



## Minutes from February 20, 2020

The El Paso Central Appraisal District Board of Directors held its regular meeting on Thursday, February 20, 2020, 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 quorum of five (5) members present.

1. Freddy Khlayel-Avalos
2. Eduardo Mena
3. Laure Searls
4. Chuck Taylor
5. Samuel Trimble
  
6. Walter Miller arrived at 5:21 p.m.

Attorney 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 1 - EMPLOYEE RECOGNITIONS

Ms. Dinah L. Kilgore, EPCAD Chief Appraiser, recognized Ms. Gabrielle Melendez for being awarded the 2019 El Paso Society for Human Resource Management (EPSHRM) Professional of the Year award.

Ms. Kilgore acknowledged staff members for achievements of milestone dates in their service to EPCAD.

Ms. Dayanara 'Day' Ortega as 2019 Employee of the Year.

Ms. Melissa R. Fernandez for 20 years of service.

Ms. Kilgore stated that Ms. Maria A. Valenzuela and Ms. Haydee Cenicerros were recognized at the last board meeting.

Ms. Kilgore introduced Mr. Carlos Martinez, a new addition to EPCAD's Human Resource Department.

Board Vice-Chair Freddy Khlayel-Avalos and all in attendance congratulated each recipient.

## **AGENDA ITEM 2 - PUBLIC COMMENT**

Ms. Dinah Kilgore stated that no one had signed up to make a public comment.

## **ACTION AGENDA ITEM 3 - APPROVAL & SIGNING OF MINUTES FROM JANUARY 16, 2020 MEETING**

Ms. Searls made a motion to approve the January 16, 2020 Minutes as presented; Mr. Taylor seconded; the vote was called and passed.

## **ACTION AGENDA ITEM 4 - DISCUSSION AND POSSIBLE ACTION REGARDING 2018/2019 FINANCIAL AUDIT**

A financial packet was distributed to all Board members.

Ms. Kilgore introduced Ms. Teresa Jo Maly, Auditor with Peña, Briones, McDaniel & Co. Ms. Maly presented an overview of the financial audit and compliance with internal controls.

Ms. Maly explained that EPCAD's total assets are \$12,774,276. This was produced by a larger amount in cash and cash equivalents held at the end of the fiscal year.

The net position is \$3,991,023 because of a higher increase in total liabilities than in total assets.

Expenditures requiring taxing jurisdiction funding is \$14,284,375. The increase resulted from an increase in budgeted expenditures.

Salaries and employee benefits was under budget by \$303,462 and \$145,171 respectively. This was caused by not implementing certain market adjustments, lower overtime, and by using temporary agency help.

Fixed asset acquisition was under budget by \$57,483, \$2,201, and \$12,901 for the acquisition of vehicles, office furniture, and computer equipment.

The legal fees account was over budget by \$97,427 because of contested lawsuits to defend value.

The Arbitration account was under budget by \$15,400 in anticipation of a greater number of arbitration filings.

Ms. Maly added that the audit did not find any material weaknesses.

EPCAD is returning to the Taxing Entities \$1,379,396 for the 2018/2019 fiscal year.

Ms. Maly opened the floor to questions.

Mr. Mena asked if the legal fees rollover?

Ms. Maly said that the legal fees are in an encumbered fund.

Mr. Mena asked how much in refunds entities would receive.

Ms. Kilgore responded that it is a percentage of what entities pay.

With no further questions, this concluded Ms. Maly's report.

Ms. Searls moved to approve and accept the 2018/2019 financial audit as presented; Mr. Mena seconded; the vote was called and passed.

#### **ACTION AGENDA ITEM 5 - DISCUSSION AND POSSIBLE ACTION REGARDING THE EPCAD INVESTMENT POLICY**

Ms. Kilgore stated that the Independent Auditor and EPCAD staff review the Investment Policy every year and make recommendations for changes as needed. No changes, nor were recommendations made for the Investment Policy.

Mr. Miller moved to approve the Investment Policy as presented; Mr. Mena seconded; the vote was called and passed.

