



Minutes from April 20, 2017

The El Paso Central Appraisal District Board of Directors held its regular meeting on Thursday, April 20, 2017, 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 quorum, of five (5) members present.

1. Ana Dueñez
2. Trent Hatch
3. Jerry Romero
4. Laure Searls
5. Joyce Wilson

6. Vincent Perez joined the meeting at 5:12 p.m.

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 1 - EMPLOYEE RECOGNITION – IRMA FLORES – 25 YEARS

Ms. Dinah Kilgore, EPCAD Chief Appraiser, recognized Ms. Irma Flores for her 25 years of service. Ms. Irma Flores was presented a certificate by Chairman Jerry Romero and congratulated by the Board and those in attendance.

AGENDA ITEM 2 – 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.

EPCAD Board Chairman Jerry Romero stated that no one had signed-up to make public comment.

ACTION AGENDA ITEM 3 - APPROVAL & SIGNING OF MINUTES FROM FEBRUARY 16, 2017

Ms. Searls made a motion to approve the February 16, 2017 Minutes as presented; Ms. Dueñez seconded; the vote was called and approved.

ACTION AGENDA ITEM 4 - REVIEW & APPROVAL OF FINANCIAL REPORTS FOR JANUARY, 2017 AND FEBRUARY, 2017

Ms. Rosa Goldmann, EPCAD Chief Financial Officer, presented the financial reports for January, 2017 and February, 2017. 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 has \$476,323.22 in the Litigation Reserve, there is \$200,000.00 in the Strategic Plan Reserve, and \$120,000.00 was approved for LexisNexus expense in Professional Services.

Ms. Goldmann informed the Board that EPCAD has begun to draw from the Litigation Reserve.

Ms. Goldmann presented the Health and Dental Insurance Plan Report for January, 2017, February, 2017, and March, 2017.

The January figures are as follow:

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

The February figures are as follow:

- Deposits: \$86,475.53
- Other Expenses: \$0.00
- Claims Paid: \$74,984.62
- Balance: \$571,127.81

The March figures are as follow:

- Deposits: \$86,420.57
- Other Expenses: \$0.00
- Claims Paid: \$89,195.22
- Balance: \$573,984.27

Ms. Wilson made a motion to approve the financial reports as presented; Ms. Dueñez seconded; the vote was called and approved.

AGENDA ITEM 5 - TAXPAYER LIAISON REPORT

Ms. Tracy Carter, EPCAD Taxpayer Liaison Officer, reported that the State Comptroller developed a survey for giving the public an opportunity to offer comments and suggestions to the ARB. The 2016 Survey results conclude that the public's impression of the ARB is eighty-four percent (84%) good and excellent combined; and that forty-four percent (44%) of property owners suggest that 10-15 minutes be allowed to present their case.

The ARB adopted the 2017 ARB Rules and Procedures on April 4, 2017.

The State Comptroller training will be held on April 25-26, 2017.

ACTION AGENDA ITEM 6 - DISCUSSION AND POSSIBLE ACTION REGARDING THE AGRICULTURAL ADVISORY BOARD

Ms. Dinah Kilgore, EPCAD Chief Appraiser, informed the Board that the Agricultural Advisory Board (AAB) members met to approve EPCAD's 2016 Agricultural Productivity Value Report.

The Agricultural Advisory Board members are: John Spence, William (Bill) Thomas, Ramon Tirres, Jr., and Craig Ivey.

Ms. LeAnn Lovelady agreed to join the AAB Board; Ms. Lovelady will take the seat previously occupied by Keith Deputy.

Ms. Searls asked if anyone else had been asked to serve in the Board.

Ms. Kilgore stated that numerous individuals were contacted; however, Ms. Lovelady was the only one willing to accept to serve on the Board.

Ms. Kilgore concluded that although this item is a matter of housekeeping, staff prefers to have the Board's approval.

