



Minutes from January 18, 2024

The El Paso Central Appraisal District Board of Directors held its regular meeting on Thursday, January 18, 2024, at 5:10 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. Joshua Acevedo
2. Tanny Berg
3. Sergio Coronado
4. Israel Irrobali
5. Jackie York
6. Shane Haggerty arrived at 5:11 p.m.

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

The 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 - STAFF RECOGNITION

Ms. Dinah Kilgore, EPCAD Executive Director/Chief Appraiser, recognized Reuben P. Rosas for his 20 years of service.

Chairman Berg, the Board, and all those in attendance congratulated him.

AGENDA ITEM 2 - RECOGNITION FROM EL PASO VETERANS & RIDERS ASSOCIATION (EPVRA)

Mr. Darrell G. Mond, EPVRA president, presented Ms. Kilgore and Ms. Tracy Carter, Taxpayer Liaison Officer (TLO), with a plaque in support of the 7th annual veterans food drive.

Chairman Berg, the Board, and all those in attendance congratulated Ms. Kilgore and Ms. Carter.

AGENDA ITEM 3 - CHIEF APPRAISER AFFIRMATION OF EPCAD BOARD OF DIRECTORS

Ms. Kilgore informed the Board that the taxing entities reappointed board members for the next twelve months.

The Lower Valley entities submitted three names: Mr. Eduardo Mena, Mr. Michael A. Najera, and Mr. Walter L. Miller.

On January 16, 2024, Ms. Kilgore held a random drawing to select two names between Mr. Eduardo Mena, Mr. Michael A. Najera, and Mr. Walter L. Miller.

Mr. Mena and Mr. Miller were randomly drawn.

AGENDA ITEM 4 - 2024 BOARD OF DIRECTOR OATH OF OFFICE CEREMONY

The Honorable Eduardo (Eddie) Gamboa of Statutory Probate Court No. 2 of El Paso County officiated in administering the Oath of Office to Board members and congratulated them all.

ACTION AGENDA ITEM 5 - SELECTION OF 2024 BOARD OF DIRECTORS' OFFICERS

Mr. Berg opened the floor to nominations for Chair, Vice-Chair, and Secretary.

Ms. York nominated Mr. Berg for Chair, Mr. Joshua Acevedo for Vice-Chair, and Mr. Shane Haggerty for Secretary; Mr. Coronado seconded; the vote was called and approved.

Mr. Berg accepted and henceforth presided over the meeting.

AGENDA ITEM 6 - PUBLIC COMMENT

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

ACTION AGENDA ITEM 7 - APPROVAL AND SIGNING OF MINUTES - NOVEMBER 16, 2023

Mr. York made a motion to approve the November 16, 2023 Minutes as presented; Mr. Acevedo seconded; the vote was called and approved.

Mr. Irroballi stepped out of the meeting from 5:21 to 5:23 p.m.

ACTION AGENDA 8 - DISCUSSION AND POSSIBLE ACTION REGARDING THE AGRICULTURAL ADVISORY BOARD

Ms. Kilgore stated that according to Section 6.12 of the Texas Property Tax Code, the Agricultural Advisory Board (AAB) must meet once a year.

The AAB members will meet either in March or April 2024 to approve the 2024 Agricultural Productivity Value Report.

2024 AAB members: John Spence, William (Bill) Thomas, LeAnne Lovelady, Lorenzo Ceballos, Sr, and Jim Ivey, are El Paso County farmers who provide input on agricultural issues.

EPCAD staff seek Board approval on the members for the 2024 AAB.

Mr. Acevedo motioned to approve the AAB members for 2024; Mr. Haggerty seconded; the vote was called; and the motion was approved.

AGENDA ITEM 9 - TAXPAYER LIAISON REPORT

Ms. Tracy Carter, Taxpayer Liaison Officer (TLO), provided the board in advance with a packet that included details of a taxpayer issue that had been resolved.

Ms. Carter introduced the ARB officers: Mr. Louis Mona, Chair; Mr. Roberto Urrea, Secretary; and Mr. Robert McCoy, Deputy Secretary.

The ARB will be in session January 16 – 18, 2024, to hear late protests.

