



Minutes from September 21, 2023

The El Paso Central Appraisal District Board of Directors held its regular meeting on Thursday, September 21, 2023, at 5:14 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 members present.

1. Tanny Berg
2. Sergio Coronado
3. Israel Irrobali
4. Eduardo Mena
5. Jackie York

Attorney 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 - PUBLIC COMMENT

Ms. Dinah Kilgore, EPCAD Executive Director/Chief Appraiser, stated that no one had signed up for a public comment.

AGENDA ITEM 2 – POLICE OFFICER RETIREMENT

Ms. Kilgore recognized Officer Laura Canonizado for 10 years of service.

Chairman Berg, the board, and all those in attendance congratulated her.

AGENDA ITEM 3 - INTRODUCTION OF THE INCOMING TEXAS ASSOCIATION OF ASSESSING OFFICERS (TAAO) 2023-2024 PRESIDENT

Ms. Kilgore recognized EPCAD Value Analyst, Melissa Fernandez, she will serve as the TAAO 2023-2024 president, effective October 1, 2023.

Chairman Berg, the board, and all those in attendance congratulated her.

**AGENDA ITEM 4 – EPCAD RECIPIENT OF IAAO 2023 DISTINGUISHED
ASSESSMENT JURISDICTION AWARD**

Ms. Kilgore informed the Board that the press release announcing EPCAD as recipient of an IAAO award was noted in the El Paso Inc. The press release was submitted to multiple news stations and the El Paso Times, El Paso Inc., and El Diario de El Paso.

Mr. Rodolfo Arvizo, IT Manager, added that it took ten years of hard work, dedication, and effort to achieve the award.

Chairman Berg, the board, and all those in attendance congratulated the El Paso Central Appraisal District staff.

**ACTION AGENDA ITEM 5 - APPROVAL AND SIGNING OF MINUTES FROM
AUGUST 17, 2023 MEETING**

Mr. Mena made a motion to approve the August 17, 2023, Minutes as presented; Mr. Irrobalí seconded; the vote was called and approved.

**ACTION AGENDA ITEM 6 - REVIEW AND APPROVAL OF FINANCIAL REPORT
FOR JULY, 2023**

Ms. Rosa Goldmann, EPCAD's Chief Financial Officer, presented the financial report for July 2023. EPCAD's financial reports contain the balance sheet; the report of revenues, expenditures, and changes in cash balance (in actual-to-budget); the investment report; and the notes to the financial report.

The following items were over budget:

- Printing line item for July 2023 by \$5,553.40 due to ARB hearing procedure packets and employee business cards.
- Appraisal Review Board line item for July 2023 by \$35,480.00 due to increase in protest hearings.

As of July 2023, the litigation reserve encumbered funds balance is \$914,227.82, and the TCDRS reserve encumbered funds balance is \$329,000.

Ms. Goldmann responded to questions from the board.

Mr. Coronado moved to approve the financial reports for July 2023 as presented; Ms. York seconded; the vote was called and passed.

Mr. Berg stated that the financials are approved subject to audit.

AGENDA ITEM 7 - TAXPAYER LIAISON REPORT

Ms. Tracy Carter, Taxpayer Liaison Officer, was unable to attend the meeting, therefore, Ms. Kilgore presented Ms. Carter's report.

An announcement for ARB vacancies was published on September 3, 2023 in The El Paso Times, El Diario de El Paso, and El Paso Inc. A second announcement will be published on September 24, 2023 in the same publications. The announcement is also accessible on the EPCAD website. EPCAD also informed community organizations of the ARB vacancies. The deadline to accept applications to fill the ARB vacancies is October 16, 2023. Judicial District Administrative Judge, Annabell Perez, will begin the interview process October 30, 2023. She will appoint the ARB Chair, ARB Secretary, and ARB Deputy Secretary on November 17, 2023.

AGENDA ITEM 8 - CHIEF APPRAISER REPORT – DINAH KILGORE

Ms. Kilgore, EPCAD Executive Director/Chief Appraiser, informed the board of the following:

- On September 11, 2023, EPCAD staff provided the presiding officers of the taxing entities changes to the process and terms of appointment/reappointment of board members as a result of Senate Bill 2, Section 6.03 of Article 5 of the Property Tax Code. The board members received the same.
- EPCAD is presenting required appraisal courses throughout September 2023.
- Appraisers have been busy performing fieldwork.
- On October 10, 2023, EPCAD will hold its first in-house development training and will be closed to the public. There will be four sessions: Emergence Health Network will address mental health, the El Paso County Sheriff's Department will provide a comprehensive training on active shooter situations, EPCAD's employment attorney, Ms. Chris Borunda will discuss workplace situations from a legal perspective, and speaker Steve Gilliland will discuss how to open doors to be successful in one's career, relationships, and personal lives.
- Next board meeting will be October 26, 2023.