Ms. Wilson motioned to approve the Agricultural Advisory Board. Ms. Dueñez seconded; the vote was called; and the motion carried.

With no further business to come before the Board, the meeting adjourned at 5:12 p.m. The next EPCAD Board of Directors' meeting is scheduled for May 18, 2017 at 5:00 p.m.

**MINUTES PAGE 4
BOARD OF DIRECTORS
APRIL 20, 2017**



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

ATTEST:



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



**BALANCE SHEET
JANUARY 31, 2017**

Assets		
Cash In Bank	455,879.19	
Investments in Short Term Instruments	5,096,908.91	
Petty Cash	150.00	
Total Cash		5,562,938.10
Accrued Interest Receivable	2,310.83	
Accounts Receivable	0.00	
Prepaid Expenses	7,371.76	9,682.59
Total Current Assets		5,562,620.69
Building	2,354,796.59	
Accum Deprec Building	(749,278.37)	1,605,518.22
Building Refit	637,114.19	
Accum Deprec Building Refit	(637,112.19)	2.00
Furniture & Equipment	674,616.39	
Accum Deprec Furn & Equip	(521,175.18)	153,341.21
Computer Equipment	939,954.24	
Accum Deprec Computer Equip	(772,828.35)	167,125.89
Vehicles	272,466.00	
Accum Deprec Vehicles	(254,866.00)	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	(645,065.33)	779,595.73
Building Equipment	149,062.32	
Accum Deprec Building Equipment	(94,529.78)	54,532.54
Total Fixed Assets		2,777,719.59
Deferred Outflow Res-Pension		1,068,987.68
TOTAL ASSETS		9,409,327.96
Liabilities and Fund Balance		
Accounts Payable	241,315.66	
Accrued Expenses	16,149.59	
Accrued Payroll	784,661.74	
Payroll Taxes Payable	34,746.51	
TCDRS Payable	92,073.25	
Dep, personal, life ins & Cobra	(1,365.26)	
Unemployment Taxes Payable	0.00	
Worker's Compensation	0.00	
Cafeteria	257.88	
Refund Due to Taxing Entities	119,650.48	
Advances from Taxing Entities	0.00	
Total Current Liabilities		1,267,489.85
TCDRS Net Pension Liability		1,052,344.00
Deferred Inflow Res-Pension		869,019.00
TCDRS Expense - Allowance		240,373.28
TOTAL LIABILITIES		3,449,226.13
Encumbered Funds - Litigation Reserve		620,012.88
Encumbered Funds - Strategic plan fund reserve		200,000.00
Fund Balance		5,140,088.95
TOTAL LIABILITIES AND FUND BALANCE		9,409,327.96

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	ANA DUEÑAS	LAURE SEARLS
TRENT HATCH	VINCENT PEREZ	AL VELARDE
BENJAMIN MORALES	JERRY ROMERO	JOYCE WILSON

EL PASO CENTRAL APPRAISAL DISTRICT
REPORT OF REVENUES, EXPENDITURES AND CHANGES IN CASH BALANCE
Actual to Budget Comparison
For Month Ending January 31, 2017

