



## Minutes from September 15, 2016

The El Paso Central Appraisal District Board of Directors held a meeting on Thursday, September 15, 2016, at 4:34 p.m., in the Conference Room of the El Paso Central Appraisal District (EPCAD), 5801 Trowbridge Drive, El Paso, Texas 79925. There was a quorum, with five (5) members present.

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

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.

Ms. Carmen Hegeman stated for the record that Mr. Jerry Romero was attending telephonically and that if for any reason he could not remain so, to please inform the Board; as his presence was necessary to maintain quorum. Mr. Romero responded that he understood and was in agreement.

### **AGENDA ITEM 1 – 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.*

Vice - Chair Laure Searls stated that no one signed up to make public comment.

### **ACTION AGENDA ITEM 2 – APPROVAL & SIGNING OF MINUTES FROM AUGUST 11, 2016**

Mr. Gandara made the motion to approve the August 11, 2016 Minutes as presented; Ms. Wilson seconded; the vote was called; and the motion carried.

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**ACTION AGENDA ITEM 3 – REVIEW & APPROVAL OF FINANCIAL REPORTS – JUNE & JULY 2016.**

Mr. Gandara motioned to approve the June and July financial reports; Ms. Wilson seconded; the vote was called; and the motion carried.

**AGENDA ITEM 4 – MONTHLY HEALTH BENEFITS USAGE REPORT – AUGUST, 2016.**

Vice-Chair Searls stated that this item would be postponed until the following meeting.

**ACTION AGENDA ITEM 5 – DISCUSSION AND POSSIBLE ACTION REGARDING EPCAD'S HEALTH & DENTAL INSURANCE**

Mike Dennis of Compass Benefits provided the Board with a packet on their findings and suggestions.

Vice-Chair Searls stated that Mr. Gandara was the Chair of the Benefit committee.

Ms. Kilgore stated that the Dental insurance would remain the same and that the Employee Benefit Committee had met and recommended TML [Texas Municipal League]- a public, government entity. The rate will be lower than the current provider. They also offer a three-year rate guarantee. TML's service includes disease management and stop loss specialist.

Mr. Gandara motioned to approve the health and dental insurance plan and provider as presented; Ms. Wilson seconded; the vote was called; and the motion carried.

**ACTION AGENDA ITEM 6 – DISCUSSION AND POSSIBLE ACTION REGARDING HOMESTEAD EXEMPTION AUDIT REQUEST FOR PROPOSAL (RFP)**

Mr. Gandara moved to postpone this item until the following meeting. The motion was seconded. The vote was called and approved.

**ACTION AGENDA ITEM 7 – DISCUSSION AND POSSIBLE ACTION REGARDING A RESOLUTION TO ENCUMBER FUNDS FOR LITIGATION RESERVE**

The Board agreed to discuss Agenda item seven (7) and item eight (8) together.

**ACTION AGENDA ITEM 8 – DISCUSSION AND POSSIBLE ACTION REGARDING ENCUMBERING FUNDS TOWARD STRATEGIC PLAN**

Ms. Kilgore provided the Board with the current dollar amount status of each reserve and requested funds to replenish used litigation funds and named improvements that would be addressed with strategic funds.

Ms. Wilson suggested that EPCAD reserve four hundred fifty thousand (\$450,000.00) to replenish the litigation reserve funds; and two hundred thousand (\$200,000.00) for strategic capital plan funds; and that any remaining balance would be returned to the entities.

With no further questions from the Board, Ms. Wilson motioned to approve; Mr. Gandara seconded; the vote was called; and the motion carried.

**ACTION AGENDA ITEM 9 - DISCUSSION AND POSSIBLE ACTION REGARDING THE PROPOSED 2017/2018 REAPPRAISAL PLAN**

Ms. Searls stated that the Board had received the Proposed 2017/2018 Reappraisal Plan in advance for review.

With no questions for EPCAD staff, Ms. Wilson motioned to approve the Proposed 2017/2018 Reappraisal Plan. Mr. Gandara seconded; the vote was called; and the motion carried.

**AGENDA ITEM 10 - CHIEF APPRAISER REPORT**

This item was postponed until the following meeting.

The Board did not recess into Executive Session.