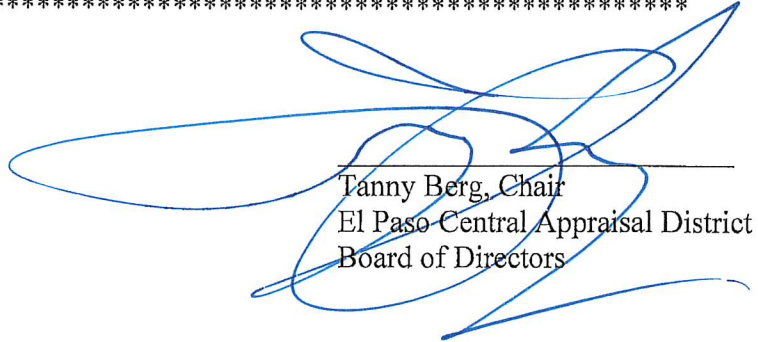
AGENDA ITEM 9 - EXECUTIVE SESSION UNDER THE AUTHORITY OF TEX GOV'T. CODE § 551.071 & 551.074 TO DISCUSS LEGAL AND PERSONNEL MATTERS.

No Executive Session

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

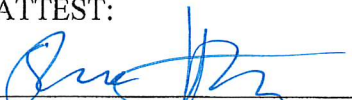
No items to discuss.

With no further business to come before the board, the meeting adjourned at 5:47 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: 10/26/2023



EL PASO CENTRAL APPRAISAL DISTRICT

**BALANCE SHEET****August 31, 2023****Assets**

Cash in Bank	766,812.83	
Investments	6,273,212.74	
Petty Cash	150.00	
Total Cash		7,040,175.57
Prepaid Expenses	152,871.72	152,871.72
Total Current Assets		7,193,047.29

Building	2,354,796.59	
Building Accum Deprec	(980,484.31)	1,374,312.28
Building Refit	637,114.19	
Bldg Refit Accum Deprec	(637,112.19)	2.00
Furniture & Equipment	654,762.95	
Furn & Equip Accum Deprec	(602,733.12)	52,029.83
Computer Equipment	709,475.11	
Computer Equip Accum Deprec	(591,586.50)	117,888.61
Vehicles	630,871.63	
Vehicles Accum Deprec	(275,697.07)	355,174.56
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	(1,159,026.61)	647,919.19
Building Equipment	379,778.52	
Build Equip Accum Deprec	(204,415.27)	175,363.25
Leases	691,091.00	
Leases Accum Deprec	(462,561.00)	228,530.00
Total Fixed Assets		2,951,223.72

Deferred Outflow Res-Pension	1,966,699.77
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Total Assets	12,110,970.78
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Liabilities and Fund Balance

Accounts Payable	165,830.58
Accrued Expenses	10,500.00
Accrued Payroll Payable	1,040,270.16
TCDRS Payable	167,303.66
Dep. Personal Life Ins & Cobra	539.94
Cafeteria 125	5,422.93
Leases Payable-Current	172,472.00

Total Current Liabilities	1,562,339.27
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TCDRS Net Pension Liability	(1,309,772.00)
Deferred Inflow Res-Pension	2,009,042.00
TCDRS Expense-Allowance	2,610,566.37
Leases Payable-Long Term	69,177.00
TOTAL LIABILITIES	4,941,352.64

Reserved Encumbrance	1,771,113.89
Fund Balance	5,398,504.25

TOTAL LIABILITIES AND FUND BALANCE	12,110,970.78
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EL PASO CENTRAL APPRAISAL DIST
REPORT OF REVENUES, EXPENDITURES AND CHANGES IN CASH BALANCE
For Month Ending August 31, 2023

