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The Nueces County Appraisal District Board of Directors held its regular monthly meeting on Thursday, November 10, 2011 in the Board Room at 201 N. Chaparral, Corpus Christi, Texas.

**REGULAR MEETING**  
**November 10, 2011**

**I. Invocation.**

The invocation was lead by Jerry Garcia

**II. Pledge of Allegiance.**

The Pledge of Allegiance was lead by Board of Directors

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

DIRECTORS:

Richard Pittman, Chairman	Present
David Berlanga, Vice-Chairman	Absent
Ed Lopez, Secretary	Present
John Sendejar	Present(arrived at 9:07am)
Robert Adler	Present
Jerry Garcia	Present
Paul Altheide	Present
Ronnie Canales	Present

Ollie Grant, Chief Appraiser	Present
Tom Wheat, Legal Counsel	Present
Victor Salas, Director of Financial Services	Present

- 1. Call to Order and Determination of a Quorum.** Mr. Richard Pittman, 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.**

Mr. Bruce Collins, Attorney for Mr. Jay Reynolds, addressed the Board of Directors and requested time to discuss Mr. Reynolds' issue. Per advice from the District's general counsel, the Board of Directors, decided to schedule a later time to discuss Mr. Reynolds issue with Mr. Collins.

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

- a. Approval of the minutes of the October 12, 2011 Regular Meeting:

Motion was made by Mr. Altheide to approve the minutes of the October 12, 2011 Regular Meeting. Mr. Garcia seconded the motion. Motion passed unanimously.

- b. Approval of the October 2011 Litigation Report:

Mr. Tom Wheat, General Counsel, summarized the October 2011 litigation report to the Board of Directors. Motion was made by Mr. Garcia to approve the October 2011 litigation report. Mr. Lopez seconded the motion. The motion passed unanimously,

- c. Approval of the October 2011 Disbursements:

Motion was made by Mr. Canales to approve the October 2011 disbursements. Mr. Altheide seconded the motion. Motion passed unanimously.

- d. The Personnel Update

Mrs. Villasanz, Executive Assistant, reported that there was 1 vacancy for Assistant Chief Appraiser. Mr. Canales asked if IT Manager position had been filled. Mr. Canales wanted to know what the starting salary was. Mr. Grant reported that the starting salary was \$50,000 annually. Mr. Grant provided a brief biography on Mr. Deis, the new IT Manager.

4. **UPDATE BY JAVIER HUERTA, CLK ARCHITECT, ON THE PROGRESS OF THE SAFETY AND LIFE MAINTENANCE AND REPAIRS**

Mr. Huerta reported the progress on the project and noted the foundation should be completed by next week and that the steel has been ordered and was in the process of being fabricated. We are waiting on the fire marshal to approve the fire alarm drawings. Once these drawing are approved work will begin on the installation of the fire alarm system. This will also probably begin next week. Mr. Huerta continued by informing the Board that demolition of the "islands" in the back parking lots will begin toward the end of the month. This action was being taken to recover some of the parking spaces lost as a result of the new elevator construction. We lost five parking spaces on the side parking lot but will recover four in the back parking lot. Mr. Huerta reported that the project

was on schedule (as per the revised schedule) and that the anticipated completion date was March 22, 2012.

5. **DISCUSSION AND/OR ACTION RELATED TO THE LISTING OF ALL APPRAISAL DISTRICT EMPLOYEE POLICIES**

As requested by the Board Chairman during the October monthly meeting, staff submitted a listing of all employee policies with the associated date that each was last revised. Staff reported that they had been working with a local employment attorney on developing an updated employee policy handbook that will be brought to the Board for consideration in December. No action was taken on this item.

6. **DISCUSSION AND/OR ACTION RELATED TO THE 2011 APPRAISAL REVIEW BOARD ORGANIZATIONAL & ADMINISTRATIVE GUIDE**

As requested by the Board Chairman during the October monthly meeting, the Appraisal Review Board's Organizational & Administrative Guide booklet was submitted for the Board's review. After a discussion among several of the Board members, it was a consensus of the Board that this was an ARB document and that the Board should not get involved in ARB administrative matters. No action was taken on this item.