	CURRENT MONTH	YTD	YTD BUDGET	VARIANCE
REVENUES				
Revenues from Taxing Entities	0.00	7,139,643.98	7,139,643.98	0.00
Interest Income	3,042.33	7,205.82	6,800.00	405.82
Miscellaneous Income	327.38	2,360.82	1,950.00	410.82
Renditions Penalties Income	5,458.70	12,004.48	9,000.00	3,004.48
Total Revenues	8,828.91	7,161,216.10	7,157,393.98	3,821.12
EXPENDITURES				
Wages and Salaries	562,942.25	2,354,283.23	2,354,295.96	12.73
Payroll Related Expenses	143,207.27	564,427.90	564,477.45	49.55
Payroll Tax - mandatory	60,649.88	270,033.60	270,063.55	29.95
Computer Expense	274.50	562.70	600.00	37.30
Software Support & Licensing	58,668.07	367,304.78	367,305.91	1.13
Vehicles Insurance	0.00	7,976.22	7,976.22	0.00
Vehicles Gas/Oil/Maintenance	2,650.42	17,750.01	17,750.01	0.00
Building Utilites	12,819.95	53,841.21	53,857.00	15.79
Building Maintenance	10,534.04	32,954.23	32,971.12	16.89
Building Janitorial Supplies	611.40	1,310.14	1,350.00	39.86
Assets	0.00	22,934.00	22,934.00	0.00
Furniture & Equipment Lease	11,729.64	47,040.96	47,044.87	3.91
Furniture & Equipments Maint	5,604.55	91,077.71	91,175.00	97.29
Small Furniture & Equipment	17,470.42	19,184.01	19,184.97	0.96
Paper, Supplies	4,483.95	18,763.24	19,400.00	636.76
Printing	1,287.00	1,946.00	2,063.00	117.00
Advertising	9,211.91	9,211.91	9,211.91	0.00
Postage/Mailing	389.90	913.36	1,010.00	96.64
Schools, Seminars, Conf, Dues, Memberships	4,604.04	45,635.47	45,635.81	0.34
Bonding/General Insurance	276.36	16,795.58	16,796.36	0.78
Audit & Consultation	1,375.00	15,600.00	15,600.00	0.00
Chief Appraiser Schools, Seminars	752.74	5,271.45	5,271.45	0.00
BOD Schools, Smnr, Conf, Dues, Membrshp	269.89	764.89	764.89	0.00
Books, Publications, Subscriptions	2,190.32	3,254.33	3,265.00	10.67
Legal Fees	129,700.67	509,987.12	330,000.00	(179,987.12)
Arbitration	0.00	400.00	400.00	0.00
Appraisal Review Board	13,700.00	22,425.00	22,425.00	0.00
Taxpayer Liaison Officer Expense	4,000.00	6,998.70	6,998.70	0.00
Professional Services	119,463.75	425,470.89	425,473.00	2.11
Supplemental Help/Temps	0.00	101.50	101.50	0.00
Interest Expense	0.00	0.00	0.00	0.00
Contingency	0.00	120,000.00	120,000.00	0.00
Litigation Reserve	(129,700.67)	(179,987.12)		179,987.12
Total Expenditures	1,049,167.15	4,874,233.02	4,875,402.68	

Excess Revenue over Expenditures Year-to-Date 2,286,982.08

El Paso Central Appraisal District

INVESTMENT REPORT

JANUARY 31, 2017

Institution	Type	Issue Date	Maturity Date	Amount	Interest Rate	Interest	
						Earned	Accrued
Wells Fargo	WF Gov MMF Sel		none	843,851.27	0.460%	480.76	
Wells Fargo	JP Morgan US Gov		none	60,067.64	0.450%	251.24	
Compass Bank	CD	1/5/2017	2/9/2017	1,503,000.00	0.700%		759.85
Compass Bank	CD	1/5/2017	3/6/2017	1,390,000.00	0.750%		752.92
Compass Bank	CD	1/6/2017	4/5/2017	1,300,000.00	0.850%		798.06
				5,096,908.91		732.00	2,310.83

Executive Director/Chief Appraiser

[Signature]

[Signature]

Chief Financial Officer

NOTE TO JANUARY, 2017 FINANCIAL REPORT

Over budget: No accounts over budget

Contingency: \$120,000.00 was approved at BOD meeting October 20, 2016 for LexisNexus expense in Professional Services.

