EMPLOYEE RECOGNITION – SANDRA SALINAS - 30 YEARS

Ms. Salinas was recognized for her 30 years of service, given a certificate and congratulated by the Board members and those in attendance.

AGENDA ITEM 3 – PUBLIC COMMENT

No public comment was made.

AGENDA ITEM 4 - DISCUSSION & POSSIBLE ACTION REGARDING REVIEW OF FINANCIAL STATEMENT, JANUARY, 2014

Ms. Rosa Goldmann, Chief Financial Officer, presented the January, 2014 Financial Statement. All financial statements are on file and a matter of record in the District's accounting office.
As requested by the Board at the August 2013 meeting, Ms. Goldmann presented a PowerPoint overview of EPCAD's financial picture for the previously stated month.

Ms. McLean made a motion to approve the financial statement for January, 2014. Mr. Gandara seconded the motion. Motion passed unanimously.

AGENDA ITEM 5 – MONTHLY HEALTH BENEFITS USAGE REPORT – FEBRUARY, 2014


The Year-to-Date Loss Fund is $308,212.87, with the Year-to-Date Paid Subject to Loss Fund of $261,705.83, leaving EPCAD with a positive balance of $46,507.04.

At the February meeting, Mr. Archuleta requested Ms. Melendez to present a two year synopsis of EPCAD balances and paid claims. In the past two fiscal years, EPCAD’s claims at the end of the fiscal year have been similar amounts around $700,000.00. Although there were varied claims paid throughout the year, including higher claims in 2013; EPCAD still deposited money into the account. As of February 2014, EPCAD is in line with past years. EPCAD's present fund balance is $568,647.11. Some years there are higher dollar claims than others and 2013 was such an example. So far this year, EPCAD is in line with the previous two years. There is no way to know what will happen from year to year. Illnesses cannot be predicted. Mr. Margo inquired as to the monthly funding, which Ms. Melendez replied is $62,000.00/month. A premium decrease occurred at the beginning of this fiscal year. The stop gap is $85,000.00. (See attached copy).

AGENDA ITEM 6 – DISCUSSION & POSSIBLE ACTION REGARDING SECTION 6.04 OF THE PROPERTY TAX CODE

Ms. Kilgore advised this item was placed on the agenda at the request of Ms. Searls.

Ms. Kilgore directed the board’s attention to the attachment to their minutes which reads as follows:

"Members of the board may not receive compensation for service on the board but are entitled to reimbursement for actual and necessary expenses incurred in the performance of their duties as provided by the budget adopted by the board."

Ms. Kilgore said currently in the Directors' by-laws there is nothing that allows for any type of reimbursement for necessary expenses, therefore; it was requested that this item be put on the agenda so that the board could discuss the possibilities of any type of actual or necessary expenses, i.e., mileage or something along those lines.
Since Ms. Searls brought this item to Ms. Kilgore's attention for discussion as many of the board members come from long distances of the county. Ms. Searls stated that perhaps members could be reimbursed for their fuel costs, if the board took action to do so. Mr. Sepulveda concurred.

AGENDA ITEM 7 – PRESENTATION BY EPCAD APPRAISAL STAFF

Ms. Kilgore introduced Jorge Rodriguez, Business Personal Property Manager, Michelle Martinez, Commercial Manager and Christal Pickett, Residential Property Manager. Each Manager illustrated via power point the work activities of their respective departments.

At the conclusion of the presentations, questions were fielded from the Board with full explanations from the presenters and Ms. Kilgore.

AGENDA ITEM 8 – TAXPAYER LIAISON REPORT – TRACY A. CARTER

Ms. Carter advised that in February she attended the Texas Association of Appraisal Districts (TAAD) Conference in Ft. Worth, Texas; at which she was able to attend all the board of directors’ sessions. Ms. Carter distributed to each board member handouts she collected from these sessions.

Ms. Carter stated that at the February meeting Mr. Archuleta had asked for copies of the Appraisal Review Board (ARB) applications. She has copies for the members who were not in attendance at last month’s meeting.

Ms. Carter said that this month she will be working with Amee Raspopovich Chairman of the ARB to go over the ARB rules and regulations, in order for Ms. Carter to confirm that the rules are in accordance with the State Comptroller’s guidelines. Ms. Carter is also meeting with the tax agents to discuss H.B. 585 regarding new changes in the law and the new surveys. On April 15-16, 2014, Ms. Carter will attend the State Comptroller’s training for ARB members here in El Paso. In addition, Ms. Carter will attend a meeting with their attorney on April 17th.

AGENDA ITEM 9 – CHIEF APPRAISER REPORT

Ms. Kilgore distributed the Proposed Preliminary 2014/2015 EPCAD budget, as well as the current budget. Ms. Kilgore stated that Gary Gandara, Chairman of the Budget Committee, and committee members Patricia McLean and Laure Searls, met on Monday March 3, 2014 to review the proposed budget. In addition, Ms. Kilgore distributed two additional handouts for the board to review. The budget workshop will be held Thursday, April 10, 2014 at 5 p.m.; at which time all questions/comments, etc. from the board will be addressed, and the board will be able to review the budget item by item prior to distribution to the full board. Financial officers and personnel from of all entities will have their budgets by next week.
All board members and entities will then have thirty (30) days to review the EPCAD Proposed Preliminary 2014/2015 Budget prior to the budget workshop.