#### **ACTION AGENDA ITEM 6 - REVIEW AND APPROVAL OF FINANCIAL REPORTS – OCTOBER 2019 AND NOVEMBER 2019**

Ms. Rosa Goldmann, EPCAD Chief Financial Officer, presented the financial report for October 2019 and November 2019. 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 as of November 2019, the Litigation Reserve account had a balance of \$579,448.16.

Mr. Miller asked what were the professional services.

Ms. Kilgore replied that professional services include the police officers, [the company who provides appraisal services to EPCAD], Wardlaw Associates; and ESRI [an international supplier of geographic information system (GIS) software, web GIS and geodatabase management applications].

Ms. Searls commented that EPCAD receives a better interest rate at one financial institution over the other financial institutions.

Ms. Goldmann replied that every quarter EPCAD goes out to bid for this service.

Ms. Searls moved to approve the financial reports for October 2019 and November 2019 as presented; Mr. Trimble seconded; the vote was called and passed.

## **ACTION AGENDA ITEM 7 - DISCUSSION AND POSSIBLE ACTION REGARDING UPGRADE TO EPCAD'S SECURITY SYSTEM**

Ms. Kilgore requested the Board's approval to enter into a contract with Stanley Security System concerning the installation of a shooter detection system.

Staff received three price quotes from: Stanley Security System, Convergent Technologies, and ADT. Tyco Integrated Security did not submit a proposal.

Mr. Bill Parkinson from Shooter Detection Systems, LLC provided a presentation of the shooter detection system.

Ms. Kilgore continued with the particular features of each product.

### Stanley Security System

Installation-	\$59,900.00
Monthly Monitoring Fee-	\$ 340.45
Annual Preventive Maintenance-	\$ 258.84 optional

The system will be integrated into the current Stanley Security System. The monthly fee is the monitoring cost. The proposal is for a wired system. The benefit of a wired system is a low incidence of false alarms.

### Convergent Technologies

Installation-	\$58,514.21
Annual Licensing and Monitoring Fee-	\$ 1,400.00

The proposal is for a wireless system. The benefit of a wireless system is the ease of installation. EPCAD staff will administrate a built-in monitoring system.

### ADT

Installation-	\$69,116.71
Monthly Service Plan and Inspections-	\$ 494.00

The proposal is for a wired system. They use the same technology as Stanley Security System.

Ms. Kilgore informed the board that the expenditure for an active detection system is not in the current budget. However, it can be paid from the contingency account.

Mr. Taylor asked if the staff needs to be trained on the shooter detection system.

Ms. Kilgore replied that the staff has been trained on how to evacuate the building. The shooter detection system will automatically inform staff that there is an active shooter.

Mr. Mena asked if the system could detect silencers.

Mr. Parkinson replied that the system can detect suppressors because suppressors have a unique sound pattern.

Mr. Miller moved to approve Stanley Security System for EPCAD's installation of a shooter detection system and for funds to be taken from the contingency account; Ms. Searls seconded; the vote was called and passed.

#### **AGENDA ITEM 8 - TAXPAYER LIAISON REPORT**

Ms. Kilgore informed the board that Ms. Tracy Carter, Taxpayer Liaison Officer (TLO), was unable to attend due to being ill. Ms. Carter will present her report at the next board meeting.

#### **AGENDA ITEM 9 - REPORT ON SETTLED LAWSUITS**

Mr. Albert Molina, EPCAD Director of Litigation & Appeals, reviewed items listed on a spreadsheet provided to board members.

Mr. Miller asked if the spreadsheet contained a running total on settled cases. Ms. Kilgore replied that the spreadsheet is monthly and the financial statement contains a running total.

With no further questions from the board, this concluded Mr. Molina's report.

#### **ITEM 10 - CHIEF APPRAISER REPORT**

Ms. Kilgore, EPCAD Executive Director/Chief Appraiser, informed the board:

- The City Tax Office had a mobile kiosk in the EPCAD parking lot to accept property tax payments from January 27 - 31, 2020. The City Tax Office collected almost three million dollars.
- EPCAD partnered with United Healthcare to host a four day informational seminar to 60 attendees on homestead exemptions, disability exemptions, and deferrals.
- Results from the Methods Assistance Program (MAPs) is that EPCAD met and exceeded all the requirements; no recommendations were made.
- The Texas State Comptroller's office accepted the 2019 Property Value Study (PVS) values.
- The taxing entities will receive a copy of EPCAD's 2018/2019 financial audit.

