



Minutes from the May 16, 2024 Meeting

The El Paso Central Appraisal District Board of Directors held its regular meeting on May 16, 2024, at 5:00 p.m. in the Conference Room of the El Paso Central Appraisal District (EPCAD), located at 5801 Trowbridge Drive, El Paso, Texas, with the following quorum of five (5) members present:

- Tanny Berg
- Sergio Coronado
- Shane Haggerty
- Eduardo Mena
- Jackie York

Mr. Joe Longoria of Perdue Brandon Fielder Collins and Mott LLP, EPCAD legal counsel, participated via telephone for the entire meeting.

Ms. Carmen Hegeman of Dunbar, Armendariz, Hegeman Law Firm, 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 L. Kilgore, EPCAD's Executive Director/Chief Appraiser, acknowledged Gabriel Aguilar and Melissa Fernandez for their 25 years of service and James Thompson for his 30 years of service.

Chairman Berg, the Board, and all attendees extended their congratulations to them.

AGENDA ITEM 2 - PUBLIC HEARING ON THE 2024/2025 PROPOSED EPCAD BUDGET

Ms. Kilgore stated that no one had signed up to make a public comment, and no written or verbal questions had been received from the public or the entities regarding the 2024/2025 proposed EPCAD budget.

AGENDA ITEM 3 - PUBLIC COMMENT

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

Chairman Berg stated that to accommodate some time constraints of Board members, Action Agenda item six would be addressed first.

ACTION AGENDA ITEM 6 - DISCUSSION AND POSSIBLE ACTION REGARDING ADOPTION OF EPCAD'S 2024/2025 BUDGET

Mr. Berg asked the board members if they had any questions, comments, or observations on the 2024/2025 budget. EPCAD staff recommended that the 2024/2025 proposed budget be \$24,805,718.09. The number of employees compensated under the proposed budget will be 157. The board members did not discuss any budget items.

Mr. Mena made a motion to approve the 2024/2025 proposed budget of \$24,805,718.09. Mr. Coronado seconded, and the vote was called and approved.

ACTION AGENDA ITEM 4 - APPROVAL AND SIGNING OF MINUTES – APRIL 17, 2024

Mr. Haggerty motioned to approve the April 17, 2024, minutes as presented; Mr. Mena seconded, and the vote was called and approved.

ACTION AGENDA ITEM 5 - REVIEW AND APPROVAL OF FINANCIAL REPORT – MARCH 2024

Ms. Rosa Goldmann, EPCAD's Chief Financial Officer, presented the financial report for March 2024. EPCAD's financial reports include the balance sheet, the report of revenues, expenditures, and changes in cash balance (actual-to-budget), the investment report, and the notes to the financial report.

As of March 2024, the Litigation Reserve encumbered funds balance is \$914,227.82, and the Board of Directors Election Reserve encumbered funds balance is \$527,886.07.

Mr. Mena motioned to approve the March 2024 financial reports as presented; Ms. York seconded, and the vote was called and approved.

ACTION AGENDA ITEM 7 - DISCUSSION AND POSSIBLE ACTION REGARDING CANCELLATION OF THE JUNE 2024 AND JULY 2024 BOARD OF DIRECTORS' MEETING

Mr. Berg stated that historically the board does not meet in June and July due to protest hearings. Ms. Kilgore mentioned that the boardroom space is modified to accommodate panel hearings. The Appraisal Review Board (ARB) will conduct face-to-face and phone

hearings as required and allowed by the tax code. The tax code mandates that the Board of Directors meet once each quarter.

EPCAD staff requests that the board cancel the June 2024 and July 2024 Board of Directors' meetings. The next regular Board of Directors meeting will be on Thursday, August 15, 2024.

Ms. York made a motion to cancel the June 2024 and July 2024 Board of Directors meetings; Mr. Coronado seconded, and the vote was called and approved.

ACTION AGENDA ITEM 8 - DISCUSSION AND POSSIBLE ACTION REGARDING ANNOUNCEMENT, APPLICANTS SOUGHT FOR APPRAISAL REVIEW BOARD MEMBERS

Ms. Kilgore stated that previously, the judge determined when to post the announcement *Applicants Sought for Appraisal Review Board Members*. However, the law has changed, and now the Board of Directors will determine when to post the announcement.

Ms. Kilgore requested that the announcement *Applicants Sought for Appraisal Review Board Members* be published in El Paso Diario, El Paso Inc., and El Paso Times on August 4, 2024.

Mr. Mena made a motion to post the announcement *Applicants Sought for Appraisal Review Board Members* on August 1, 2024; Mr. Coronado seconded, and the vote was called and approved.

AGENDA ITEM 9 - DISCUSSION REGARDING CHANGES TO THE EPCAD BOARD OF DIRECTORS DUE TO SENATE BILL 2

Ms. Kilgore stated that changes to the EPCAD Board of Directors due to Senate Bill 2 will be on the EPCAD Board of Directors agenda on August 15, 2024, for board member to discuss or comment.