**AGENDA ITEM 11 – EXECUTIVE SESSION UNDER THE AUTHORITY OF TEXAS GOVERNMENT CODE § 551.07 & 551.074 TO DISCUSS LEGAL & PERSONNEL MATTERS**

A.	ATLAS LEGENDS OF EL PASO, LLC (Legends of El Paso Apartments)	vs.	EPCAD	Cause No.	2015DTX0843
B.	MONTWOOD SHOPPING CENTER LTD (Montwood Shopping Center)	vs.	EPCAD	Cause No.	2015DTX0888
C.	VWP SSF MERCHANT INDUSTRIAL, LP (El Paso ViaWest)	vs.	EPCAD	Cause No.	2015DTX1100
D.	NARLAT, LLC	vs.	EPCAD	Cause No.	2015DTX1062
E.	LYND INDIAN SPRINGS LLC	vs.	EPCAD	Cause No.	2015DTX1090
F.	INTOWN SUITES EL PASO LP (Intown Suites)	vs.	EPCAD	Cause No.	2014DTX0661
G.	MAST PARTNERS LP	vs.	EPCAD	Cause No.	2015DTX0686
H.	2000 LEE TREVINO LP	vs.	EPCAD	Cause No.	2015DTX0688
I.	5515 ALABAMA LP	vs.	EPCAD	Cause No.	2015DTX0836
J.	KEY REAL ESTATE, INC.	vs.	EPCAD	Cause No.	2015DTX0877
K.	CATVONG, LLC	vs.	EPCAD	Cause No.	2015DTX0900
L.	MAST PARTNERS LP	vs.	EPCAD	Cause No.	2015DTX0902
M	LIGHTNING PROPCO 1 LLC	vs.	EPCAD	Cause No.	2015DTX0933
N.	PRICE'S CREAMERIES DIVISION OF CREAMLAND DAIRIES, INC.	vs.	EPCAD	Cause No.	2015DTX1193

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**ACTION AGENDA ITEM 12 – DISCUSSION & POSSIBLE ACTION REGARDING A – N AS LISTED IN PREVIOUS ITEM**

Ms. Wilson and Mr. Gandara stated the Board approve item A – N as presented.

Ms. Wilson moved to approve the attorney’s recommendation.

Ms. Searls stated that a motion had been made to approve items A - N as presented; Mr. Gandara seconded; the vote was called; and the motion carried.


Ms. Wilson requested that an action item be placed on the October 20, 2016, agenda to ratify all the actions taken at the September 15, 2016 Board of Directors’ meeting.

Ms. Kilgore stated that the item would be placed on the October agenda.


There being no further business to come before the Board, the meeting adjourned at 4:47 p.m.

The next EPCAD Board of Directors’ meeting is scheduled for October 20, 2016 at 5:00 p.m.

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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 BOARD OF DIRECTORS

### RESOLUTION

#### LITIGATION RESERVE

In accordance with Section 6.06 (j) of the Texas Property Tax Code and Texas Attorney General Opinion GA-1040, the El Paso Central Appraisal District Board of Directors hereby obligates revenue excess from the current fiscal budget year 2015/2016 in the amount of \$450,000 to the fiscal budget year 2016/2017; which begins October 1, 2016. These funds are to be obligated specifically for the following:


- I. Litigation Reserve for El Paso Central Appraisal District in the amount of \$450,000. The \$450,000 supplements the existing Litigation Reserve.

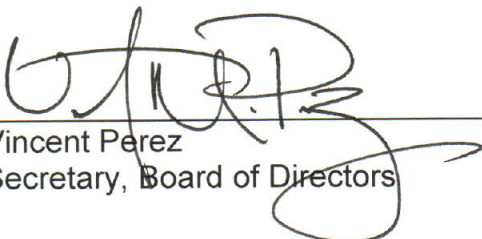
Funds from the reserve can be used only to satisfy costs related to litigation.

Funds from the reserve can be utilized only upon Board of Directors' Approval. The balance of the reserve will be included in the financial report at Board of Directors' meetings.

If for any reason the above item of obligation is satisfied and/or otherwise terminated, any excess remaining funds will be credited back to the taxing entities in accordance with Section 6.06 (j) of the Texas Property Tax Code.

This resolution was adopted by a majority vote of the El Paso Central Appraisal District Board of Directors on September 15, 2016.

  
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Jerry Romero  
Chairman, Board of Directors

  
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Vincent Perez  
Secretary, Board of Directors