The State Comptroller will provide two days of ARB training and Taxpayer Liaison Officer training through a virtual meeting.

With no questions from the board, this concluded Ms. Carter's report.

AGENDA ITEM 10 - CHIEF APPRAISER REPORT

Ms. Kilgore informed the board:

- Three window glass panes were vandalized. EPCAD has filed a police report and filed a claim to the Texas Municipal League (TML) Intergovernmental Risk Pool for damages.
- On January 25, 26, 29, 30, and 31, 2024, the City Tax Office will have a mobile bank in the EPCAD front parking lot to accept property tax payments.
- Meetings with taxing entities will begin earlier this year compared to prior years.
- Ms. Carter, Mr. Coronado, and Mr. Berg will attend the Texas Association of Appraisal Districts (TAAD) on February 18 – 21, 2024 in Houston, Texas.

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

The Board recessed into Executive Session at 5:38 p.m.

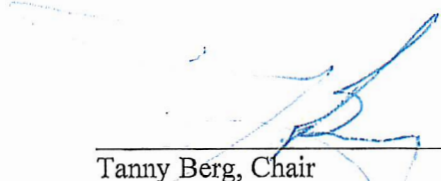
AGENDA ITEM 11 - EXECUTIVE SESSION UNDER THE AUTHORITY OF TEX GOV'T. CODE § 551.071 & 551.074 TO DISCUSS LEGAL AND PERSONNEL MATTERS

The Board went back from the Executive Session at 5:50 p.m.

**ACTION AGENDA ITEM 12 - DISCUSSION AND POSSIBLE ACTION REGARDING
THE PREVIOUS LISTED ITEM**

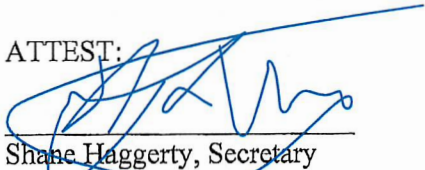
No action was taken on item 11.

With no further business to come before the Board, the meeting was adjourned at 5:50 p.m.



Tanny Berg, Chair
El Paso Central Appraisal District
Board of Directors

ATTEST:



Shane Haggerty, Secretary
El Paso Central Appraisal District
Board of Directors
Date Approved: 2/15/2024

El Paso Central Appraisal District

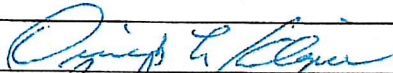
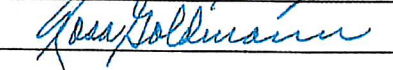
INVESTMENT REPORT

October 31, 2023

Institution	Type	Issue Date	Maturity Date	Amount	Interest Rate	Interest Earned	Accrued
W/F Securities	WF Gov MMF Sel		none	1,585,755.30	5.280%	6,826.34	
W/F Securities	JP Morgan US Gov		none	178,482.67	5.220%	760.81	
W/F Advisors	Fed. Hermes Gov. Obligations Fund		none	4,033,327.06	5.11%	17,101.37	
W/F Advisors	Goldman Sachs Finl Gov.Fund		none	526,006.65	5.15%	2,248.63	
W/F Advisors	Allspring Govt. Money Market		none	4,295.45	4.92%	17.88	
				<u>6,327,867.13</u>		<u>26,955.03</u>	<u>0.00</u>

Executive Director/Chief Appraiser

Chief Financial Officer

NOTE TO OCTOBER, 2023 FINANCIAL REPORT

Over Budget Accounts:

<u>Encumbered Funds:</u>	1,442,113.89
- Litigation Reserve	914,227.82
- BOD Election Reserve	527,886.07



EL PASO CENTRAL APPRAISAL DISTRICT



BALANCE SHEET **November 30, 2024**

Assets

Cash in Bank	1,524,025.82	
Investments	6,355,965.17	
Petty Cash	150.00	
Total Cash		7,880,140.99
Prepaid Expenses	29,240.48	29,240.48
Total Current Assets		7,909,381.47