Encumbered Funds:

-	Litigation Reserve		800,000.00	
		Dec, 2016	(50,286.46)	
		Jan, 2017	(129,700.67)	
				620,012.88 Bal
-	Strategic Plan Reserve			200,000.00



EL PASO CENTRAL APPRAISAL DISTRICT



**BALANCE SHEET
FEBRUARY 28, 2017**

Assets		
Cash In Bank	946,738.47	
Investments in Short Term Instruments	3,594,324.52	
Petty Cash	150.00	
Total Cash		4,541,212.99
Accrued Interest Receivable	3,221.25	
Accounts Receivable	0.00	
Prepaid Expenses	6,450.29	9,671.54
Total Current Assets		4,550,884.53
Building	2,354,796.59	
Accum Deprec Building	(752,205.03)	1,602,591.56
Building Refit	637,114.19	
Accum Deprec Building Refit	(637,112.19)	2.00
Furniture & Equipment	674,616.39	
Accum Deprec Furn & Equip	(524,790.85)	149,725.54
Computer Equipment	939,954.24	
Accum Deprec Computer Equip	(780,308.48)	159,645.76
Vehicles	272,466.00	
Accum Deprec Vehicles	(254,866.00)	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	(651,520.28)	773,140.78
Building Equipment	154,057.32	
Accum Deprec Building Equipment	(96,211.81)	57,845.51
Total Fixed Assets		2,760,555.15
Deferred Outflow Res-Pension		1,088,987.68
TOTAL ASSETS		8,380,427.36
Liabilities and Fund Balance		
Accounts Payable	217,269.38	
Accrued Expenses	16,149.59	
Accrued Payroll	799,662.87	
Payroll Taxes Payable	34,746.51	
TCDRS Payable	92,329.31	
Dep, personal, life ins & Cobra	(934.46)	
Unemployment Taxes Payable	0.00	
Worker's Compensation	0.00	
Cafeteria	(2,511.35)	
Refund Due to Taxing Entities	119,650.48	
Advances from Taxing Entities	0.00	
Total Current Liabilities		1,276,362.33
TCDRS Net Pension Liability		1,052,344.00
Deferred Inflow Res-Pension		869,019.00
TCDRS Expense - Allowance		240,373.28
TOTAL LIABILITIES		3,438,098.61
Encumbered Funds - Litigation Reserve		476,323.22
Encumbered Funds - Strategic plan fund reserve		200,000.00
Fund Balance		4,266,006.53
TOTAL LIABILITIES AND FUND BALANCE		8,380,427.36

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**EL PASO CENTRAL APPRAISAL DISTRICT
REPORT OF REVENUES, EXPENDITURES AND CHANGES IN CASH BALANCE**