At this time no action is required.

AGENDA ITEM 10 - TAXPAYER LIAISON REPORT

Ms. Tracy Carter, Taxpayer Liaison Officer (TLO), stated that the Appraisal Review Board (ARB) started hearing protests on April 17, 2024. Additionally, she mentioned that the ARB will work five Saturdays this year, and there are currently 45 ARB members. With no questions from the board, this concluded Ms. Carter's report.

AGENDA ITEM 11 - CHIEF APPRAISER REPORT

Ms. Kilgore informed the board of the following:

- EPCAD was temporarily closed on April 29 - 30, 2024, due to a water pipe leak, resulting in extensive damage to the first and second floors. An insurance claim has been filed.
- Compared to last year EPCAD is expecting a lower number of protests.
- The deadline to protest was May 15, 2024.
- Updates to entities will be sent out at the end of May 2024 and June 2024.
- Western Refining has agreed to a value, representatives have signed off on that value associated with the company's assets in El Paso.
- EPCAD will certify the appraisal roll on July 25, 2024.
- Staff will participate in a backpack and school supplies drive for students in the Tornillo Independent School District.

With no questions from the board, Ms. Kilgore concluded her report.

**AGENDA ITEM 12 - EXECUTIVE SESSION UNDER THE AUTHORITY OF TEX
GOV'T. CODE § 551.071 & 551.074 TO DISCUSS LEGAL AND PERSONNEL
MATTERS**

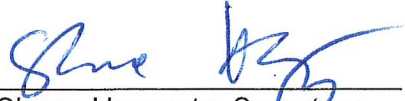
There are no items to discuss.

With no further business to come before the board, the meeting was adjourned at 5:30 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: 8/15/2024



State of Texas §
County of El Paso §

EL PASO CENTRAL APPRAISAL DISTRICT RESOLUTION
ADOPTING THE 2024/2025 OPERATING BUDGET FOR THE
EL PASO CENTRAL APPRAISAL DISTRICT

BE IT RESOLVED by the Board of Directors of the El Paso Central Appraisal District that the District Operating Budget for the fiscal year 2024-2025, in the total amount of \$24,805,718.09, be adopted and approved.

BE IT FURTHER RESOLVED that this Budget for the fiscal year 2024/2025 be allocated to the taxing entities participating in the El Paso Central Appraisal District, based on each entity's most current levy for the year in which the Budget was prepared - 2024.

ADOPTED this 16th day of May, 2024.

Handwritten signature of Tanny Berg in blue ink.

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

ATTEST:

Handwritten signature of Shane Haggerty in blue ink.
Shane Haggerty, Secretary
El Paso Central Appraisal District
Board of Directors



**BALANCE SHEET
MARCH 31, 2024**

Assets		
Cash in Bank	3,618,219.30	
Investments	7,251,477.92	
Petty Cash	150.00	
Total Cash	<u>10,869,847.22</u>	
Accrued Interest Receivable	16,780.63	
Prepaid Expenses	254,843.12	271,623.75
Total Current Assets		<u>11,141,470.97</u>
Building	2,354,796.59	
Building Accum Deprec	(1,000,970.92)	1,353,825.67
Building Refit	637,114.19	
Bldg Refit Accum Deprec	(637,112.19)	2.00
Furniture & Equipment	672,390.52	
Furn & Equip Accum Deprec	(611,109.73)	61,280.79
Computer Equipment	727,211.95	
Computer Equip Accum Deprec	(612,238.86)	114,973.09
Vehicles	630,871.63	
Vehicles Accum Deprec	(320,356.45)	310,515.18
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	(1,198,209.67)	608,736.13
Building Equipment	379,778.52	
Build Equip Accum Deprec	(224,340.30)	155,438.22
Leases	689,788.00	
Leases Accum Deprec	(157,847.00)	531,941.00
Total Fixed Assets		<u>3,136,716.08</u>
Deferred Outflow Res-Pension		3,990,025.77
Total Assets		<u><u>18,268,212.82</u></u>
Liabilities and Fund Balance		
Accounts Payable	283,697.51	
Accrued Expenses	10,500.00	
Accrued Payroll Payable	1,211,444.19	
TCDRS Payable	187,982.80	
Dep. Personal Life Ins & Cobra	(1,575.79)	
Unemployment Taxes payable	17,329.73	
Cafeteria 125	471.25	
Leases Payable-Current	126,291.00	
Total Current Liabilities	<u>1,836,140.69</u>	
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		<u>7,580,883.06</u>
Reserved Encumbrance		1,442,113.89
Fund Balance		9,245,215.87
TOTAL LIABILITIES AND FUND BALANCE		<u><u>18,268,212.82</u></u>

