



Minutes from February 16, 2017

The El Paso Central Appraisal District Board of Directors held its regular meeting on Thursday, February 16, 2016, at 5:04 p.m., in the Conference Room of the El Paso Central Appraisal District (EPCAD), 5801 Trowbridge Drive, El Paso, Texas, with the following quorum, of five (5) members present.

1. Ana Dueñez
2. Gary Gandara
3. Jerry Romero
4. Joyce Wilson
5. Laure Searls

6. Vincent Perez joined the meeting at 5:07 p.m.
7. Al Velarde joined the meeting at 5:10 p.m.

Mr. Joe Longoria of Perdue Brandon Fielder Collins & Mott, EPCAD legal counsel, was in attendance for the entire meeting.

Ms. Carmen Hegeman of Dunbar, Armendariz, Hegeman Law Firm, 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 – PUBLIC COMMENT

This is a regular agenda item required by Section 6.04(d), Texas Property Tax Code.

In order to comply, while ensuring the efficiency of the "Public Comment" regular agenda item, the EPCAD Board of Directors will limit said public comment to five (5) minutes per item, unless the majority of a quorum of the Board votes to allow more time for a given item. Public comment requires no action from the Board.

Public comment was not made.

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**ACTION AGENDA ITEM 2 – APPROVAL & SIGNING OF MINUTES FROM
JANUARY 19, 2017 MEETING**

Ms. Searls made a motion to approve the January 19, 2017 Minutes as presented; Ms. Dueñez seconded; the vote was called and approved.

**ACTION AGENDA ITEM 3 – REVIEW & APPROVAL OF FINANCIAL REPORTS –
DECEMBER 2016**

Ms. Rosa Goldmann, EPCAD Chief Financial Officer, presented the financial reports for December 2016. EPCAD's financial reports contain the balance sheet; report of revenues, expenditures and changes in cash balance (in actual-to-budget); the investment report; and the notes to the financial report.

Ms. Goldmann stated that EPCAD paid \$50,286.45 from the Litigation Reserve and there is \$200,000.00 in the Strategic Plan Reserve.

Ms. Goldmann presented the Health and Dental Insurance Plan for December, 2016 and January, 2017.

The December figures are as follow:

- Deposits: \$86,073.42
- Other Expenses: \$0.00
- Claims Paid: \$26,391.06
- Balance: \$328,948.23

The January figures are as follow:

- Deposits: \$85,955.98
- Other Expenses: \$0.00
- Claims Paid: \$94,573.41
- Balance: \$320,330.80

Ms. Wilson inquired if there were any claims in the first quarter.

Ms. Goldmann stated that the claims paid are reflected in December and January.

Ms. Kilgore stated that we are waiting for the return of funds that were from the previous third-party administrator.

Ms. Wilson requested clarification on the strategic fund reserve account.

Ms. Goldmann stated the funds are reserved for facility vehicles and building maintenance. The money was withdrawn from the Contingency Account and from Professional Services Account. The balance in the contingency account is \$120,000.00. The excess revenue over expenditure year to date is \$3,327,320.32.

Ms. Searls moved to approve the financial reports as presented; Ms. Wilson seconded; the vote was called and approved.

AGENDA ITEM 4 – CHIEF APPRAISER REPORT

Ms. Dinah Kilgore, EPCAD Chief Appraiser, informed the Board of the following:

- The City Tax Office had a mobile kiosk in the EPCAD parking lot to accept property tax payments on January 27, 30, and 31, 2017; and it went very well. Ms. Tracy Carter, Taxpayer Liaison Officer, provided guidance to taxpayers who needed assistance to access their property account information on EPCAD's public-use computers.
- EPCAD is at 100% confidence level with Clint, Tornillo, Fabens, and San Elizario Independent School Districts for commercial properties; however, EPCAD is below the confidence level for residential properties. EPCAD is protesting the State of Texas Property Value Study (PVS) results for the school districts that are below the confidence level. It will take several months to gather all evidence. EPCAD passed the confidence level for Socorro, Anthony, Canutillo, Ysleta, and El Paso Independent School Districts for commercial and residential properties.
- The 82nd Annual International Association of Assessing Officers (IAAO) conference will be held on September 24-27, 2017. EPCAD submitted the current website for the Customer Service Public Information Award. EPCAD will apply for the Distinguished Assessment Jurisdiction Award. The deadline to apply for both awards is April 1st, 2017.
- Fieldwork has been completed.
- EPCAD staff presentations and Board of Directors' training will be presented at the Board meeting in March.
- The notices are on schedule and will go out in April.
- Mr. Romero informed the Board that as per guidance from Board members, the agenda's format has changed; the extensive legal case lists will not be included on the agenda.

Ms. Wilson requested quarterly reports on cases for notation purposes only and inquired if EPCAD is still hearing protests.