Building	2,354,796.59	
Building Accum Deprec	(989,264.29)	1,365,532.30
Building Refit	637,114.19	
Bldg Refit Accum Deprec	(637,112.19)	2.00
Furniture & Equipment	663,262.95	
Furn & Equip Accum Deprec	(606,394.01)	56,868.94
Computer Equipment	727,211.95	
Computer Equip Accum Deprec	(600,245.89)	126,966.06
Vehicles	630,871.63	
Vehicles Accum Deprec	(294,836.83)	336,034.80
CAMA System	1,378,742.00	
CAMA Sys Accum Deprec	(1,378,738.00)	4.00
Building Improvements	1,806,945.80	
Building Improv Accum Deprec	(1,176,026.66)	630,919.14
Building Equipment	379,778.52	
Build Equip Accum Deprec	(212,954.54)	166,823.98
Leases	689,788.00	
Leases Accum Deprec	(157,847.00)	531,941.00
Total Fixed Assets		3,215,092.22

Deferred Outflow Res-Pension 3,990,025.77

Total Assets **15,114,499.46**

Liabilities and Fund Balance

Accounts Payable	367,229.78	
Accrued Expenses	10,500.00	
Accrued Payroll Payable	1,350,940.97	
TCDRS Payable	182,680.84	
Dep. Personal Life Ins & Cobra	615.48	
Cafeteria 125	6,643.99	
Refunds due to Taxing Entities	1,402,003.51	
Leases Payable-Current	126,291.00	
Total Current Liabilities		3,446,905.57
TCDRS Net Pension Liability	4,264,609.00	
Deferred Inflow Res-Pension	1,169,960.00	
TCDRS Expense-Allowance	(101,406.63)	
Leases Payable-Long Term	411,580.00	
TOTAL LIABILITIES		9,191,647.94

Reserved Encumbrance 1,442,113.89
Fund Balance 4,480,737.63

TOTAL LIABILITIES AND FUND BALANCE **15,114,499.46**

EL PASO CENTRAL APPRAISAL DIST
REPORT OF REVENUES, EXPENDITURES AND CHANGES IN CASH BALANCE
For Month Ending November 30, 2024

	November	YTD	YTD Budget	Variance
Revenues				
Revenues from Taxing Entities	0.00	5,509,574.48	5,509,574.48	0.00
Interest Income	28,098.04	55,063.56	40,000.00	15,063.56
Miscellaneous Income	34.56	103.62	5,000.00	(4,896.38)
Rendition Penalty Income	3,162.34	3,798.42	5,000.00	(1,201.58)
Total Revenue	31,294.94	5,568,540.08	5,559,574.48	8,965.60
EXPENDITURES				
Wages and Salaries	844,530.18	1,688,119.09	1,716,100.44	27,981.35
Payroll Related Expenses	242,126.24	564,708.06	571,708.06	7,000.00
Payroll tax-mandatory	89,107.90	127,685.03	211,529.23	83,844.20
Computer Expense	0.00	0.00	0.00	0.00
Software, Support, Licensing	185,022.25	575,642.78	600,000.00	24,357.22
Vehicles - Insurance	0.00	13,761.16	15,500.00	1,738.84
Vehicles - Gas/Oil/Maintenance	2,863.26	10,479.53	11,083.33	603.80
Building - Utilities	14,434.33	31,606.76	40,564.83	8,958.07
Building - Maintenance	18,994.37	28,269.08	32,256.58	3,987.50
Building - Janitorial	0.00	1,559.19	4,000.00	2,440.81
Assets - Computer Equipment	0.00	17,736.84	27,736.84	10,000.00
F/E - Lease	79,410.12	158,366.76	162,000.00	3,633.24
F/E - Maintenance	4,746.95	22,507.69	41,775.66	19,267.97
Small Furn & Equip	1,695.98	3,067.43	10,082.50	7,015.07
Paper, supplies, etc	5,676.25	14,989.81	20,200.75	5,210.94
Printing	141.00	363.00	6,943.33	6,580.33
Advertising Req. by Law	0.00	0.00	0.00	0.00
Advertising Other	0.00	0.00	0.00	0.00
Postage/Mailing	1,340.42	1,357.38	4,000.00	2,642.62
Education, dues	26,062.24	46,268.65	60,000.00	13,731.35
Bonding/General Insurance	0.00	34,762.91	67,676.74	32,913.83
Audit & Consultation	0.00	0.00	0.00	0.00
Chief Appraiser-Education, dues	378.56	1,005.61	2,618.75	1,613.14
BOD - Education	876.70	876.70	2,000.00	1,123.30
Books, Publications, Subscrip'tn	938.00	2,593.00	5,283.00	2,690.00
Legal Fees	38,256.85	120,523.41	130,000.00	9,476.59
Arbitration	450.00	900.00	3,108.33	2,208.33
Appraisal Review Board	100.00	17,000.00	36,387.50	19,387.50
Taxpayer Liaison Officer-Expen	593.55	593.55	1,500.00	906.45
Professional Services	18,788.66	226,037.53	235,451.00	9,413.47
Supplemental Help/Temps	0.00	0.00	0.00	0.00
Interest Expense	0.00	0.00	0.00	0.00
Lease Interest Exp	0.00	0.00	0.00	0.00
Contingency Fund	0.00	0.00	0.00	0.00
Encumbured Fund - Value	0.00	0.00	0.00	0.00
Total Expenditures	1,576,533.81	3,710,780.95	4,019,506.87	
Excess Revenue over Expenditures		<u>1,857,759.13</u>		

