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The Nueces County Appraisal District Board of Directors held its regular monthly meeting on Wednesday, April 13, 2011 in the Board Room at 201 N. Chaparral, Corpus Christi, Texas.

**REGULAR MEETING**  
**April 13, 2011**

**I. Invocation.**

The invocation was lead by John Sendejar

**II. Pledge of Allegiance.**

The Pledge of Allegiance was lead by Board of Directors

**III. Roll Call of the Board of Directors**

DIRECTORS:

Sandra Billish, Chairman	<u>Present</u>
Richard Pittman, Vice-Chairman	<u>Present</u>
David Berlanga, Secretary	<u>Absent</u>
John Sendejar	<u>Present</u>
Paul Altheide	<u>Absent</u>
Ronnie Canales	<u>Present</u>
Robert Adler	<u>Present</u>
Ed Lopez	<u>Present</u>

Ollie Grant, Chief Appraiser	<u>Present</u>
Tom Wheat, Legal Counsel	<u>Present</u>

1. **Call to Order and Determination of a Quorum.** Mrs. Billish, Chairman called the meeting of the Nueces County Appraisal District Board of Directors to order and requested that the record show that a quorum of the Board Members was present; that this meeting has been duly called; and that notice of this meeting had been posted in accordance with the Texas Open Meetings Act, TEX. GOV'T CODE § 551, (Vernon Supp. 2009) and that any conflict of interest affidavits had been received and placed on file as required by law.

**2. VISITORS'/AUDIENCE COMMENTS AND QUESTIONS.**

No Visitors

3. **DISCUSSION AND/OR ACTION:**

a. Approval of the minutes of the March 9, 2011 Regular Meeting:

Motion was made by Mr. Adler to approve the revised minutes of the March 9, 2011 Regular Meeting. Mr. Sendejar seconded the motion. Motion passed unanimously.

b. Approval of the minutes of the March 17, 2011 Special Meeting:

Mrs. Billish introduced Mr. Combs, the new Taxpayer Liaison Officer. Mr. Adler made a motion to approve the minutes of the March 17, 2011 Special Meeting. Mr. Lopez seconded the motion. Motion passed unanimously.

c. Approval of the March 2011 Litigation Report:

Mr. Tom Wheat provided a brief description of each lawsuit. Mr. Wheat said there were eighteen (18) lawsuits on the list submitted, but that two suits were recently settled bringing the total active suits to sixteen (16). Mr. Wheat commended staff on their efforts and assistance in reducing the number of lawsuits on the list. Motion was made by Mr. Pittman to approve the March 2011 Litigation report. Mr. Adler seconded the motion. Motion passed unanimously.

d. Approval of the March 2011 Disbursements:

Mr. Grant reported that the March disbursements totaled \$222,062.22. Mr. Grant asked the Board to approve the March 2011 Disbursements. Mr. Pittman asked about check# 31336 to Skye Properties. Mr. Reynolds explained that there were two checks to Skye Properties, one for painting half of the 1st floor and one check was for painting the 2<sup>nd</sup> half of the 1<sup>st</sup> floor. Mr. Pittman also asked about check# 31344 to CLK Architects. Mr. Reynolds said it was part of the life and safety project that would be billed as the project progresses. Ms. Billish asked about check#31333 to Porter Rogers. Mr. Grant explained that it included the policy manual update and part of a personnel issue. Motion was made by Mr. Pittman to approve the March 2011 disbursements. Mr. Lopez seconded the motion. Motion passed unanimously.

e. The Personnel Update

Mrs. Villasanz reported there were no vacancies.

4. **DISCUSSION AND/OR ACTION REGARDING APPROVAL OF THE BID DESIGN FOR LIFE AND SAFETY ISSUES.**

Mr. Huerta summarized the design plans to the Board. Mr. Huerta commented that he was asked to design the HVAC replacement as a separate item (add-on alternate) that could be deleted from the project if the project costs came in higher than the amount budgeted.

Mr. Pittman made a motion to accept the 90% completed set of plans submitted and to direct the architect to proceed to final drawings and to include the add-on alternate and to advertise the project as a sealed bid proposal. Mr. Adler seconded the motion. Ms. Billish opened the floor for discussion and asked staff and legal counsel for their opinion. Mr. Huerta said he would send the completed documents to Mr. Wheat for his legal review of the documents. Mr. Pittman made an amendment to include the 1<sup>st</sup> floor air handler replacement as part of the base bid. Mr. Lopez seconded the motion. Motion passed unanimously.

