MINUTES
BOARD OF DIRECTORS’ REGULAR MEETING
OCTOBER 11, 2012

The El Paso Central Appraisal District Board of Directors held a regular meeting on Thursday, October 11, 2012, at 5:38 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
Alfredo Borrego
Sergio Lewis
Ann Morgan Lilly
Laure Searls

There was quorum with five members present.

Joe Longoria, 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 SEPTEMBER 13 & SEPTEMBER 24, 2012

Ms. Searls made a motion to approve the minutes for September 13 and September 24, 2012 as presented. Mr. Lewis seconded the motion. Motion passed unanimously.

AGENDA ITEM 2 – PUBLIC COMMENT

No public comment was made.

AGENDA ITEM 3 – REVIEW OF FINANCIAL STATEMENT FOR AUGUST, 2012

Ms. Rosa Goldmann, Chief Financial Officer, presented the August, 2012 Financial Statement. All financial statements are on file and a matter of record in the District’s accounting office.

Ms. Searls made a motion to accept the August, 2012 Financial Statement as presented. Mr. Borrego seconded the motion. Motion passed unanimously.

AGENDA ITEM 4 - MONTHLY HEALTH BENEFITS USAGE REPORT – SEPTEMBER, 2012

Ms. Gabrielle Melendez, Human Resource Manager, presented the health Benefits Usage Report for the period September, 2012. The Year-to-Date Loss Fund for the period ending September, 2012 was $741,061.24, with the Year-to-Date Paid Subject to Loss Fund of $740,273.86, showing a positive balance of $177,902.61. The Specific Reimbursement Year-to-Date is $207,115.23.

AGENDA ITEM 5 – DEMONSTRATION BY PICTOMETRY®

Ms. Kilgore stated that since Pictometry® has become a bigger part of EPCAD’s appraisal process, over the last three (3) years EPCAD has picked-up approximately $110,000,000.00 of additional value countywide. The Change Findr® process was originally concentrated in Canutillo and subsequently in El Paso, Ysleta and
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Socorro. EPCAD is now requesting that the ChangeFindr® process be acquired and applied to Anthony, San Elizario, Clint, Fabens and Tornillo. Ms. Kilgore reminded the Board that the ChangeFindr® is only a tool and is used to enhance what EPCAD routinely does. Ms. Kilgore stressed that all of the data provided to EPCAD is still reviewed by EPCAD. The first two (2) years that Pictometry® was in place, EPCAD was able to add about $32,000,000.00 in value in residential, and last year an additional $52,000,000.00 in value was added. This additional value acquisition was in part due to the ChangeFindr® application, which produced about a $20,000,000.00 difference. There are approximately 19,500 remaining accounts in the referenced school districts that require the ChangeFindr® application.

Ms. Kilgore further explained that prior to 1982, appraisals were done by various entities who handled their own records. These records were subsequently handed over to EPCAD on or before 1982. EPCAD has never had the time or staff to go back out and re-measure the 100,000 properties that were inherited. The Sketch Verifier® does the update electronically from the aerals that have been flown, and the Sketch Verifier® will be added which indicate if any changes need to be made. In addition, an appraiser will be sent out to verify any changes to be made.

This process will also allow Pictometry® to cover a wider area in a shorter time. Most appraisal districts that have done this process have seen a significant benefit, since all appraisal districts came into existence after 1980.

Ms. Kilgore introduced Mr. Matthew Thomas, District Manager and Mr. Kevin Beers, Digital Technical Manager from Pictometry®. These two individuals presented a visual demonstration to the Board of Directors on the ChangeFindr® and the Sketch Verifier® process and the enhancements the systems provide. Ms. Kilgore said this process comes in very handy in the county, since there are no permits required. This process becomes another tool to assist in appraising accurately. Ms. Kilgore stressed to the Board that any questions or unknown factors arising through this process are individually field checked by an appraiser.