With no questions from the Board, this concluded Ms. Kilgore's report.

**ACTION AGENDA ITEM 11 - DISCUSSION AND POSSIBLE ACTION REGARDING CHIEF APPRAISER CONTRACT**

Chief Appraiser contract details:

- The term of the contract is from January 1, 2020 through December 31, 2022;
- The annual salary of \$175,000.00 in bi-weekly installments;
- Vehicle allowance of \$10,000.00; and
- Expense allowance of \$5,000.00.

Mr. Mena moved to approve the Chief Appraiser contract as presented; Ms. Searls seconded; the vote was called and passed.

**AGENDA ITEM 12**

**EXECUTIVE SESSION UNDER THE AUTHORITY OF TEX GOV'T. CODE § 551.071 & 551.074 TO DISCUSS LEGAL AND PERSONNEL MATTERS**

Ms. Kilgore informed Mr. Khlayel-Avalos that there was no item for Executive Session.

**ACTION AGENDA ITEM 13 - DISCUSSION AND POSSIBLE ACTION REGARDING ITEM 12**


With no further business to come before the Board, the meeting adjourned at 6:04 p.m.

The next EPCAD Board of Directors' meeting is scheduled for Thursday, March 19, 2020 at 5:00 p.m.

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\_\_\_\_\_  
Vincent Perez, Chair  
El Paso Central Appraisal District  
Board of Directors

ATTEST:

  
\_\_\_\_\_  
Kathryn Lucero, Secretary  
El Paso Central Appraisal District  
Board of Directors  
Date Approved: May 21, 2020



EL PASO CENTRAL APPRAISAL DISTRICT

**BALANCE SHEET****October 31, 2019****Assets**

Cash in Bank	347,222.26	
Investments	6,702,249.60	
Petty Cash	150.00	
Total Cash		7,049,621.86
Accrued Interest Receivable	3,705.92	
Accounts Receivable	295.00	
Prepaid Expenses	10,136.14	14,137.06
<b>Total Current Assets</b>		<b>7,063,758.92</b>

Building	2,354,796.59	
Building Accum Deprec	(845,858.07)	1,508,938.52
Building Refit	637,114.19	
Bldg Refit Accum Deprec	(637,112.19)	2.00
Furniture & Equipment	674,069.58	
Furn & Equip Accum Deprec	(599,498.93)	74,570.65
Computer Equipment	745,532.66	
Computer Equip Accum Deprec	(702,762.22)	42,770.44
Vehicles	446,316.78	
Vehicles Accum Deprec	(178,533.46)	267,783.32
CAMA System	1,378,742.00	
CAMA Sys Accum Deprec	(1,378,738.00)	4.00
Building Improvements	1,848,933.13	
Building Improv Accum Deprec	(871,552.97)	977,380.16
Building Equipment	169,038.52	
Build Equip Accum Deprec	(137,704.56)	31,333.96
<b>Total Fixed Assets</b>		<b>2,902,783.05</b>

Deferred Outflow Res-Pension		1,457,753.77
<b>Total Assets</b>		<b>11,424,295.74</b>

**Liabilities and Fund Balance**

Accounts Payable	628,658.62	
Accrued Expenses	26,581.59	
Accrued Payroll Payable	805,904.63	
TCDRS Payable	285,567.43	
Dep. Personal Life Ins & Cobra	(5,482.68)	
Cafeteria 125	(120.18)	
Refunds due to Taxing Entities	1,379,396.04	
<b>Total Current Liabilities</b>		<b>3,120,505.45</b>
TCDRS Net Pension Liability		1,390,553.00
Deferred Inflow Res-Pension		780,800.00
TCDRS Expense-Allowance		629,537.37
<b>TOTAL LIABILITIES</b>		<b>5,921,395.82</b>

Reserved Encumbrance		579,448.16
Fund Balance		4,923,451.76
<b>TOTAL LIABILITIES AND FUND BALANCE</b>		<b>11,424,295.74</b>