	August	YTD	YTD Budget	Variance
Revenues				
Revenues from Taxing Entities	0.00	19,838,423.69	19,838,423.69	0.00
Interest Income	26,617.32	231,810.93	40,000.00	191,810.93
Miscellaneous Income	296.03	2,536.46	10,000.00	(7,463.54)
Rendition Penalty Income	1,339.67	81,507.58	0.00	81,507.58
Total Revenue	28,253.02	20,154,278.66	19,888,423.69	265,854.97
EXPENDITURES				
Wages and Salaries	804,608.26	8,414,954.36	8,660,987.85	246,033.49
Payroll Related Expenses	232,294.91	2,685,771.92	2,956,467.63	270,695.71
Payroll tax-mandatory	90,427.44	939,107.86	1,069,709.64	130,601.78
Computer Expense	168.77	1,678.73	6,283.33	4,604.60
Software, Support, Licensing	50,066.71	1,017,363.73	1,060,197.00	42,833.27
Vehicles - Insurance	0.00	13,077.12	15,000.00	1,922.88
Vehicles - Gas/Oil/Maintenance	3,373.69	29,525.93	34,200.00	4,674.07
Building - Utilities	16,359.27	178,572.01	192,000.00	13,427.99
Building - Maintenance	6,705.87	138,813.25	141,024.00	2,210.75
Building - Janitorial	1,459.17	7,537.43	10,000.00	2,462.57
Assets - Furniture & Equipment	0.00	6,122.57	4,650.00	(1,472.57)
Assets - Computer Equipment	(0.01)	33,045.67	34,000.00	954.33
Assets - Vehicles	0.00	(418.00)	0.00	418.00
Assets - Building Equipment	(0.01)	98,943.16	65,000.00	(33,943.16)
F/E - Lease	30,082.72	271,267.13	304,500.00	33,232.87
F/E - Maintenance	4,791.85	73,947.28	86,500.00	12,552.72
Small Furn & Equip	5,192.82	22,214.39	30,629.17	8,414.78
Paper, supplies, etc	8,642.40	57,969.77	69,594.16	11,624.39
Printing	5,950.00	51,006.40	39,503.00	(11,503.40)
Advertising Req. by Law	0.00	12,508.38	15,950.00	3,441.62
Advertising Other	0.00	21,922.00	27,109.75	5,187.75
Postage/Mailing	10,423.05	325,603.52	328,597.58	2,994.06
Education, dues	40,244.34	185,982.08	189,872.70	3,890.62
Bonding/General Insurance	71.00	32,773.11	30,458.00	(2,315.11)
Audit & Consultation	0.00	22,687.00	23,687.00	1,000.00
Chief Appraiser-Education, dues	3,028.87	9,773.47	15,437.50	5,664.03
BOD - Education	1,838.18	5,348.94	7,833.34	2,484.40
Books, Publications, Subscriptn	2,733.75	25,682.58	23,072.00	(2,610.58)
Legal Fees	38,213.00	582,878.77	606,516.67	23,637.90
Arbitration	450.00	6,450.00	12,658.33	6,208.33
Appraisal Review Board	9,925.00	400,025.80	354,700.00	(45,325.80)
Taxpayer Liaison Officer-Expen	1,472.59	5,828.33	5,400.00	(428.33)
Professional Services	48,779.90	1,167,908.72	1,173,000.00	5,091.28
Supplemental Help/Temps	0.00	37,346.92	39,000.00	1,653.08
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 - BOD Election Reserve	527,886.07	527,886.07	0.00	(527,886.07)
Total Expenditures	1,945,189.61	17,411,106.40	17,633,538.65	
Excess Revenue over Expenditures		<u>2,743,172.26</u>		

El Paso Central Appraisal District

INVESTMENT REPORT

AUGUST 31, 2023

Institution	Type	Issue Date	Maturity Date	Amount	Interest Rate	Interest Earned	Accrued
W/F Securities	WF Gov MMF Sel		none	1,571,913.09	5.260%	6,745.18	
W/F Securities	JP Morgan US Gov		none	176,939.41	5.210%	753.55	
W/F Advisors	Fed. Hermes Gov. Obligations Fund		none	3,998,650.70	5.08%	16,867.20	
W/F Advisors	Goldman Sachs Finl Gov.Fund		none	521,449.13	5.15%	2,226.92	
W/F Advisors	Allspring Govt. Money Market		none	4,260.41	4.90%	17.64	
				6,273,212.74		26,610.49	0.00

Executive Director/Chief Appraiser

Chief Financial Officer

[Signature: Douglas T. Legner]
[Signature: Goss Goldman]

NOTE TO AUGUST, 2023 FINANCIAL REPORT

Over Budget Accounts:

Printing	\$5,950.00	ARB-Hearing Procedures Packets, Employee Business Cards
Bonding/General Insurance	\$71.00	New Notary
Books, Publications, Subscriptions	\$2,610.58	Subscriptions for Commercial Department
Appraisal Review Board	\$9,925.00	Increase in protests / hearings
Taxpayer Liaison Officer-Expen	\$428.33	IAAO 2023 Conference
BOD - Election Reserve	\$527,886.07	Encumbered by the board

Encumbered Funds:

1,771,113.89

-	Litigation Reserve	914,227.82
-	TCDRS	329,000.00
-	BOD Election Reserve	527,886.07