



Minutes from February 18, 2016  
Board of Directors' Training

The El Paso Central Appraisal District Board of Directors held its regular meeting on Thursday, February 18, 2016, at 5:08 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. Benjamin Morales
3. Vincent Perez
4. Jerry Romero
5. Al Velarde
6. Joyce Wilson

There was a quorum, with six members present.

Mr. Velarde joined the meeting at 5:11 p.m.

Mr. Joe Longoria, Perdue Brandon Fielder Collins & Mott; and Carmen Hegeman of Dunbar, Armendariz & Hegeman, EPCAD legal counsel, were 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 – BOARD OF DIRECTORS' TRAINING WITH ATTORNEY**


Mr. Joe Longoria presented an overview of responsibilities incumbent for Appraisal District Board of Director members. A copy of the Texas Comptroller of Public Accounts' publication *Appraisal District Director's Manual* (January 2016), a copy of *Responsibilities – Do's and Don'ts* by Debbie Wheeler (February, 2016) and a copy of *Bills Passed for the 2015 Regular Session of the 84<sup>th</sup> Texas Legislature* were distributed to each board member. Mr. Longoria reviewed the overall subject matter with focus on the following:


MINUTES PAGE 2  
BOARD OF DIRECTORS  
FEBRUARY 18, 2016

- Appraisal District has a unique function to serve the constituents of the county by directing and supporting the appraisal district in its responsibility to set the value of properties at market value;
- The board's most distinct function is to set a budget that gives the Central Appraisal District (CAD) the tools to do what needs to be done. The Board of Directors does not determine any value issues;
- Board cannot discuss with the Chief Appraiser (CA) anything about exemptions, values, or about a specific property owner;
- Open meetings;
- Quorums;
- Email: Board must take caution on the subject of a walking quorum; it is a violation of the Texas Open Meetings Act;
- Social media-caution;
- The El Paso Central Appraisal District board sits as a nine-member body;
- Updates on the legislature impact on the methodology of how appraisal districts work;
- The Chief Appraiser serves and keeps the Board informed;
- Mr. Longoria represents the Board and is their legal counsel;
- Litigation aspects;
- The Board appoints the ARB Chairperson and secretary;
- The ARB and the CAD are separate entities; this is one of the most common misconceptions;
- There are statutes that prevent legal counsel from speaking under particular circumstances;
- BOD decisions may not have impact today; but do affect the taxpayer months down the road.

Chairman Romero proceeded with the regular agenda for February 18, 2016.

\*\*\*\*\*

  
\_\_\_\_\_  
Jerry Romero, Chairman

ATTEST:  
  
\_\_\_\_\_  
Vincent Perez, Secretary