El Paso Central Appraisal District

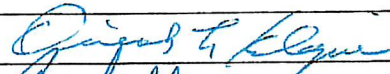

INVESTMENT REPORT

November 30, 2023

Institution	Type	Issue Date	Maturity Date	Amount	Interest Rate	Interest Earned	Accrued
W/F Securities	WF Gov MMF Sel		none	1,592,868.92	5.290%	7,113.62	
W/F Securities	JP Morgan US Gov		none	179,274.10	5.230%	791.43	
W/F Advisors	Fed. Hermes Gov. Obligations Fund		none	4,051,160.65	5.31%	17,833.59	
W/F Advisors	Goldman Sachs Finl Gov.Fund		none	528,348.66	5.34%	2,342.01	
W/F Advisors	Allspring Govt. Money Market		none	4,312.84	4.93%	17.39	
				<u>6,355,965.17</u>		<u>28,098.04</u>	<u>0.00</u>

Executive Director/Chief Appraiser

Chief Financial Officer

NOTE TO NOVEMBER, 2023 FINANCIAL REPORT

Over Budget Accounts:

Encumbered Funds: 1,442,113.89

- Litigation Reserve 914,227.82
- BOD Election Reserve 527,886.07

EL PASO CENTRAL APPRAISAL DIST
REPORT OF REVENUES, EXPENDITURES AND CHANGES IN CASH BALANCE
For Month Ending October 31, 2023

