MINUTES
BOARD OF DIRECTORS’ REGULAR MEETING
MAY 12, 2011

The El Paso Central Appraisal District Board of Directors held a regular meeting on Thursday, May 12, 2011, at 5:36 p.m., in the Conference Room of the El Paso Central Appraisal District at 5801 Trowbridge, with the following members present:

Raymundo Sepulveda, Chairman    Alfredo Borrego
Gary Gandara, Vice-Chairman      Ann Morgan Lilly
Yvonne Sanchez, Secretary        Sergio Lewis

Five members being present, there was a quorum (Ms. Sanchez joined the meeting a 6:10 p.m. and left at 6:55 p.m.).

Ms. Carmen Hegeman, EPCAD legal counsel, was present for the entire meeting.

Mr. Robert Mott, EPCAD legal counsel was present via telephone for Executive Session.

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 MARCH 10, 2011

Ms. Morgan Lilly made a motion to approve the March 10, 2011 minutes as presented. Mr. Borrego seconded the motion. Motion passed unanimously.

AGENDA ITEM 2 – PUBLIC COMMENT

No public comment was made.

AGENDA ITEM 3 – REVIEW OF FINANCIAL STATEMENT(S) FOR FEBRUARY & MARCH, 2011

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

Mr. Gandara made a motion to approve the financial statements as presented. Mr. Borrego seconded the motion. Motion passed unanimously. Mr. Lewis stated that for the record, he was not a member of the Board until April, 2011.

AGENDA ITEM 4 – PUBLIC HEARING & ADOPTION OF 2011/2012 BUDGET

Prior to the discussion of the budget, Mr. Sepulveda provided the Board with several customer survey questionnaires received from taxpayers who have visited EPCAD within the last few weeks. Mr. Sepulveda said the majority of the surveys returned showed a rating of “excellent” for EPCAD services, including one from a former Chief Appraiser that stated “EPCAD is in good hands”. Mr. Sepulveda turned the item over to Ms. Kilgore. Ms. Kilgore advised the Board that the required Notice of Public Hearing for the 2011/2012 Budget was published on Sunday, May 1, 2011.

Ms. Kilgore advised that the recommendations made by the Board during the April Budget Workshop were implemented along with some changes from staff. The amended numbers were sent out to all board members. Mr. Gandara, Budget Advisory Committee Chair, reviewed all changes. The major adjustments are:
• reduction of a proposed 3% performance based merit to 2%. This reduced the bottom line for employee expenses/benefits;
• reduction in professional services and supplemental help;
• removal of proposed phone system and power generator purchase.

The ten (10) percent contingency decreased due to a reduction in overall operating expenses. Overall, the increase is 2.41% over the existing budget, but a decrease from the original proposed budget.

Ms. Kilgore reminded the Board that the 2011/2012 budget includes the reappraisal for the County of El Paso. Changes that have been implemented in personnel and with the technology the Board allowed EPCAD to purchase, EPCAD has picked up over 32 million dollars in value this year (2011). As a result, EPCAD is anticipating a successful reappraisal in 2012. Ms. Kilgore also advised that EPCAD met with all the entities, and no comments were made nor recommendations made other than those by the EPCAD Board during the Budget Workshop.

Ms. Linley Leeper, OMB City of El Paso, stated that Ms. Kilgore did a good job of addressing most of the significant changes. Ms. Leeper also stated that she and Ms. Kilgore met last week and EPCAD provided the City of El Paso with information which was very helpful. Ms. Leeper asked Ms. Kilgore if there was any way to stagger the replacement of the work stations, so that the entire expense is not incurred at one time. Ms. Kilgore replied that acquisition of work stations is being staggered over a three year period.

Mr. Lewis, being a new board member, had several questions concerning the budget process which were explained by Ms. Kilgore and Mr. Sepulveda.