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Ms. Kilgore stated that the protest season begins after the notices go out in late April. EPCAD had late protest hearings for 2016, due to clerical errors or the value of the property, in January 2017.

Chairman Romero suspended regular session at 5:15 p.m. to proceed into Executive Session.


AGENDA ITEM 5 – EXECUTIVE SESSION UNDER THE AUTHORITY OF TEX.GOV'T. CODE § 551.07 & 551.074 TO DISCUSS LEGAL & PERSONNEL MATTERS

- | | | | |
|----|------------------------|--------------------------------|-----------------------|
| A. | EL PASO OUTLET CENTER | VS EPCAD, | Cause No. 2015DTX0809 |
| B. | THE FOUNTAINS AT FARAH | VS EPCAD, | Cause No. 2014DTX0603 |
| C. | THE FOUNTAINS AT FARAH | VS EPCAD, | Cause No. 2015DTX1127 |
| D. | EPCAD | VS THE FOUNTAINS AT FARAH, | Cause No. 2015DTX1142 |
| E. | THE FOUNTAINS AT FARAH | VS EPCAD, | Cause No. 2016DTX0442 |
| F. | EPCAD | VS HAWKINS & I-10 ACQUISITION, | Cause No. 2016DTX0495 |
| G. | WESTERN REFINING CO LP | VS EPCAD, | Cause No. 2015DTX0989 |

ACTION AGENDA ITEM 6 – DISCUSSION & POSSIBLE ACTION REGARDING A – G AS LISTED IN PREVIOUS ITEM

With no action taken on items A-G, and with no further business to come before the Board, the meeting adjourned at 8:25 p.m.

The next EPCAD Board of Directors' meeting is scheduled for March 16, 2017 at 5:00 p.m.


Jerry Romero, Chairman
El Paso Central Appraisal District
Board of Directors

ATTEST:



Vincent Perez, Secretary
El Paso Central Appraisal District
Board of Directors



EL PASO CENTRAL APPRAISAL DISTRICT



**BALANCE SHEET
DECEMBER 31, 2016**

Assets		
Cash In Bank	612,169.58	
Investments in Short Term Instruments	6,303,176.91	
Petty Cash	150.00	
Total Cash		6,915,486.49
Accrued Interest Receivable	0.00	
Accounts Receivable	158.52	
Prepaid Expenses	8,293.23	8,451.75
Total Current Assets		6,923,938.24
Building	2,354,798.59	
Accum Deprec Building	(746,351.71)	1,608,446.88
Building Refit	637,114.19	
Accum Deprec Building Refit	(637,112.19)	2.00
Furniture & Equipment	674,516.39	
Accum Deprec Furn & Equip	(517,343.73)	157,172.66
Computer Equipment	938,954.24	
Accum Deprec Computer Equip	(766,879.90)	173,074.34
Vehicles	272,488.00	
Accum Deprec Vehicles	(254,886.00)	17,600.00
CAMA System	1,378,742.00	
Accum Deprec CAMA System	(1,378,738.00)	4.00
Building Improvements	1,424,661.06	
Accum Deprec Building Improvements	(638,610.38)	786,050.68
Building Equipment	149,062.32	
Accum Deprec Building Equipment	(92,930.98)	56,131.34
Total Fixed Assets		2,798,479.90
Deferred O/I of Reserve-Pension		1,068,987.68
TOTAL ASSETS		10,791,405.82
Liabilities and Fund Balance		
Accounts Payable	454,786.54	
Accrued Expenses	18,149.59	
Accrued Payroll	758,276.83	
Payroll Taxes Payable	34,746.51	
TCDRS Payable	94,621.08	
Dep, personal, life ins & Cobra	(1,470.88)	
Unemployment Taxes Payable	0.00	
Worker's Compensation	0.00	
Cafeteria	2,008.34	
Refund Due to Taxing Entities	119,650.48	
Advances from Taxing Entities	0.00	
Total Current Liabilities		1,478,768.49
TCDRS Net Pension Liability	1,052,344.00	
Deferred Inflow Res-Pension	889,019.00	
TCDRS Expense - Allowance	240,373.28	
TOTAL LIABILITIES		3,640,504.77
Encumbered Funds - Litigation Reserve		749,713.55
Encumbered Funds - Strategic plan fund reserve		200,000.00
Fund Balance		6,201,187.50
TOTAL LIABILITIES AND FUND BALANCE		10,791,405.82

5801 TROWBRIDGE DR.
EL PASO, TEXAS 79925-3345
O: 915.780-2000

DINAH L. KILGORE, RPA
EXECUTIVE DIRECTOR
CHIEF APPRAISER

BOARD OF DIRECTORS

GARY GANDARA
TRENT HATCH
BENJAMIN MORALES

ANA DUEÑAS
VINCENT PEREZ
JERRY ROMERO

LAURE SEARLS
AL VELARDE
JOYCE WILSON

EL PASO CENTRAL APPRAISAL DISTRICT
REPORT OF REVENUES, EXPENDITURES AND CHANGES IN CASH BALANCE
Actual to Budget Comparison
For Month Ending December 31, 2016