5. **DISCUSSION AND/OR ACTION RELATIVE TO CLERICAL STAFF SALARY STUDY.**

Mr. Grant said this item was added to the agenda per Mr. Canales request. Mr. Reynolds said he had included three different scenarios to replace the current \$9.00/hr for entry level clerks. Mr. Reynolds said the salary study included 6 clerks that had 20+years of service and the remaining clerk had less than five years tenure. The first scenario was to raise the entry level salary to \$10.50 per hour; the second scenario would raise it to \$11.00 per hour and the third to \$12.00 per hour for entry level clerks. Mr. Reynolds said that included in the salary study were the costs to the district. The costs were based on an implementation date of May 1, 2011. Mr. Reynolds said there were no funds in the 2011 Budget to do any of the scenarios presented. Mr. Sendejar asked staff to find the funds within the budget and come back next month with a plan for the remainder of the staff that has not been compensated. Mr. Grant said staff would come back with a plan next month.

6. **DISCUSSION AND/OR ACTION RELATED TO THE APPROVAL OF A RESOLUTION DESIGNATING THE TAXPAYER SERVICES MANAGER AS THE DISTRICTS' RECORDS RETENTION OFFICER.**

Motion was made by Mr. Pittman to designate Ms. Debra Morin, Taxpayer Services Manager as the Districts' Records Retention Officer. Mr. Sendejar seconded the motion. Mr. Wheat asked that the resolution be added as part of the motion. Mr. Pittman amended his motion to include the approval of the resolution that was in the packet. Mr. Adler seconded the motion. Motion passed unanimously.

7. **DISCUSSION AND/OR ACTION RELATED TO APPROVING THE DISPOSITION OF UNUSEABLE FURNITURE.**

Mr. Grant said a list of unsalvageable furniture that staff wanted to dispose of was included in the packet for their consideration. Mr. Adler made a motion to approve the disposition of unusable furniture on the list submitted. Mr. Sendejar seconded the motion. Motion passed unanimously.

8. **TAXPAYER LIAISON OFFICER'S REPORT.**

Mr. Combs said he had sent out a Press Release about his new position as the Taxpayer Liaison Officer. Mr. Combs said he also contacted the Caller Times about an ongoing space for a discussion blog forum which they said they would think about. As of this date, he had not heard anything else from the Caller Times. Mr. Combs said he had one taxpayer communication which was noted in his report and should have more by the next meeting. Mr. Combs said the press release was also included for review along with fifteen articles prepared in anticipation of the Caller-Times approval

of the proposed forum. Ms. Billish asked Mr. Combs if he had sent his press release to the Padre Island Moon. Mr. Combs said he would send the press releases to all community newspapers.

9. **CHIEF APPRAISER'S REPORT.**

Mr. Grant informed the Board that since our profession had come under the Texas Department of Licensing and Regulations there had been significant changes regarding the course requirements for appraiser certification and continuing education. Mr. Grant said the money that had been saved by holding courses in town would now change because there were 15 appraisers that needed to be sent to Austin in August.

Mr. Grant said a copy of the Taxpayer Liaison Officer's contract was in the packet. Mr. Reynolds pointed out that the contract had an expense reimbursement clause which we request some clarification. The question was that if Mr. Combs purchased items and was reimbursed for the purchase, would these items become part of the Districts' fixed assets. Mr. Lopez responded that yes they would belong to the District.

10. **CHAIRMAN'S REPORT.**

Ms. Billish pointed out that she had introduced Mr. Combs earlier in the meeting. Ms. Billish informed the Board that she had included a copy of the letter that was mailed to the taxing entities introducing Mr. Combs as the new Taxpayer Liaison Officer. Ms. Billish reported that a copy of the letter mailed to the applicants that were not selected as Taxpayer Liaison Officer was also included in the packet.

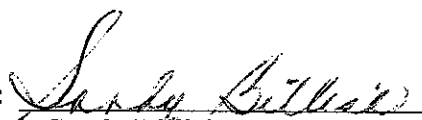
11. **SUGGESTED ITEMS RELATED TO NEXT REGULAR MEETING AGENDA.**

Mr. Sendejar -April 30, 2011-Preliminary Values and Recommendation to compensate clerical staff  
Mr. Pittman - Quotes for replacement of carpet on 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floor  
Mr. Grant - Closed Session-Personnel Issues

12. **ADJOURNMENT.**

Motion was made by Mr. Lopez to adjourn the meeting. The motion was seconded by Mr. Adler. The motion passed unanimously. The meeting was adjourned at 11:02 A.M.

SIGNED:

  
Sandy Billish, Chairman

SIGNED:

~~David Berlanga, Secretary~~  