Ms. Kilgore reminded the Board that all El Paso County entities that pay into the EPCAD budget have access to the Pictometry® as written in the Pictometry® contract.

Ms. Kilgore said in 2010/2011 that the residential department through the use of Pictometry prior to the Sketch Verifier® and ChangeFindr®, approximately 12,000 accounts were reviewed and of those accounts 4,500 were changed. Once again, Pictometry® was very instrumental in the appraisal process. In 2012, when the Change Findr® application was used for the school districts, EPCAD reviewed about 21,000 accounts and out of those 11,000 did not need changes, but approximately 10,000 did need adjustment. There again, the Change Findr® application tool allows EPCAD to do its job well. Both expenditures are approved in the 2012/2013 adopted budget.

AGENDA ITEM 6 – DISCUSSION & POSSIBLE ACTION REGARDING PURCHASE OF CHANGEFINDR® AND SKETCH VERIFIER®

Ms. Sears made a motion to purchase the Change Findr® for $36,000.00 and the Sketch Verifier® for $80,000. for a grand total of $116,000.00. Mr. Borrego seconded the motion. Motion passed unanimously.

AGENDA ITEM 7 – DISCUSSION & POSSIBLE ACTION REGARDING EPCAD'S 2013 HOLIDAY SCHEDULE

Ms. Kilgore said the 2013 Holiday Schedule is the same as the 2012 schedule with the addition of New Year's Eve – 2013 due to the fact it falls on a Tuesday which will make the total number of holidays for 2013, 12 instead of 11.

Mr. Gandara and Ms. Sears felt December 24, 2013 should be an added holiday for 2013 only. Other Board members expressed concerns over adding another paid holiday. Ms. Sears suggested a compromise, being a half day off on Christmas Eve, 2013. Ms. Kilgore expressed to the Board that that taxpayer traffic is practically nonexistent at Christmas.
Ms. Sears made a motion to add a half day December 24th to the 2013 holiday schedule, increasing the holiday schedule to 12-1/2 days for 2013. The motion failed for lack of a second.

After additional discussion, Mr. Lewis made a motion to approve Ms. Sears’s original motion as read into record above. Ms. Sears seconded the motion. Motion passed with Mr. Borrego and Ms. Lilly voting no. (Copy of 2013 Holiday Schedule attached).

AGENDA ITEM 8 – DISCUSSION & POSSIBLE ACTION REGARDING AWARD OF CARPET BID FOR 2ND AND 3RD FLOORS 5801 TROWBRIDGE FACILITY

Ms. Kilgore stated that at the September Board Meeting, the Board approved for EPCAD go out for a Request for Proposal (RFP) for carpeting at 5801 Trowbridge. This expenditure is approved in the 2012/2013 adopted budget in the amount of $90,000. The invitation to bid was advertised in the El Paso Times on Sunday September 16 and Sunday September 23 respectively. A total of 48 specification packets were mailed. A mandatory walk through took place on Wednesday, September 26, 2012, with eleven vendors attending. A public bid opening was held on October 9, 2012, at which time EPCAD received a total of six (6) bids from four (4) vendors. The four bids received were as follows:

1. Calderon General Contractor, Inc.
2. Ed-Con Corporation (2 options)
3. LVR Carpet Center, Inc., (2 options)
4. Sunlight Enterprises Co., Inc.

All the bids received are from local companies. Two companies submitted the exact same bid in their offering, however, Ed-Con provided the best lowest in the amount of $76,930.00 and LVR Carpet Center, Inc., provided the second best lowest at $89,943.00. The staff would like to recommend that the bid be awarded to Ed-Con Corporation, and should they decline, then the bid would be awarded to LVR Carpet Center. Ms. Kilgore advised the Board that the carpet requested is an industrial, heavy traffic grade.

Mr. Borrego made a motion to award the carpet bid to Ed-Con Corporation in the amount of $76,930.00. Should Ed-Con decline, the bid be awarded to LVR. Ms. Sears seconded the motion. Motion passed unanimously.

