



Minutes from January 21, 2016

The El Paso Central Appraisal District Board of Directors held its regular meeting on Thursday, January 21, 2016, at 5:02 p.m., in the Conference Room of the El Paso Central Appraisal District (EPCAD), 5801 Trowbridge Drive, El Paso, Texas, with the following members present:

1. Ana Dueñez
2. Gary Gandara
3. Trent Hatch
4. Vincent Perez
5. Jerry Romero
6. Laure Searls
7. Al Velarde

There was a quorum, with seven members present.

Ms. Carmen Hegeman, of Dunbar, Armendariz & 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 and the pledge of allegiance to the Texas state flag.

AGENDA ITEM I – THE 2016 EL PASO CENTRAL APPRAISAL DISTRICT (EPCAD) BOARD OF DIRECTORS WILL BE SWORN-IN

The Honorable Alejandro (Alex) Gonzalez, County Court at Law #4, officiated in administering the Oath of Office to the Board members and congratulated them all.

ACTION AGENDA ITEM 2 – ELECTION OF BOARD OFFICERS FOR 2016

- 2.1 Election, Terms, Compensation:** The Board shall elect a Chairman and a Secretary at the first meeting of the Board each calendar year {6.04(a)}. The Board shall elect a Vice-Chairman. Each officer shall serve for one calendar year. Board members may not be compensated for service on the Board, but may receive reimbursement for actual and necessary expenses incurred in the performance of their duties {6.04©}.

- 2.2 Chairman:** The Chairman shall preside over all meetings of the Board. The Chairman's facsimile signature must appear on all checks issued by the District. (Amended 9-25-80). The Chairman shall call special meetings of The Board {6.04(b)}. The Chairman shall have such other powers and duties as may from time to time be prescribed by the Board.
- 2.3 Secretary:** The Secretary shall attend all meetings of the Board and record all of the meetings of the Board and shall perform such other duties as may be prescribed by the Board. All withdrawals or checks issued by the District can be issued with the facsimile signature of the Chairman together with one other signature among three individuals; those being the Secretary of the Board, the Chief Appraiser, and one other person designated by the Chief Appraiser. (Amended 9-25-80).
- 2.4 Vice-Chairman:** The Vice-Chairman shall preside in the absence of the Chairman and shall have other duties as designated by the Chairman.

Chairman Romero opened the floor to nominations for Chairman, Vice-Chairman and Secretary. Mr. Gandara made the motion that the officers remain the same [Jerry Romero-Chair, Laure Searls-Vice-Chair, and Vincent Perez-Secretary]. Mr. Hatch seconded; the vote was called and passed.

AGENDA ITEM 3 – EMPLOYEE RECOGNITION

Ms. Dinah Kilgore, Chief Appraiser, recognized Ms. Diana Garza for her 30 years of service. Ms. Garza was presented a certificate by Chairman Jerry Romero and congratulated by the Board and those in attendance.

AGENDA ITEM 4 – PUBLIC COMMENT

No public comment was made.

ACTION AGENDA ITEM 5 – APPROVAL & SIGNING OF THE MINUTES FROM DECEMBER 3, 2015 MEETING

Mr. Gandara made the motion to approve the December 3, 2015 Minutes as presented; Ms. Searls seconded; the vote was called; motion passed.

ACTION AGENDA ITEM 6 – DISCUSSION & POSSIBLE ACTION REGARDING 2014/2015 FINANCIAL AUDIT

Ms. Kilgore introduced Mr. Rene Peña, Certified Public Accountant with Peña Briones McDaniel & Co. The summary of the 2014/2015 financial audit was distributed to the Board and is a matter of public record. Mr. Peña explained that the audit was a report card on the District's financial status as well as regarding compliance and critical control. Mr. Peña reviewed the information shown on the *Management Discussion Analysis* page. He also explained the Pension plan figures (page 26), liability, and why the pension numbers are included in the