Notices will be going out the first week of April for residential properties, and a few small commercial properties. The hearing process will begin in late April. Mrs. Kilgore, David Stone, Assistant Chief Appraiser, and James Thompson, Director of Appraisal Services have been visiting with entity representatives to address questions or concerns that they may have.

The preliminary values will be ready at the end of April, however, EPCAD will inform the entities of any changes and updated on activity. This procedure is a part of EPCAD's responsibility to keep the entities informed.

Ms. Kilgore announced that the 2013 Methods & Procedures Study from the State Comptroller's Office - the audit of appraisal districts has been received. EPCAD received a perfect score in every category. Ms. Kilgore proceeded to tell the Board what is involved when the Comptrollers staff does when they visit an appraisal district to review various categories.

A letter from Debbie Cartwright, Director of the Property Tax Assistance Division (PTAD) was received and copies were forward to the Superintendents, EPCAD's, Board of Directors, Mayors, County Judge, etc. congratulating all concerned – (see attached).

Ms. Kilgore brought the Board's attention to the introduction categories included with the budget proposal. This provides a snapshot of increases and decreases.

AGENDA ITEM 10 – EXECUTIVE SESSION UNDER THE AUTHORITY OF TEX.GOV'T. CODE § 551.071 AND 551.074 TO DISCUSSION LEGAL AND PERSONNEL MATTERS

In accordance with the Open Meetings act, TEX.GOV.CODE § 551.071 & § 551.074 the Board of Directors went into Executive Session at 6:29 p.m. to discuss legal and personnel matters. The Board returned to open session at 8:09 p.m. No action was taken in Executive Session.

A. Executive/Chief Appraiser contract
B. High Desert Investors LP vs EPCAD, Cause No. 2010TX810
C. High Desert Investors LP vs EPCAD, Cause No. 2012DTX03967
D. Michael Zimprich vs EPCAD, Cause No. 2013DTX0964
E. Raintree Village Properties LLC vs EPCAD, Cause No. 2013DTX1059
F. River Oaks Properties Ltd., vs EPCAD, Cause No. 2011DTX03868
G. K2 Partnership vs EPCAD, Cause No. 2011DTX03783
H. Wholesale Printing Products Inc. vs EPCAD, Cause No. 2011DTX00291
I. Belvidere Center Realty LP vs EPCAD, Cause No. 2011DTX02997
J. Estancias Coronado Homeowner Association vs EPCAD, Cause No. 2013DTX0961
K. Zaragoza LLC vs EPCAD, Cause No. 2013DTX1031
L. Abie C. Wolf vs EPCAD, Cause No. 2011DTX02260
M. Abie C. Wolf vs EPCAD, Cause No. 2012DTX03582
N. Abie C. Wolf vs EPCAD, Cause No. 2012DTX03583
O. Abie C. Wolf vs EPCAD Cause No. 2011DTX02263
P. Abie C. Wolf vs EPCAD, Cause No. 2011DTX02773
Q. Abie C. Wolf vs EPCAD, Cause No. 2011DTX02268
R. Sunshine Coast Capital LLC Cairns Capital LLC HD Vista Realty LLC and HD Terra Grande Realty LLC vs EPCAD, Cause No. 2012DTX03338
S. River Oaks El Mercado LLC vs EPCAD, Cause No 2012DTX04057
T. Western Refining vs EPCAD, Cause No. 2014DCV0446

AGENDA ITEM 11 – DISCUSSION & POSSIBLE ACTION REGARDING A-T ABOVE

Item A - Mr. Archuleta made a motion to extend the Chief Appraiser contract until September, 30, 2014. Ms. Searls seconded the motion. Motion passed unanimously.

Items B-S - Ms. Searls made a motion to approve Items B-S as presented. Mr. Gandara seconded the motion. Motion passed unanimously.

Item T- This item is a no action item. For information purposes only.

There being no further business to come before the Board, the meeting was adjourned at 8:11 p.m.

**********************

Reymundo Sepulveda, Chairman

ATTEST:

Patricia McLean, Secretary
February 27, 2014

Rey Sepulveda, Board Chairman  
Dinah Kilgore, Chief Appraiser  
El Paso Central Appraisal District

Dear Chairman Sepulveda and Chief Appraiser Kilgore:

In 2009, the Texas Legislature enacted a new law that amended Tax Code Section 5.102. It requires the Comptroller of Public Accounts to review appraisal districts every two years. Called the Methods and Assistance Program (MAP), the reviews study the governance, taxpayer assistance, operating procedures and the appraisal standards, procedures and methodology of each appraisal district. The Property Tax Assistance Division (PTAD) performed the reviews for 125 appraisal districts in 2013.

The review of the El Paso Central Appraisal District (El Paso CAD) has been completed and reflects a perfect score. We commend the El Paso CAD board of directors, chief appraiser and staff for this accomplishment.

You may view and download a copy of the report at the following web address:  
www.window.state.tx.us/taxinfo/proptax/map/2013.html.

If you have questions about your review, please feel free to contact Steve Atkinson, MAP supervisor, at 1-888-207-3668 or steve.atkinson@cpa.state.tx.us.

Sincerely,

Debbie Cartwright

cc: Superintendents  
   Appraisal District Board of Directors  
   Mayors  
   Central Judge