MINUTES
BOARD OF DIRECTORS' REGULAR MEETING
NOVEMBER 10, 2011

The El Paso Central Appraisal District Board of Directors held a regular meeting on Thursday, November 10, 2011, at 5:44 p.m., in the Conference Room of the El Paso Central Appraisal District at 5801 Trowbridge, with the following members present:

Raymundo Sepulveda, Chairman
Yvonne Sanchez, Secretary
Alfredo Borrego
Isela Castañon-Williams
Sergio Lewis
Patricia Torres-McLean

Six members being present, there was a quorum.

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 OCTOBER 13, 2011

Ms. Castañon-Williams made a motion to approve the October 13, 2011, minutes as presented. Mr. Borrego seconded the motion. Motion passed.

AGENDA ITEM 2 – PUBLIC COMMENT

No public comment was made.

AGENDA ITEM 3 – EPCAD EMPLOYEE RECOGNITION, ANA CORDOVA – 30 YEARS OF SERVICE

Ms. Ana Cordova was recognized for her 30 years of service with EPCAD. Ms. Cordova was congratulated by the Board and all in attendance.

AGENDA ITEM 4 - MONTHLY BENEFITS USAGE REPORT – OCTOBER, 2011

Ms. Gabrielle Melendez, Human Resource Manager, presented the Health Benefit Usage Report for October, 2011. The Year-to-Date Loss Fund for October is $61,330.08, with the Year-to-Date Paid Subject to Loss Fund $19,602.94, with a positive balance of $41,727.14.

AGENDA ITEM 5 – DISCUSSION & POSSIBLE ACTION REGARDING DEDICATION OF ENCUMBERED 2010/2011 FUNDS TOWARD EPCAD'S UNFUNDED LIABILITY IN THE TEXAS COUNTY AND DISTRICT'S RETIREMENT SYSTEM (TCDRS)

At the September, 2011 Board Meeting, the Board elected to encumber $150,000 from unused funds from the 2010/2011 budget to apply towards EPCAD's unfunded liability in TCDRS.
MINUTES PAGE 2
BOARD OF DIRECTORS
NOVEMBER 10, 2011

Ms. Kilgore explained to the Board that the action taken tonight would be to formally dedicate those encumbered funds towards EPCAD's unfunded liability. Ms. Kilgore explained the positive effects of the Board taking this action. Any time you can pay down on the unfunded liability, it benefits the appraisal district in that it creates a buffer against any negative experience EPCAD may have and creates stability for EPCAD with the rest of the members of this retirement system. In actuality this is paying down on a debt, and EPCAD is asking the Board to approve the $150,000 payment from the unencumbered funds due. The total amount of unfunded liability is about $900,000. EPCAD estimates that by paying this debt down yearly, a larger percentage can go toward the employee accounts. Right now EPCAD is paying 1.5% as a match to the employee accounts, but hopes to increase the match in the future.

Mr. Borrego made a motion to approve the dedication of the $150,000 of encumbered funds towards EPCAD's unfunded liability in the Texas County and District's Retirement System (TCDRS). Ms. Castañón-Williams seconded the motion. Motion passed.

AGENDA ITEM 6 – DISCUSSION & POSSIBLE ACTION REGARDING APPOINTMENT OF 2012 APPRAISAL REVIEW BOARD (ARB) MEMBERS

Mr. Borrego, Chairman of the Appraisal Review Board Advisory Committee, advised the Board that the Committee met prior to the Board meeting to review and discuss the applicants for service on the Appraisal Review Board (ARB). The Advisory Committee consists of Mr. Borrego, Ms. Yvonne Sanchez and Ms. Patricia Torres McLean. The Committee is recommending the names listed below:

RE-APPOINTED MEMBERS
1. Pam Juen
2. Michael Briggs
3. Sebastian Martinez
4. Jimmy Melver
5. Danny Pivarnick
6. Martin Ramos
7. Lynda Richards
8. Frankie Sweetnam
9. Joe L. Whitley

NEW MEMBERS
1. George Brooks
2. Brenda German
3. Ivey Lara-Miskimen
4. Adriel Muñoz
5. Fred Muñoz
6. JoAnn Underwood

Ms. Castañón-Williams made a motion to approve the ARB appointments as presented. Motion was seconded by Ms. Sanchez. Motion passed.

AGENDA ITEM 7 – DISCUSSION & POSSIBLE ACTION REGARDING APPOINTMENT OF 2012 APPRAISAL REVIEW BOARD (ARB) CHAIRMAN AND SECRETARY

Mr. Borrego advised that the Committee is recommending that the Board re-appoint Ms. Tracy Carter as Chairman and Ms. Amee Raspopovich as Secretary for another year.

Ms. Castañón-Williams made a motion to appoint Ms. Carter and Ms. Raspopovich for another year. Mr. Lewis seconded the motion. Motion passed.