5604 FRONTRIDGE DR.  
EL PASO, TEXAS 79925-3346  
O: 915.780-2000

DINAH L. KILGORE, RPA  
EXECUTIVE DIRECTOR  
CHIEF APPRAISER

BOARD OF DIRECTORS

FREDDY KILAYEL-AVALOS  
RONNIE LORENFIELD  
KATHRIN LUCERO

EDUARDO MENA  
WALTER MILLER  
VINCENT PEREZ

LAURE SEARLS  
CHUCK TAYLOR  
SAM TRIMBLE

**EL PASO CENTRAL APPRAISAL DIST**  
**REPORT OF REVENUES, EXPENDITURES AND CHANGES IN CASH BALANCE**  
**For Month Ending October 31, 2019**

	October	YTD	YTD Budget	Variance
<b>REVENUES</b>				
Revenues from Taxing Entities	4,008,196.68	4,008,196.68	4,008,196.68	0.00
Interest Income	9,718.12	9,718.12	9,000.00	718.12
Miscellaneous Income	117.76	117.76	100.00	17.76
Rendition Penalty Income	1,604.71	1,604.71	1,600.00	4.71
<b>Total Revenue</b>	<b>4,019,637.27</b>	<b>4,019,637.27</b>	<b>4,018,896.68</b>	
<b>EXPENDITURES</b>				
Wages and Salaries	662,815.82	662,815.82	664,639.53	1,823.71
Payroll Related Expenses	404,120.40	404,120.40	405,000.00	879.60
Payroll tax-mandatory	46,523.57	46,523.57	83,699.90	37,176.33
Computer Expense	1,559.58	1,559.58	1,600.00	40.42
Software, Support, Licensing	355,658.57	355,658.57	360,000.00	4,341.43
Vehicles - Insurance	13,006.56	13,006.56	13,500.00	493.44
Vehicles - Gas/Oil/Maintenance	7,920.37	7,920.37	8,000.00	79.63
Building - Utilities	16,018.56	16,018.56	17,500.00	1,481.44
Building - Maintenance	12,252.03	12,252.03	13,000.00	747.97
Building - Janitorial	639.00	639.00	650.00	11.00
Assets - Furniture	1852.51	1852.51	2,033.33	180.82
F/E - Lease	23,050.11	23,050.11	24,000.00	949.89
F/E - Maintenance	41,742.18	41,742.18	42,000.00	257.82
Small Furn & Equip	1,069.04	1,069.04	2,000.00	930.96
Paper, supplies, etc	4,321.66	4,321.66	5,000.00	678.34
Printing	386.75	386.75	500.00	113.25
Advertising Req. by Law	0.00	0.00	0.00	0.00
Advertising Other	0.00	0.00	0.00	0.00
Postage/Mailing	1,633.65	1,633.65	2,000.00	366.35
Education, dues	23,158.00	23,158.00	24,000.00	842.00
Bonding/General Insurance	24,386.32	24,386.32	25,000.00	613.68
Audit & Consultation	0.00	0.00	0.00	0.00
Chief Appraiser-Education, dues	1,071.65	1,071.65	1,500.00	428.35
BOD - Education	0.00	0.00	0.00	0.00
Books, Publications, Subscrip	612.76	612.76	1,000.00	387.24
Legal Fees	85,241.16	85,241.16	86,000.00	758.84
Arbitration	450.00	450.00	500.00	50.00
Appraisal Review Board	9,100.00	9,100.00	10,000.00	900.00
Taxpayer Liaison Officer-Expen	197.25	197.25	200.00	2.75
Professional Services	121,666.26	121,666.26	122,000.00	333.74
Supplemental Help/Temps	298.08	298.08	500.00	201.92
Interest Expense	0.00	0.00	0.00	0.00
Contingency Fund	0.00	0.00	0.00	0.00
Encumbered Fund - Litigation	0.00	0.00	0.00	0.00
<b>Total Expenditures</b>	<b>1,860,751.84</b>	<b>1,860,751.84</b>	<b>1,915,822.76</b>	
<b>Excess Revenue over Expenditures</b>		<u><b>2,158,885.43</b></u>		