Mr. Borrego made a motion to adopt the 2011/2012 EPCAD Budget in the amount of $12,344,480.70. Mr. Gandara seconded the motion. Motion passed unanimously. (See copy of resolution attached).

AGENDA ITEM 5 - DISCUSSION & POSSIBLE ACTION REGARDING – EXECUTIVE SESSION UNDER THE AUTHORITY OF TEX.GOVT' CODE § 551.071 & 551.074 TO DISCUSS LEGAL AND PERSONNEL MATTERS

In accordance with the Open Meetings Act, TEX. GOVT' CODE § 551.071 & 551.074, the Board of Directors went into Executive Session at 6:04 p.m. to discuss legal and personnel matters. The Board returned to open session at 7:05 p.m. No action was taken in Executive Session.

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. Sumie 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
AGENDA ITEM 6 – DISCUSSION & POSSIBLE ACTION REGARDING A-VV ABOVE

Mr. Borrego made a motion to accept the recommendation of legal counsel and settle items A-VV. Mr. Gandara seconded the motion. Motion passed unanimously.

AGENDA ITEM 7 – CHIEF APPRAISER’S REPORT

Ms. Kilgore advised the MAPS (Methods & Procedures Review) is in progress and right on schedule. Ms. Alice Pedy, Reviewer from the State Comptroller’s Office, was in El Paso on April 13 and 14 and field checked about 66 accounts. Some entities were called for information that Ms. Pedy requested regarding training for open meetings for the Board of Directors members. EPCAD does not expect to receive any results from the State Comptroller’s Office until June 5th. There is a possibility of some recommendations, and if so, EPCAD will have until November to respond. However, the initial comments received from the field reviewer were very good.

Ms. Kilgore stated that as a result of the MAPS review and legislative changes, EPCAD has put together a new bound Board of Directors Manual and Cross Reference for the board’s convenience and quick accessibility. When changes occur, the manual will be updated. The manuals were given to all of the Board members.
Ms. Kilgore concluded her report by advising the Board that EPCAD hosted a delegation from Chihuahua, Mexico. EPCAD has hosted several of these delegations over the years. The aim of the delegation is to gain knowledge and technique in appraisal practices used by EPCAD. In turn, they then carry this information back to their respective country. This year, the primary focus of the delegation was the appraisal of utility companies. EPCAD arranged a teleconference with Mr. Gregg A. Davis of Capitol Appraisal Group who, along with Albert Molina, EPCAD’s Appraisal Administrator, provided a detailed and thorough explanation of the appraisal process used for assessing utility companies. As always, the delegation was appreciative of EPCAD’s courtesies and efforts.

There being no further business to come before the Board, the meeting was adjourned at 7:16 p.m.

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Raymundo Sepulveda, Chairman
Gary Gandara, Vice-Chairman

ATTEST:

Yvonne Sanchez, Secretary
EL PASO CENTRAL APPRAISAL DISTRICT

RESOLUTION

RESOLUTION ADOPTING THE 2011/2012 OPERATING
BUDGET FOR EL PASO CENTRAL APPRAISAL DISTRICT

BE IT RESOLVED by the Board of Directors of the El Paso Central Appraisal District that the District Operating Budget for the year 2011/2012 be adopted and approved in the total amount of $12,344,480.70. The Board hereby adopts the attached Budget detail with the understanding that the assignment of funds by Budget Categories or Budget Accounts are estimates only. Funds may be used between categories or accounts on as needed basis, with the exception of the contingency account which requires Board approval prior to allocation of funds from said contingency account as per prior Board action.

BE IT FURTHER RESOLVED that this Budget for the year 2011/2012 be allocated to the taxing entities participating in the El Paso Central Appraisal District, based on each entities most current levy for the year in which the Budget was prepared – 2011.

ADOPTED this the 12th day of May, 2011.

Reymundo Sepulveda, Chairman
El Paso Central Appraisal District
Board of Directors

ATTEST:

Yvonne Sanchez, Secretary
Board of Directors