



Minutes from the September 19, 2024, Meeting

The El Paso Central Appraisal District (EPCAD) Board of Directors held its regular meeting on September 19, 2024, at 5:35 p.m. in the Conference Room of the EPCAD office, located at 5801 Trowbridge Drive, El Paso, Texas. A quorum was established with the following seven members present:

- Tanny Berg
- Alfred Gonzalez
- Shane Haggerty
- Melody Jimenez
- Israel Irrobali
- Eduardo Mena
- Walter Miller

Ms. Carmen Hegeman of Dunbar, Armendariz, Hegeman Law Firm, EPCAD legal counsel, attended the meeting.

Ms. Chris Borunda of Robles, Bracken & Hughes Law Firm, EPCAD legal counsel attended the meeting.

The Pledge of Allegiance to the flag of the United States of America and the Pledge of Allegiance to the Texas flag were recited.

AGENDA ITEM 1 - PUBLIC COMMENT

Ms. Dinah L. Kilgore, EPCAD Executive Director/Chief Appraiser, stated that no one had signed up to comment publicly.

AGENDA ITEM 2 – BOARD MEMBER RECOGNITION

Ms. Kilgore acknowledged Dr. Joshua Acevedo, who served as a board member from August 2021 through February 2024. Although Dr. Acevedo was not present, his plaque will be presented to him at a later date.

AGENDA ITEM 3 – STAFF RECOGNITION

Ms. Kilgore acknowledged Mr. Carlos Cordova for 25 years of service. However, due to a personal scheduling conflict, he will be recognized by the board at the October 2024 meeting.

ACTION AGENDA ITEM 4 - APPROVAL AND SIGNING OF MINUTES - AUGUST 15, 2024 MEETING

Mr. Mena motioned to approve the minutes from the August 15, 2024, meeting as presented; Mr. Haggerty seconded, and the vote was called and approved.

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

Ms. Rosa Goldmann, EPCAD’s Chief Financial Officer, presented the financial report for July 2024. The report included the balance sheet, revenue and expenditure report (actual-to-budget), investment report, and notes to the financial report.

As of July 2024, building maintenance expenses exceeded the budget by \$9,733.71 due to costs associated with ceiling tile replacements and washroom maintenance.

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

Mr. Haggerty motioned to approve the July 2024 financial report as presented; Mr. Miller seconded, and the vote was called and approved, subject to audit.

ACTION AGENDA ITEM 6 - DISCUSSION AND POSSIBLE ACTION REGARDING A RESOLUTION TO ENCUMBER FUNDS

Ms. Kilgore listed the following requests for Board approval:

a. EPCAD staff requests to encumber \$300,000 for the Litigation Reserve. Mr. Mena motioned to approve the requested \$300,000 for the Litigation Reserve as presented; Mr. Gonzalez seconded, and the vote was called and approved.

b. The balance of the Board of Directors Election Reserve will remain at \$527,886.07. EPCAD staff requests confirmation to leave this amount in the reserve. Mr. Mena motioned to maintain \$527,886.07 in the Election Reserve, Mr. Irrobali seconded, and the vote was called and approved.

c. The remaining balance for the building cabling project is \$366,453.36. Mr. Miller motioned to approve paying off this balance; Mr. Mena seconded, and the vote was called and approved.

AGENDA ITEM 7 - TAXPAYER LIAISON REPORT

Ms. Tracy Carter, Taxpayer Liaison Officer (TLO), informed the Board:

- She provided the Board with a packet containing taxpayer evaluations, Appraiser Review Board (ARB) complaints, administrative complaints, and follow-up reports.

- She will assist the EPCAD Board of Directors' ARB Committee in selecting ARB members on October 4, 2024.
- Thirty-six applications have been received: fifteen from current members reapplying, four from former ARB members, and seventeen from new applicants.
- Twenty-three positions need to be filled to reach the total of forty-five ARB members.
- The ARB will be in session from October 15-18, 2024, to hear late protests.

Mr. Miller requested that an agenda for the October 4, 2024, ARB Committee meeting be posted.

With no further questions from the Board, Ms. Carter concluded her report.

AGENDA ITEM 8 - CHIEF APPRAISER REPORT – DINAH KILGORE

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

- EPCAD is offering the required appraisal courses.
- Entities have until October 15, 2024, to submit board member nominations.
- School districts must provide EPCAD with a resolution granting the authority to defend EPCAD's values within their districts. The resolutions must be received no later than November 15, 2024.
- EPCAD was honored by the International Association of Assessing Officers (IAAO) with a Recertification of Excellence in Assessment Administration award.

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

AGENDA ITEM 9 - EXECUTIVE SESSION UNDER THE AUTHORITY OF TEX GOV'T. CODE § 551.071 & 551.074 TO DISCUSS LEGAL AND PERSONNEL MATTERS.