	CURRENT MONTH	YTD	YTD BUDGET	VARIANCE
REVENUES				
Revenues from Taxing Entities	3,569,821.99	7,139,643.98	7,139,643.98	0.00
Interest Income	1,485.27	4,162.99	3,800.00	362.99
Miscellaneous Income	555.85	2,033.44	1,550.00	483.44
Renditions Penalties Income	5,221.62	6,545.78	5,450.00	1,095.78
Total Revenues	3,577,084.73	7,152,386.19	7,150,443.98	1,942.21
EXPENDITURES				
Wages and Salaries	600,705.42	1,791,340.98	1,791,345.96	4.98
Payroll Related Expenses	145,728.37	421,220.63	421,252.45	31.82
Payroll Tax - mandatory	60,570.82	209,383.72	209,413.55	29.83
Computer Expense	288.20	288.20	300.00	11.80
Software Support & Licensing	3,053.87	308,636.71	308,637.84	1.13
Vehicles Insurance	0.00	7,976.22	7,976.22	0.00
Vehicles Gas/Oil/Maintenance	8,184.03	15,099.59	15,099.59	0.00
Building Utilities	12,810.10	41,021.36	41,032.00	10.64
Building Maintenance	5,912.12	22,420.19	22,421.12	0.93
Building Janitorial Supplies	24.97	698.74	725.00	26.26
Assets	0.00	22,934.00	22,934.00	0.00
Furniture & Equipment Lease	11,743.47	35,311.32	35,314.87	3.55
Furniture & Equipments Maint	4,604.55	85,473.16	85,475.00	1.84
Small Furniture & Equipment	659.66	1,713.59	1,714.55	0.96
Paper, Supplies	2,186.15	14,279.29	14,400.00	120.71
Printing	47.00	659.00	763.00	104.00
Advertising	0.00	0.00	0.00	0.00
Postage/Mailing	327.94	523.46	610.00	86.54
Schools, Seminars, Conf, Dues, Memberships	7,420.03	41,031.43	41,031.77	0.34
Bonding/General Insurance	213.00	16,519.22	16,520.00	0.78
Audit & Consultation	12,850.00	14,225.00	14,225.00	0.00
Chief Appraiser Schools, Seminars	192.24	4,518.71	4,518.71	0.00
BOD Schools, Smnr, Conf, Dues, Membrshp	320.00	495.00	495.00	0.00
Books, Publications, Subscriptions	654.13	1,064.01	1,065.00	0.99
Legal Fees	72,962.50	380,286.45	330,000.00	(50,286.45)
Arbitration	400.00	400.00	400.00	0.00
Appraisal Review Board	525.00	8,725.00	8,725.00	0.00
Taxpayer Liaison Officer Expense	320.00	2,998.70	2,998.70	0.00
Professional Services	189,284.28	306,007.14	306,009.00	1.86
Supplemental Help/Temps	0.00	101.50	101.50	0.00
Interest Expense	0.00	0.00	0.00	0.00
Contingency	120,000.00	120,000.00	120,000.00	0.00
Litigation Reserve	(50,286.45)	(50,286.45)		50,286.45
Total Expenditures	1,211,701.50	3,825,065.87	3,825,504.83	

Excess Revenue over Expenditures Year-to-Date

3,327,320.32

El Paso Central Appraisal District

INVESTMENT REPORT
December 31, 2016

Institution	Type	Issue Date	Maturity Date	Amount	Interest Rate	Interest	
						Earned	Accrued
Wells Fargo	WF Gov MMF Sel		none	1,643,370.51	0.370%	490.00	
Wells Fargo	JP Morgan US Gov		none	4,759,806.40	0.380%	699.95	
				<u>6,303,176.91</u>		<u>1,189.95</u>	<u>0.00</u>

Executive Director/Chief Appraiser _____
 Chief Financial Officer _____

[Handwritten Signatures]

NOTE TO DECEMBER, 2016 FINANCIAL REPORT

Over budget: No accounts over budget.

<u>Encumbered Funds:</u>	<u>Used Fds.</u>	<u>Balance</u>
Litigation Reserve		800,000.00
Dec, 2016	(50,286.45)	749,713.55
Strategic Plan Reserve		200,000.00

HEALTH AND DENTAL INSURANCE PLAN

Texas Municipal League (TML)

		Other			Balance
		Deposits	Expenses	Claims Paid	
2016	September	100,000.00	89.80	0.00	99,910.20
	October	83,699.07	0.00	0.00	183,609.27
	November	85,656.60	0.00	0.00	269,265.87
	December	86,073.42	0.00	26,391.06	328,948.23
2017	January	85,955.98	0.00	94,573.41	320,330.80