AGENDA ITEM 9 - 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 6:40 p.m. to discuss legal and personnel matters. The Board returned to open session at 7:42 p.m. No action was taken in Executive Session.

A. Dean Transportation vs EPCAD, Cause No. 2010TX935
B. Maurice Meyers, III, John R. Norris, II and James K. Norwood, Trustees of the Texas Pacific Land Trust vs EPCAD, Cause No. 2012DT00349
C. El Paso DHS LLC vs EPCAD, Cause No. 2011DTX04508
D. Rumanas, LP vs EPCAD, Cause No. 2011DTX00792
E. Maxmar, LP vs EPCAD, Cause No. 2011DTX00390
F. EP Simana, LP vs. EPCAD, Cause No. 2011DTX01918
G. Ten East Partners, LP vs EPCAD, Cause No. 2011DTX01915
H. EP GMK, LP vs EPCAD, Cause No. 2011DTX00789
I. Agmar Partners, LP vs EPCAD, Cause No. 2011DTX00790
J. EP Simana, LP vs EPCAD, Cause No. 2011DTX01917
K. Trifur Partners, LP vs EPCAD, Cause No. 2011DTX00392
L. Verde Paso Partners, LP vs EPCAD, Cause No. 2011DTX00397
M. Western Refining Company, L.P., Western Refining CO LP, Western Refining GP, LLC vs EPCAD, Cause No. 2012DTX03973A
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AGENDA ITEM 10 – DISCUSSION AND POSSIBLE ACTION ON AGENDA ITEM 9

Ms. Lilly made a motion to approve items A-L as recommended by legal counsel. Ms. Sears seconded the motion. Motion passed unanimously.

Item M – Western Refining Company – This item was for discussion only.

AGENDA ITEM 11 – TAXPAYER LIAISON REPORT – (Gerry L. Ramsey)

Ms. Ramsey, Taxpayer Liaison Officer, addressed the Board and re-introduced herself. Ms. Ramsey explained that her position is appointed by the Board of Directors and her main function is to visit with taxpayers when they have concerns either as a result of an Appraisal Review Board action or any question they may have about appraisal or taxes. Ms. Ramsey stated that she is also a Certified Tax Administrator, and therefore, can speak about taxes. Ms. Ramsey said that after she visits with the taxpayers, they may not agree with the result, but they do understand the process. There being no questions from the Board, Ms. Ramsey concluded her presentation.

AGENDA ITEM 12 – APPRAISAL REVIEW BOARD CHAIRMAN’S REPORT – (Tracy A. Carter)

Ms. Carter, Appraisal Review Board Chairman said she has been a member of the ARB for 6 years, and by far this year was the best training that was provided by the State Comptroller’s Office. Previously the training was provided by webinars, etc., but this year the State Comptroller’s Office was here at EPCAD for training. The ARB members as well as the EPCAD staff feel having someone in person to train, leaves a much better impression than a webinar. The Board thanked Ms. Carter for her service on the ARB.

AGENDA ITEM 13 – CHIEF APPRAISER REPORT: Operations Report

Mr. Gandara asked Ms. Kilgore to place guest speakers as well as her monthly report at the beginning of the agenda.

Ms. Kilgore stated that each member will find an informational packet for the Board members. Ms. Kilgore explained that among other items in the packet, is the new EPCAD motto “Professionals Putting People First”. The winning motto was submitted by Residential Appraiser Jorge Garcia, who won a $100.00 gift certificate. In addition, EPCAD is now able to include the International Association of Assessing Officers (IAAO) logo on the EPCAD stationery due to the CEA Award won by EPCAD. Also included were various newspaper stories about the CEA award and a letter from State Representative Marissa Marquez. The Board did not have any questions for Ms. Kilgore.

The meeting was adjourned at 7:53 p.m.

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Reymundo Sepulveda, Chairman

ATTEST:

Isela Castañon-Williams, Secretary
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APPROVED BY BOARD OF DIRECTORS’ 10/11/12