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The Nueces County Appraisal District Board of Directors held its regular monthly meeting on Wednesday, October 12, 2011 in the Board Room at 201 N. Chaparral, Corpus Christi, Texas.

REGULAR MEETING October 12, 2011

I. Invocation.

The invocation was lead by Mr. Ken Combs, Taxpayer Liaison Officer

II. Pledge of Allegiance.

The Pledge of Allegiance was lead by the Board of Directors.

III. Roll Call of the Board of Directors.

DIRECTORS:

Richard Pittman, Chairman	<u>Present</u>	Ollie Grant, Chief Appraiser	<u>Absent</u>
David Berlanga, Vice-Chairman	<u>Present</u>	Jay Reynolds, Asst. Chief Appraiser	<u>Absent</u>
Ed Lopez, Secretary	<u>Present</u>	Tom Wheat, Legal Counsel	<u>Present</u>
John Sendejar	<u>Present (arrived at 9:19 am)</u>		
Robert Adler	<u>Present</u>		
Jerry Garcia	<u>Present (arrived at 9:12 am)</u>		
Paul Altheide	<u>Present</u>		
Ronnie Canales	<u>Present</u>		

1. **CALL TO ORDER & DETERMINATION OF A QUORUM.** Mr. Richard Pittman, Chairman called the meeting of the Nueces County Appraisal District 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 has been posted in accordance with the Texas Open Meetings Act, Texas Government Code 551, (Vernon's 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.**

There were no comments or questions from visitors in the audience.

3. DISCUSSION AND/OR ACTION:

- a. Approval of the minutes of the **September 14, 2011** Regular Meeting;

Motion was made by Mr. Altheide to approve the minutes of the September 14, 2011 Regular Meeting. Mr. Adler seconded the motion. The motion passed unanimously.

- b. Approval of the **September 2011** litigation report;

Mr. Tom Wheat, General Counsel, summarized the September 2011 litigation report to the Board of Directors.

Motion was made by Mr. Lopez to approve the September 2011 litigation report. Mr. Altheide seconded the motion. The motion passed unanimously.

- c. Approval of the **September 2011** disbursements;

Motion was made by Mr. Berlanga to approve the September 2011 disbursements. The motion was seconded by Mr. Altheide. Board members had questions on several of the September disbursements. Staff answered the questions posed by the Board of Directors on the September disbursements. The motion passed unanimously.

- d. Personnel update

Mrs. Villasanz, Executive Assistant, reported that there were no new vacancies. A discussion ensued regarding the Taxpayer Services Manager position and how it had been reported the previous month.

4. UPDATE ON THE STATUS OF THE SAFETY AND LIFE MAINTENANCE AND REPAIRS BY JAVIER HUERTA, CLK ARCHITECTS & ASSOCIATES

Mr. Huerta passed out a schedule showing the revised timeline for completing the Safety and Life repairs and maintenance. This reflected the new items added through the permitting process by the City of Corpus Christi. Mr. Pittman asked questions regarding KJM Commercial Inc.'s recent draw. There was a brief discussion regarding the type of information the Board would like to see regarding the draw requested.

The Board requested they be provided with a report showing the work categories included in each draw request as well as percentage of completion and any amounts retained.

5. **DISCUSSION AND/OR ACTION RELATED TO THE APPROVAL OF A CHANGE ORDER TO THE CONTRACT WITH KJM COMMERCIAL, INC. FOR THE SAFETY AND LIFE MAINTENANCE AND REPAIRS**

Mr. Huerta discussed the change order request from KJM Commercial, Inc. Mr. Huerta reminded the Board that this issue had been discussed last month but that at the time the contractors had not priced the new changes requested by the City of Corpus Christi through the permitting process. This change order reflected those changes.

Motion by Mr. Garcia to approve the change order request #1 from KJM Commercial, Inc. in the amount of \$44,044.00 associated with the Life and Safety Repairs and Maintenance contract. The motion was seconded by Mr. Sendejar. Motion was passed unanimously.