AGENDA ITEM 8 – DISCUSSION & POSSIBLE ACTION REGARDING EPCAD'S VISION PLAN

Ms. Kilgore advised the Board, that two (2) years ago, the Board at that time requested that EPCAD go with a low bidder for the employee vision insurance. However, the employees have been very unhappy with that plan (Met Life). The plan proved to have hidden costs, limited options and very poor reimbursement turn-around time and a very limited service area. Ms. Kilgore said she took a survey of the employees and the outcome favored VSP. Therefore, Ms. Kilgore recommends going back to VSP.
Ms. Kilgore asked Mr. Michael Dennis, President of Compass Benefits and EPCAD's insurance broker to address the Board on EPCAD's vision plan. Mr. Dennis briefly reviewed the plans received from other providers. Mr. Dennis said that VSP (who was EPCAD's vision provider 2 years ago) has the largest provider list available in El Paso as well as benefits which are very beneficial to a group when choosing a plan. One of the major problems with Met Life was their network. VSP is pretty much the standard carrier in vision insurance and their insurance premiums are slightly higher, but it will be worth it for EPCAD employees.

Ms. Sanchez made a motion to approve VSP as the new vision provider for EPCAD. Ms. Castañon-Williams seconded the motion. Motion passed with Ms. Torres-McLean voting no.

AGENDA ITEM 9 – DISCUSSION & POSSIBLE ACTION REGARDING EPCAD’S 2012 HOLIDAY SCHEDULE

The 2012 Holiday Schedule as presented this evening has the same number of holidays as 2011. However, Ms. Kilgore asked the Board to add another holiday, Monday, December 24, 2012, Christmas Eve. It is not practical to have staff come in on a Monday and be off on a Tuesday. In addition, many staff members will already be on annual leave. Therefore, Ms. Kilgore would like the Board to approve an additional holiday for 2012 only, that day being Monday, December 24th. Ms. Kilgore explained that taxpayer traffic at this time of the year is minimal so to open the office and use resources would not be practical. In response to an inquiry from Mr. Lewis, all adopted holidays are paid.

Ms. Sanchez made a motion to add Monday, December 24, 2012, to the 2012 Holiday Schedule. Mr. Lewis seconded the motion. Ms. Castañon-Williams asked for a clarification of Ms. Sanchez’s motion. Ms. Sanchez amended her motion to read as follows: Accept the 2012 Holiday Schedule as presented with the addition of one extra holiday being Monday, December 24, 2012 only. Mr. Lewis seconded this motion as presented. Motion passed.

AGENDA ITEM 10 – DISCUSSION & POSSIBLE ACTION REGARDING CANCELLATION OF THE DECEMBER, 2011 REGULAR BOARD OF DIRECTORS’ MEETING

Ms. Kilgore stated that historically the Board does not meet in July due to the heavy workload required to certify the rolls and in December since it is difficult to get a quorum due to the holidays.

Ms. Castañon-Williams made a motion to cancel the December, 2011 meeting. Mr. Lewis seconded the motion. Motion passed unanimously.

AGENDA ITEM 11 - 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 6:23 p.m. to discuss legal and personnel matters. The Board returned to open session at 6:52 p.m. No action was taken in Executive Session.

A. Lee Trevino LLC vs EPCAD, Cause No. 2010TX941
B. Ortequi Enterprises Ltd., vs EPCAD, Cause No. 2009TX1120
C. River Oaks Properties Ltd., vs EPCAD, Cause No. 2010TX1288
D. River Oaks Properties Ltd., vs EPCAD, Cause No. 2010TX1289
E. Elizabeth J. Cottingim vs EPCAD, Cause No. 2009TX1113
F. CDR Joint Venture vs EPCAD, Cause No. 2010TX1280
G. Prado Ltd Prado General Partnership II vs EPCAD, Cause No. 2011DTX03339
H. Fabens Warehouse Partners LP vs EPCAD, Cause No. 2011DTX00352

AGENDA ITEM 12 – DISCUSSION & POSSIBLE ACTION REGARDING A-H ABOVE

Ms. Sanchez made a motion to settle items A-H as recommended by legal counsel. Ms. Castañon-Williams seconded the motion. Motion passed.
AGENDA ITEM 13 – CHIEF APPRAISER REPORT

Ms. Kilgore stated that Texas Licensing and Regulation has taken over the monitoring of courses for all appraisers; which means all appraisers have to have 30 continuing education credits every 2 years. Therefore, Ms. Kilgore was pleased to announce that the EPCAD staff had developed several in-house training courses to help with this process. The training courses range from 2.5 to 5.0 CE hours. Also, two courses were conducted for appraisers going for their certification: Property Tax Law in October and Analyzing an Appraisal in November. November 17th there will be training for all Registered Professional Appraisers – Law and Rules Update, which is mandatory, as well as a 7-Hour USPAP Update training on November 28, 2011. These courses are necessary and mandatory for appraiser re-certification.

The goods in transit letters went out October 14, 2011 to the directors, managers, and financial staff of all the El Paso taxing entities with a deadline of December 31st.

In addition, a new law was passed on Tuesday, November 8th, relating to the 100% disabled veteran’s exemption for surviving spouses and advised the Board members that if they receive any questions from constituents to please refer them to CAD for explanation.

There being no further business to come before the Board, the meeting was adjourned at 6:56 p.m.

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

Reymundo Sepulveda, Chairman

ATTEST:

Isela Castanon-Williams, Secretary