- a. Discussion with attorney Chris Borunda.

ACTION AGENDA ITEM 10 - DISCUSSION AND POSSIBLE ACTION REGARDING PREVIOUS ITEM

- a. Executive Session was canceled due to a lack of quorum.

With no further business to come before the board, the meeting was adjourned at 6:00 p.m.



BALANCE SHEET
July 31, 2024

Assets

Cash in Bank	4,084,745.75	
Investments	5,602,287.49	
Petty Cash	150.00	
Total Cash		<u>9,687,183.24</u>

Accrued Interest Receivable	10,415.97	
Prepaid Expenses	141,322.79	151,738.76
Total Current Assets		<u>9,838,922.00</u>

Building	2,354,796.59	
Building Accum Deprec	(1,012,677.55)	1,342,119.04
Building Refit	637,114.19	
Bldg Refit Accum Deprec	(637,112.19)	2.00
Furniture & Equipment	673,900.06	
Furn & Equip Accum Deprec	(616,123.15)	57,776.91
Computer Equipment	636,970.46	
Computer Equip Accum Deprec	(538,414.48)	98,555.98
Vehicles	630,871.63	
Vehicles Accum Deprec	(345,876.06)	284,995.57
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	(1,219,968.36)	586,977.44
Building Equipment	379,778.52	
Build Equip Accum Deprec	(235,726.02)	144,052.50
Leases	689,788.00	
Leases Accum Deprec	(157,847.00)	531,941.00
Total Fixed Assets		<u>3,046,424.44</u>

Deferred Outflow Res-Pension		3,990,025.77
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Total Assets		<u>16,875,372.21</u>
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Liabilities and Fund Balance

Accounts Payable	210,651.10	
Accrued Expenses	10,500.00	
Accrued Payroll Payable	1,143,954.53	
TCDRS Payable	195,098.21	
Dep. Personal Life Ins & Cobra	1,839.40	
Cafeteria 125	3,719.89	
Leases Payable-Current	126,291.00	
Total Current Liabilities		<u>1,692,054.13</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>7,436,796.50</u>

Reserved Encumbrance		1,442,113.89
Fund Balance		7,996,461.82

TOTAL LIABILITIES AND FUND BALANCE		<u>16,875,372.21</u>
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EL PASO CENTRAL APPRAISAL DIST
REPORT OF REVENUES, EXPENDITURES AND CHANGES IN CASH BALANCE
For Month Ending July 31, 2024

	July	YTD	YTD Budget	Variance
Revenues				
Revenues from Taxing Entities	0.00	22,038,297.75	22,038,297.75	0.00
Interest Income	45,515.57	314,963.50	40,000.00	274,963.50
Miscellaneous Income	102.40	2,832.65	3,000.00	(167.35)
Rendition Penalty Income	4,408.11	117,147.74	5,000.00	112,147.74
Total Revenue	50,026.08	22,473,241.64	22,086,297.75	386,943.89
EXPENDITURES				
Wages and Salaries	899,313.04	8,358,258.94	8,580,502.21	222,243.27
Payroll Related Expenses	254,366.03	2,714,095.72	3,148,319.78	434,224.06
Payroll tax-mandatory	88,343.33	902,524.63	1,086,789.44	184,264.81
Computer Expense	0.00	881.60	5,000.00	4,118.40
Software, Support, Licensing	83,348.21	1,084,728.75	1,185,757.00	101,028.25
Vehicles - Insurance	0.00	13,761.16	15,500.00	1,738.84
Vehicles - Gas/Oil/Maintenance	898.39	26,259.50	40,571.43	14,311.93
Building - Utilities	21,975.59	172,394.49	197,169.71	24,775.22
Building - Maintenance	9,733.71	221,153.07	172,426.00	(48,727.07)
Building - Janitorial	1,361.30	6,726.16	12,435.00	5,708.84
Assets - Furniture & Equipment	0.00	10,637.11	12,500.00	1,862.89
Assets - Computer Equipment	0.00	17,736.84	27,736.84	10,000.00
F/E - Lease	32,867.92	513,713.47	524,059.00	10,345.53
F/E - Maintenance	4,732.06	54,379.50	85,775.66	31,396.16
Small Furn & Equip	824.17	13,121.70	30,332.50	17,210.80
Paper, supplcs, etc	3,459.12	54,899.20	65,000.75	10,101.55
Printing	0.00	44,695.90	46,943.33	2,247.43
Advertising Req. By Law	1,782.52	12,819.81	19,800.00	6,980.19
Advertising Other	0.00	19,750.00	27,000.00	7,250.00
Postage/Mailing	22,421.99	237,254.91	255,000.00	17,745.09
Education, dues	13,319.96	147,591.78	199,000.00	51,408.22
Bonding/General Insurance	0.00	34,904.91	37,676.74	2,771.83
Audit & Consultation	0.00	22,040.00	25,000.00	2,960.00
Chief Appraiser-Education,dues	791.73	3,419.20	10,418.75	6,999.55
BOD - Education	0.00	8,200.42	11,500.00	3,299.58
Books, Publications, Subscrptn	5,000.00	25,027.24	27,396.00	2,368.76
Legal Fees	78,028.81	612,906.63	636,200.00	23,293.37
Arbitration	900.00	14,950.00	20,508.33	5,558.33
Appraisal Review Board	125,265.00	418,473.56	420,887.50	2,413.94
Taxpayer Liaison Officer-Expen	0.00	3,755.90	5,950.00	2,194.10
Professional Services	138,046.67	1,160,028.44	1,229,451.00	69,422.56
Supplemental Help/Temps	0.00	0.00	2,000.00	2,000.00
Encumbured Fund - Value	0.00	0.00	0.00	0.00
Total Expenditures	1,786,779.55	16,931,090.54	18,164,606.97	
Excess Revenue over Expenditures		5,542,151.10		