**El Paso Central Appraisal District**

**INVESTMENT REPORT**

**October 31, 2019**

Institution	Type	Issue Date	Maturity Date	Amount	Interest Rate	Interest Earned	Accrued
Wells Fargo	WF Gov MMF Sel		none	2,933,960.93	2.040%	4,678.58	
Wells Fargo	JP Morgan US Gov		none	168,288.67	1.990%	274.37	
BBVA Compass	CD	10/10/2019	12/11/2019	1,700,000.00	1.770%		1,755.25
BBVA Compass	CD	10/10/2019	1/8/2020	1,900,000.00	1.760%		1,950.67
				<b>6,702,249.60</b>		<b>4,952.95</b>	<b>3,705.92</b>

Executive Director/Chief Appraiser

Chief Financial Officer

*[Signature]*  
*[Signature]*

**NOTE TO OCTOBER, 2019 FINANCIAL REPORT**

Over Budget:

**Encumbered Funds:**

-      Litigation Reserve                      579,448.16

579,448.16 Bal



EL PASO CENTRAL APPRAISAL DISTRICT


**BALANCE SHEET**  
**November 30, 2019**
**Assets**

Cash In Bank	573,638.53	
Investments	5,107,974.94	
Petty Cash	150.00	
Total Cash		5,681,763.47

Accrued Interest Receivable	9,000.08	
Accounts Receivable	295.00	
Prepaid Expenses	9,214.67	18,509.75

**Total Current Assets** **5,700,273.22**

Building	2,354,796.59	
Building Accum Deprec	(848,784.73)	1,506,011.86
Building Refit	637,114.19	
Bldg Refit Accum Deprec	(637,112.19)	2.00
Furniture & Equipment	677,774.60	
Furn & Equip Accum Deprec	(601,663.13)	76,111.47
Computer Equipment	745,532.66	
Computer Equip Accum Deprec	(705,375.89)	40,156.77
Vehicles	446,316.78	
Vehicles Accum Deprec	(181,575.24)	264,741.54
CAMA System	1,378,742.00	
CAMA Sys Accum Deprec	(1,378,738.00)	4.00
Building Improvements	1,848,933.13	
Building Improv Accum Deprec	(878,486.74)	970,446.39
Building Equipment	169,038.52	
Build Equip Accum Deprec	(138,993.18)	30,045.34

**Total Fixed Assets** **2,887,519.37**
**Deferred Outflow Res-Pension** **1,457,753.77**
**Total Assets** **10,045,546.36**
**Liabilities and Fund Balance**

Accounts Payable	442,546.15	
Accrued Expenses	26,581.59	
Accrued Payroll Payable	862,713.32	
TCDRS Payable	100,692.76	
Dep. Personal Life Ins & Cobra	(5,402.95)	
Cafeteria 125	(240.21)	
Refunds due to Taxing Entities	1,379,396.04	

**Total Current Liabilities** **2,806,286.70**

TCDRS Net Pension Liability	1,390,553.00	
Deferred Inflow Res-Pension	780,800.00	
TCDRS Expense-Allowance	629,537.37	

**TOTAL LIABILITIES** **5,607,177.07**

Reserved Encumbrance	579,448.16	
Fund Balance	3,858,921.13	

**TOTAL LIABILITIES AND FUND BALANCE** **10,045,546.36**

**EL PASO CENTRAL APPRAISAL DIST**  
**REPORT OF REVENUES, EXPENDITURES AND CHANGES IN CASH BALANCE**  
**For Month Ending November 30, 2019**