EL PASO CENTRAL APPRAISAL DIST
REPORT OF REVENUES, EXPENDITURES AND CHANGES IN CASH BALANCE
For Month Ending March 31, 2024

Revenues	March	YTD	YTD Budget	Variance
Revenues from Taxing Entities	5,457,803.74	16,477,239.36	16,477,239.36	0.00
Interest Income	15,145.27	190,178.25	40,000.00	150,178.25
Miscellaneous Income	133.84	2,458.60	5,000.00	(2,541.40)
Rendition Penalty Income	15,003.12	98,370.75	5,000.00	93,370.75
Total Revenue	5,488,085.97	16,768,246.96	16,527,239.36	241,007.60
EXPENDITURES				
Wages and Salaries	827,163.78	4,928,396.16	5,148,301.33	219,905.17
Payroll Related Expenses	247,747.79	1,625,151.60	1,928,319.78	303,168.18
Payroll tax-mandatory	105,938.98	521,508.08	646,789.44	125,281.36
Computer Expense	361.62	361.62	1,000.00	638.38
Software, Support, Licensing	14,436.15	884,637.52	953,757.00	69,119.48
Vehicles - Insurance	0.00	13,761.16	15,500.00	1,738.84
Vehicles - Gas/Oil/Maintenance	(3,630.13)	13,404.54	24,071.43	10,666.89
Building - Utilities	23,296.56	101,567.72	117,169.71	15,601.99
Building - Maintenance	50,090.33	152,255.18	155,256.58	3,001.40
Building - Janitorial	0.00	2,666.83	8,285.00	5,618.17
Assets - Furniture & Equipment	1,990.00	9,127.57	10,500.00	1,372.43
Assets - Computer Equipment	0.00	17,736.84	27,736.84	10,000.00
F/E - Lease	74,822.20	369,504.88	373,000.00	3,495.12
F/E - Maintenance	7,325.85	43,496.77	68,775.66	25,278.89
Small Furn & Equip	485.39	6,948.39	22,482.50	15,534.11
Paper, supplies, etc	5,889.90	36,067.83	45,500.75	9,432.92
Printing	13,225.50	18,038.50	19,943.33	1,904.83
Advertising Req. By Law	0.00	6,592.30	11,500.00	4,907.70
Advertising Other	1,500.00	1,500.00	3,000.00	1,500.00
Postage/Mailing	20,320.00	33,523.48	36,000.00	2,476.52
Education, dues	4,567.63	90,412.21	135,000.00	44,587.79
Bonding/General Insurance	0.00	34,904.91	37,676.74	2,771.83
Audit & Consultation	2,150.00	22,040.00	25,000.00	2,960.00
Chief Appraiser-Education, dues	(320.00)	1,539.51	7,618.75	6,079.24
BOD - Education	0.00	5,687.67	9,000.00	3,312.33
Books, Publications, Subscripnt	5,164.78	17,719.28	23,783.00	6,063.72
Legal Fees	56,948.89	297,327.92	325,000.00	27,672.08
Arbitration	0.00	2,250.00	6,608.33	4,358.33
Appraisal Review Board	28,087.60	60,671.06	84,887.50	24,216.44
Taxpayer Liaison Officer-Expen	19.09	2,576.41	4,700.00	2,123.59
Professional Services	47,856.54	746,260.91	815,451.00	69,190.09
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	1,535,438.45	10,067,636.85	11,091,614.67	
Excess Revenue over Expenditures		<u>6,700,610.11</u>		

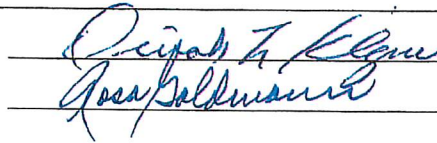
INVESTMENT REPORT

March 31, 2024

Institution	Type	Issue Date	Maturity Date	Amount	Interest Rate	Interest Earned	Accrued
W/F Securities	WF Gov MMF Sel		none	1,620,879.74	5.240%	6,724.54	
W/F Securities	JP Morgan US Gov		none	182,393.10	5.190%	749.26	
W/F Advisors	Fed. Hermes Gov. Obligations Fund		none	1,604,302.29	5.31%	6,573.44	
W/F Advisors	Allspring Govt. Money Market		none	3,733.41	4.88%	15.41	
						<u>14,062.65</u>	
Wells Fargo	UST T Bill	1/10/2024	4/9/2024	1,334,117.83	5.11%		5,870.49
Wells Fargo	UST T Bill	1/10/2024	4/11/2024	2,486,720.84	5.10%		10,910.14
				<u>7,232,147.21</u>		<u>14,062.65</u>	<u>16,780.63</u>

Executive Director/Chief Appraiser

Chief Financial Officer



NOTE TO MARCH, 2024 FINANCIAL REPORT

Over Budget Accounts:

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