El Paso Central Appraisal District

INVESTMENT REPORT

JULY 31, 2024

Institution	Type	Issue Date	Maturity Date	Amount	Interest Rate	Interest Earned	Accrued
W/F Securities	WF Gov MMF Sel		none	1,708,803.18	5.240%	6,696.10	
W/F Securities	JP Morgan US Gov		none	185,577.36	5.190%	789.12	
W/F Advisors	Allspring Govt. Money Market		none	1,000.79			
						<u>7,485.22</u>	
Wells Fargo	UST T Bill	7/11/2024	8/15/2024	1,771,384.30	5.125%		4,923.26
Wells Fargo	UST T Bill	7/11/2024	9/10/2024	1,935,521.86	5.065%		5,492.71
				<u>5,602,287.49</u>		<u>7,485.22</u>	<u>10,415.97</u>

Executive Director/Chief Appraiser

Dinah L Kilgore



Chief Financial Officer

Rosa Goldmann



NOTE TO JULY, 2024 FINANCIAL REPORT

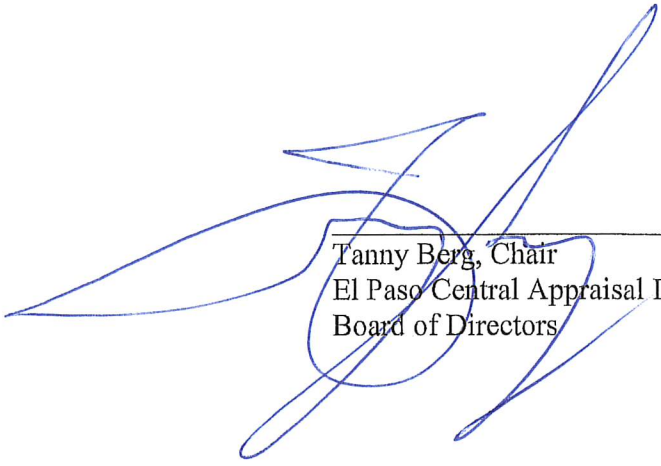
Over Budget Accounts:

Building Maintenance \$9,733.71 Monthly Expense, Ceiling Tile and Washroom Maintenance

Encumbered Funds:

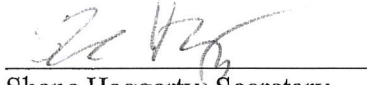
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- Litigation Reserve 914,227.82
- BOD Election Reserve 527,886.07



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: 9/19/24



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Executive Director/Chief Appraiser

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Encumbered Funds:

1,442,113.89

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



EL PASO CENTRAL APPRAISAL DISTRICT BOARD OF DIRECTORS

RESOLUTION

LITIGATION RESERVE

The El Paso Central Appraisal District Board of Directors in accordance with Section 6.06 (j), of the Texas Property Tax Code and AG Opinion GA-1040 hereby obligates revenue excess from the current fiscal budget year 2023/2024 in the amount of Three Hundred Thousand Dollars (\$300,000). These funds are to be obligated specifically to the following:

- Litigation Reserve for the El Paso Central Appraisal District.

The Board of Directors authorizes the funds from the reserve to be allocated to budget deficits for litigation line items. At the Board of Directors' meetings, the balance of the reserve will be included in the financial report.

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.

The resolution was adopted by a majority vote of the El Paso Central Appraisal District Board of Directors on **September 19, 2024**.



Tanny Berg
Chairman, Board of Directors



Shane Haggerty
Secretary, Board of Directors