**Actual to Budget Comparison
For Month Ending February 28, 2017**

	CURRENT MONTH	YTD	YTD BUDGET	VARIANCE
REVENUES				
Revenues from Taxing Entities	0.00	7,139,643.98	7,139,643.98	0.00
Interest Income	2,349.24	9,555.06	7,900.00	1,655.06
Miscellaneous Income	(1.92)	2,358.90	2,200.00	158.90
Renditions Penalties Income	21,191.52	33,196.00	13,500.00	19,696.00
Total Revenues	23,538.84	7,184,753.94	7,163,243.98	21,509.96
EXPENDITURES				
Wages and Salaries	553,050.30	2,907,333.53	2,907,395.96	62.43
Payroll Related Expenses	144,061.14	708,489.04	708,577.45	88.41
Payroll Tax - mandatory	60,263.20	330,296.80	330,363.55	66.75
Computer Expense	24.99	587.69	625.00	37.31
Software Support & Licensing	2,097.62	369,402.40	369,405.91	3.51
Vehicles Insurance	0.00	7,976.22	7,976.22	0.00
Vehicles Gas/Oil/Maintenance	2,424.28	20,174.29	20,174.29	0.00
Building Utilites	12,928.51	66,769.72	66,807.00	37.28
Building Maintenance	7,097.34	40,051.57	40,069.12	17.55
Building Janitorial Supplies	134.61	1,444.75	1,485.00	40.25
Assets	4,995.00	27,929.00	27,929.00	0.00
Furniture & Equipment Lease	12,019.11	59,060.07	59,064.87	4.80
Furniture & Equipments Maint	4,128.92	95,206.63	95,325.00	118.37
Small Furniture & Equipment	4,002.00	23,186.01	23,186.37	0.36
Paper, Supplies	5,020.34	23,783.58	24,600.00	816.42
Printing	4,588.60	6,534.60	6,651.60	117.00
Advertising	0.00	9,211.91	9,211.91	0.00
Postage/Mailing	35,932.67	36,846.03	37,010.00	163.97
Schools, Seminars, Conf, Dues, Memberships	9,917.89	55,553.36	55,553.70	0.34
Bonding/General Insurance	355.00	17,150.58	17,151.36	0.78
Audit & Consultation	0.00	15,600.00	15,600.00	0.00
Chief Appraiser Schools, Seminars	365.66	5,637.11	5,637.11	0.00
BOD Schools, Smnr, Conf, Dues, Membrshp	822.33	1,587.22	1,587.22	0.00
Books, Publications, Subscriptions	57.99	3,312.32	3,365.00	52.68
Legal Fees	143,689.66	653,676.78	330,000.00	(323,676.78)
Arbitration	0.00	400.00	400.00	0.00
Appraisal Review Board	0.00	22,425.00	22,425.00	0.00
Taxpayer Liaison Officer Expense	4,389.27	11,387.97	11,387.97	0.00
Professional Services	11,327.71	436,798.60	437,473.00	674.40
Supplemental Help/Temps	453.34	554.84	554.84	0.00
Interest Expense	0.00	0.00	0.00	0.00
Contingency	0.00	120,000.00	120,000.00	0.00
Litigation Reserve	(143,689.66)	(323,676.78)		323,676.78
Total Expenditures	880,457.82	5,754,690.84	5,756,993.46	

Excess Revenue over Expenditures Year-to-Date

1,430,063.10

El Paso Central Appraisal District

INVESTMENT REPORT

FEBRUARY 28, 2017

Institution	Type	Issue Date	Maturity Date	Amount	Interest Rate	Interest	
						Earned	Accrued
Wells Fargo	WF Gov MMF Sel		none	343,983.33	0.470%	132.06	
Wells Fargo	JP Morgan US Gov		none	560,341.19	0.470%	283.55	
Compass Bank	CD	1/5/2017	3/6/2017	1,390,000.00	0.750%		1,563.75
Compass Bank	CD	1/5/2017	4/5/2017	1,300,000.00	0.850%		1,657.50
				3,594,324.52		415.61	3,221.25

Executive Director/Chief Appraiser

Denise H. Kline

Rosa Goldmann

Chief Financial Officer

NOTE TO FEBRUARY, 2017 FINANCIAL REPORT

Over budget: No accounts over budget

Contingency: \$120,000.00 was approved at BOD meeting October 20, 2016 for LexisNexus expense in Professional Services.

Encumbered Funds:

-	Litigation Reserve		800,000.00	
		Dec, 2016	(50,286.45)	
		Jan, 2017	(129,700.67)	
		Feb, 2017	(143,689.66)	
				476,323.22 Bal
-	Strategic Plan Reserve		200,000.00	

Health and Dental Insurance Plan
Texas Municipal League (TML)

	Total Bill	TML Fees	Deposits	Assured Benefits Administrators	Other Expenses	Claims Paid	Balance	
2016 September			100,000.00		89.80	0.00	99,910.20	
October	110,273.94	26,574.87	83,699.07		0.00	0.00	183,609.27	
November	112,797.98	27,141.38	85,656.60		0.00	0.00	269,265.87	
December	113,367.49	27,294.07	86,073.42		0.00	26,391.06	328,948.23	
2017 January	113,381.44	27,425.46	85,955.98		0.00	94,573.41	320,330.80	
February	117,837.97	31,362.44	86,475.53	239,306.10	Reserve	0.00	74,984.62	571,127.81
March	117,719.02	31,298.45	86,420.57	5,631.11	Stop-Loss	0.00	89,195.22	573,984.27