	November	YTD	YTD Budget	Variance
<b>REVENUES</b>				
Revenues from Taxing Entities	0.00	4,008,196.68	4,008,196.68	0.00
Interest Income	11,019.50	20,737.62	20,000.00	737.62
Miscellaneous Income	16.26	134.02	100.00	34.02
Rendition Penalty Income	1,943.85	3,548.56	3,500.00	48.56
<b>Total Revenue</b>	<b>12,979.61</b>	<b>4,032,616.88</b>	<b>4,031,796.68</b>	
<b>EXPENDITURES</b>				
Wages and Salaries	638,385.98	1,301,201.80	1,309,279.06	8,077.26
Payroll Related Expenses	153,088.55	557,208.95	605,000.00	47,791.05
Payroll tax-mandatory	68,363.92	114,887.49	163,699.90	48,812.41
Computer Expense	0.00	1,559.58	1,600.00	40.42
Software, Support, Licensing	7,312.93	362,971.50	370,000.00	7,028.50
Vehicles - Insurance	0.00	13,006.56	13,500.00	493.44
Vehicles - Gas/Oil/Maintenance	2,146.16	10,066.53	11,000.00	933.47
Building - Utilities	11,530.20	27,548.76	28,500.00	951.24
Building - Maintenance	7,274.73	19,526.76	20,000.00	473.24
Building - Janitorial	700.46	1,339.46	1,550.00	210.54
Assets - Furniture	3,705.02	5,557.53	5,633.33	75.80
F/E - Lease	23,072.09	46,122.20	49,000.00	2,877.80
F/E - Maintenance	4,547.20	46,289.38	48,000.00	1,710.62
Small Furn & Equip	1,957.35	3,026.39	4,000.00	973.61
Paper, supplies, etc	6,642.85	10,964.51	11,000.00	35.49
Printing	479.90	866.65	1,000.00	133.35
Advertising Req. by Law	0.00	0.00	0.00	0.00
Advertising Other	0.00	0.00	0.00	0.00
Postage/Mailing	20.00	1,653.65	2,100.00	446.35
Education, dues	13,204.77	36,362.77	39,000.00	2,637.23
Bonding/General Insurance	0.00	24,386.32	25,000.00	613.68
Audit & Consultation	8,985.00	8,985.00	10,000.00	1,015.00
Chief Appraiser-Education, dues	3,083.09	4,154.74	5,000.00	845.26
BOD - Education	0.00	0.00	0.00	0.00
Books, Publications, Subscrip	2,055.63	2,668.39	3,500.00	831.61
Legal Fees	69,936.10	155,177.26	156,000.00	822.74
Arbitration	450.00	900.00	1,000.00	100.00
Appraisal Review Board	4,275.00	13,375.00	15,000.00	1,625.00
Taxpayer Liaison Officer-Expen	151.60	348.85	500.00	151.15
Professional Services	27,431.47	149,097.73	152,000.00	2,902.27
Supplemental Help/Temps	3,446.56	3,744.64	4,000.00	255.36
Interest Expense	0.00	0.00	0.00	0.00
Contingency Fund	0.00	0.00	0.00	0.00
Encumbured Fund - Litigation	0.00	0.00	0.00	0.00
<b>Total Expenditures</b>	<b>1,062,246.56</b>	<b>2,922,998.40</b>	<b>3,055,862.29</b>	
<b>Excess Revenue over Expenditures</b>		<b><u>1,109,618.48</u></b>		

El Paso Central Appraisal District

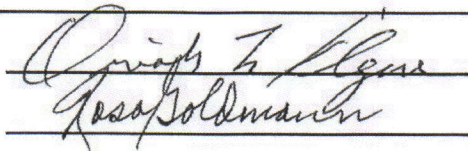
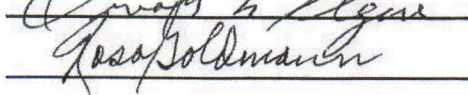
INVESTMENT REPORT

November 30, 2019

Institution	Type	Issue Date	Maturity Date	Amount	Interest Rate	Interest Earned	Accrued
Wells Fargo	WF Gov MMF Sel		none	1,339,436.43	1.590%	5,475.40	
Wells Fargo	JP Morgan US Gov		none	168,538.51	1.570%	249.84	
BBVA Compass	CD	10/10/2019	12/11/2019	1,700,000.00	1.770%		4,262.75
BBVA Compass	CD	10/10/2019	1/8/2020	1,900,000.00	1.760%		4,737.33
				<u>5,107,974.94</u>		<u>5,725.24</u>	<u>9,000.08</u>

Executive Director/Chief Appraiser

Chief Financial Officer

NOTE TO NOVEMBER, 2019 FINANCIAL REPORT

Over Budget:

Encumbered Funds:

- Litigation Reserve 579,448.16

579,448.16 Bal