	October	YTD	YTD Budget	Variance
Revenues				
Revenues from Taxing Entities	5,509,574.48	5,509,574.48	5,509,574.48	0.00
Interest Income	26,965.52	26,965.52	40,000.00	(13,034.48)
Miscellaneous Income	69.06	69.06	10,000.00	(9,930.94)
Rentlton Penalty Income	636.08	636.08	0.00	636.08
Total Revenue	5,537,245.14	5,537,245.14	5,559,574.48	5,639,109.71
EXPENDITURES				
Wages and Salaries	843,588.91	843,588.91	858,050.22	14,461.31
Payroll Related Expenses	322,581.82	322,581.82	327,581.82	5,000.00
Payroll tax-mandatory	38,577.13	38,577.13	121,529.23	82,952.10
Computer Expense	0.00	0.00	0.00	0.00
Software, Support, Licensing	390,620.53	390,620.53	400,000.00	9,379.47
Vehicles - Insurance	13,761.16	13,761.16	14,600.00	738.84
Vehicles - Gas/Oil/Maintenance	7,616.27	7,616.27	8,083.33	467.06
Building - Utilities	17,172.43	17,172.43	20,564.83	3,392.40
Building - Maintenance	9,274.71	9,274.71	12,256.58	2,981.87
Building - Janitorial	1,559.19	1,559.19	2,000.00	440.81
Assets - Computer Equipment	17,736.84	17,736.84	17,736.84	0.00
F/E - Lease	78,956.64	78,956.64	81,000.00	2,043.36
F/E - Maintenance	17,760.74	17,760.74	20,887.83	3,127.09
Small Furn & Equip	1,371.45	1,371.45	5,082.50	3,711.05
Paper, supplies, etc	9,313.56	9,313.56	10,200.75	887.19
Printing	222.00	222.00	3,943.33	3,721.33
Advertising Req. by Law	0.00	0.00	0.00	0.00
Advertising Other	0.00	0.00	0.00	0.00
Postage/Mailing	16.96	16.96	2,000.00	1,983.04
Education, dues	20,206.41	20,206.41	30,000.00	9,793.59
Bonding/General Insurance	34,762.91	34,762.91	37,676.74	2,913.83
Audit & Consultation	0.00	0.00	0.00	0.00
Chief Appraiser-Education, dues	627.05	627.05	1,618.75	991.70
BOD - Education	0.00	0.00	0.00	0.00
Books, Publications, Subscriptions	1,655.00	1,655.00	2,283.00	628.00
Legal Fees	82,266.56	82,266.56	90,000.00	7,733.44
Arbitration	450.00	450.00	2,108.33	1,658.33
Appraisal Review Board	16,900.00	16,900.00	35,387.50	18,487.50
Taxpayer Liaison Officer-Expen	0.00	0.00	0.00	0.00
Professional Services	207,248.87	207,248.87	215,451.00	8,202.13
Supplemental Help/Temps	0.00	0.00	0.00	0.00
Interest Expense	0.00	0.00	0.00	0.00
Lease Interest Exp	0.00	0.00	0.00	0.00
Contingency Fund	0.00	0.00	0.00	0.00
Encumbered Fund - Value	0.00	0.00	0.00	0.00
Total Expenditures	2,134,247.14	2,134,247.14	2,319,942.58	
Excess Revenue over Expenditures		3,402,998.00		



EL PASO CENTRAL APPRAISAL DISTRICT



BALANCE SHEET **October 31, 2023**

Assets

Cash in Bank	3,044,370.54	
Investments	6,327,867.13	
Petty Cash	150.00	
Total Cash		9,372,387.67
Prepaid Expenses	12,825.29	12,825.29
Total Current Assets		9,385,212.96
Building	2,354,796.59	
Building Accum Deprec	(986,337.63)	1,368,458.96
Building Refit	637,114.19	
Bldg Refit Accum Deprec	(637,112.19)	2.00
Furniture & Equipment	663,262.95	
Furn & Equip Accum Deprec	(605,159.80)	58,103.15
Computer Equipment	727,211.95	
Computer Equip Accum Deprec	(597,382.60)	129,829.35
Vehicles	630,871.63	
Vehicles Accum Deprec	(288,456.83)	342,414.80
CAMA System	1,378,742.00	
CAMA Sys Accum Deprec	(1,378,738.00)	4.00
Building Improvements	1,806,945.80	
Building Improv Accum Deprec	(1,170,480.95)	636,464.85
Building Equipment	379,778.52	
Build Equip Accum Deprec	(210,108.11)	169,670.41
Leases	689,788.00	
Leases Accum Deprec	(157,847.00)	531,941.00
Total Fixed Assets		3,236,888.52
Deferred Outflow Res-Pension		3,990,025.77
Total Assets		16,612,127.25

Liabilities and Fund Balance

Accounts Payable	396,668.32	
Accrued Expenses	10,500.00	
Accrued Payroll Payable	1,257,724.11	
TCDRS Payable	174,801.19	
Dep. Personal Life Ins & Cobra	1,296.05	
Cafeteria 125 & Surency	8,214.01	
Refunds due to Taxing Entities	1,402,003.51	
Leases Payable-Current	126,291.00	
Total Current Liabilities		3,377,498.19
TCDRS Net Pension Liability	4,264,609.00	
Deferred Inflow Res-Pension	1,169,960.00	
TCDRS Expense-Allowance	(101,406.63)	
Leases Payable-Long Term	411,580.00	
TOTAL LIABILITIES		9,122,240.56
Reserved Encumbrance		1,442,113.89
Fund Balance		6,047,772.80
TOTAL LIABILITIES AND FUND BALANCE		16,612,127.25