6. **DISCUSSION AND/OR ACTION RELATED TO THE ADOPTION OF A BOARD POLICY RELATED TO THE PROHIBITION OF ANY OUTSIDE EMPLOYMENT RELATED TO THE SALE OR APPRAISAL OF REAL ESTATE**

Mr. Salas explained that this policy was brought forward at the request of the Board. Mr. Salas reported that this was a draft and that staff was prepared to make any changes suggested by the Board. There was a discussion regarding the development of a standardize form to report outside employment to the District. Motion was made by Mr. Berlanga to approve the Outside Employment Policy as submitted by staff. The motion was seconded by Mr. Garcia. The motion was passed unanimously.

7. **DISCUSSION AND/OR ACTION RELATED TO THE APPROVAL OF THE 2012 TEXAS COUNTY AND DISTRICT RETIREMENT (TCDRS) PLAN PROVISIONS**

Motion was made by Mr. Altheide to adopt the 2012 Texas County and District Retirement System Plan Provision and the associated contribution rate of 11.74%. Motion was seconded by Mr. Berlanga. The motion was passed unanimously.

8. **MOVE INTO EXECUTIVE SESSION PURSUANT TO THE TEXAS OPEN MEETINGS ACT, TEXAS GOVERNMENT CODE 551.071 AND 551.074:**

The Board went into executive session at 9:43 a.m. to discuss the listed items.

1. Status report on Chief Appraiser
2. Outside legal counsel update on investigations

9. DISCUSSION AND/OR ACTION RELATIVE TO ITEMS DISCUSSED IN EXECUTIVE SESSION

The Board returned to open session at 11:14 a.m.

No action taken

10. TAXPAYER LIAISON OFFICER'S REPORT

Mr. Combs presented a report on the status of Appraisal Review Board members. Mr. Combs reported that there were five current ARB members whose terms were expiring at the end of this year. One of those ARB members was not eligible for reappointment due to his already serving three terms as an ARB member. The remaining four ARB members are eligible for reappointment and have express an interest in continuing to serve as ARB member. All four ARB members have submitted applications for consideration by the Board of Directors.

A discussion ensued regarding the process for appointment/reappointment of ARB member. It was decided the Mr. Combs would perform the background investigation of prospective ARB member applicants. Should Mr. Combs have any questions or issues with the background investigation then he would get guidance from Mr. Wheat.

Mr. Combs summarized the power point presentation he prepared to make to the taxing entities. Mr. Combs also reported his plans to visit the taxing entities and his planned approach to establishing a line of communication with them.

11. CHIEF APPRAISER'S REPORT

Mr. Salas indicated that the District was requesting that the date for the November Board of Directors' meeting be changed from the scheduled Wednesday, November 9, 2011 to Thursday November 10, 2011. Mr. Salas explained that the Texas Association of Appraisal District was sponsoring a state mandated Legislative Update and Law Training Seminar at the Education Service Center on November 9, 2011.

Mr. Salas reported that about twenty appraisers would be attending the seminar including Mr. Grant and himself.

The Board agreed, by consensus, to change the November 9th 2011 Board of Directors meeting to Thursday, November 10, 2011.

12. SUGGESTED ITEMS FOR NEXT REGULAR MEETING AGENDA

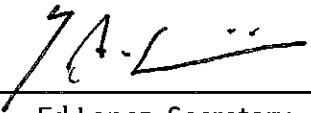
- a. List of Employee Policies and date of last revision
- b. Provide copy of policies to Mr. Wheat
- c. 2011 Appraisal Review Board Organizational & Administrative Guide
- d. ARB Issues
 - Discussion and/or action regarding ARB Pay
 - Discussion and/or action regarding the number of ARB members

13. ADJOURNMENT

Motion was made by Mr. Berlanga to adjourn the meeting. Mr. Lopez seconded the motion. The motion passed unanimously.

The meeting adjourned at 11:43 p.m.

SIGNED:



Ed Lopez, Secretary