7. **DISCUSSION AND/OR ACTION RELATED TO THE FOLLOWING APPRAISAL REVIEW BOARD ITEMS:**

As requested by the Board Chairman during the October monthly meeting, the ARB pay and the number of ARB members was placed on this month's agenda. After discussion among several Board members, it was a consensus of the Board that a workshop should be scheduled to discuss District's policies and that these two items could be placed for discussion at that time. Mr. Lopez made a motion to schedule a workshop within 90 days to discuss District policies and procedures and that the above noted items be included for consideration at that workshop. Mr. Garcia seconded the motion. The motion passed unanimously.

8. **DISCUSSION AND/OR ACTION RELATED TO THE APPROVAL OF THE APPRAISAL DISTRICT'S 2011 3<sup>RD</sup> QUARTER INVESTMENT REPORT:**

Motion was made by Mr. Lopez to table this item until the Board's December monthly meeting. Mr. Sendejar seconded the motion. Motion passed unanimously.

9. **DISCUSSION AND/OR ACTION RELATED TO THE ADOPTION OF THE APPRAISAL DISTRICT'S GENERAL COUNSEL POLICY**

Mr. Wheat reported to the Board of Directors that the General Counsel Policy submitted was merely putting into writing the procedures currently in place. This action was also being taken to comply with the requirements of the State Comptroller's Office MAPS review. Motion was made by Mr.

Garcia to approve the General Counsel Policy as submitted. The motion was seconded by Mr. Lopez. The motion was unanimously.

10. **DISCUSSION AND/OR ACTION RELATED TO THE APPROVAL OF THE APPRAISAL DISTRICT'S CURRENT INVESTMENT POLICY**

Motion was made by Mr. Lopez to table this item until the Board's December monthly meeting. Mr. Altheide seconded the motion. Motion passed unanimously.

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

Motion was made by Mr. Canales to go into executive session. Motion was seconded by Mr. Garcia. Motion passed unanimously. The Board of Directors went into executive session at 10:09 A.M.

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

The Board of Directors returned to open session at 11:56 A.M. No action was taken.

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

As a result of Mr. Combs' absence, Mr. Grant provided a brief synopsis of Mr. Combs report. As reported in Mr. Combs' report there were no complaints filed during October. Mr. Combs continues to make his introductory presentation to our taxing entities. Mr. Combs' presentations have been well received by the entities. Mr. Combs submitted a listing of the applicants that have expressed an interest in being considered as a member of the ARB. Mr. Wheat's office is handling the background checks.

14. **CHIEF APPRAISER'S REPORT**

Mr. Grant submitted copies of the appointment letters from the City of Corpus Christi, Corpus Christi Independent School District and Nueces County for Board of Directors members for Places 1, 2, 3, 4, and 5. Also submitted were copies of the voting ballots mailed to all Place 6 and Place 7 taxing entities. The due date for return all voting ballots for Place 6 and 7 is December 9, 2011.

Mr. Grant referred to the copy of a letter from Mr. Paul Chapa requesting an opportunity to establish a pilot project with the Appraisal District that would detect accounts that have double homestead exemptions. Mr. Grant indicated he would like to ask Mr. Chapa to make a brief presentation to the Board on the elements of the Pilot Project.

Mr. Grant reported that we continue with the appraisal process. Mr. Grant reported that we have completed the review of most permits. We are continuing to monitor the large projects like the three Wal-Mart stores to ensure they were picked up correctly as of January 1<sup>st</sup>. Work continues with True Automation to resolve outstanding conversion issues. An issues list has been developed and will be used as a monitoring tool to ensure timely resolution.

Mr. Grant informed the Board that staff would be bringing the Budget line items transfer request in December for the Board's consideration. Mr. Altheide, as the Budget Committee, requested that the Budget line items transfer request be provided to him as soon as it is ready and not to wait until next Board meeting.

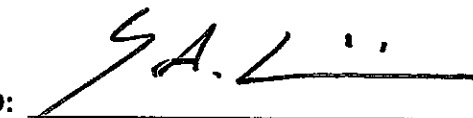
15. **SUGGESTED ITEMS FOR NEXT REGULAR MEETING AGENDA**

Determine date for the Board Workshop  
Appraisal District's 2011 3<sup>rd</sup> quarter investment report  
Appraisal District's current investment policy  
Board of Directors Place 6 & 7 voting results

**ADJOURNMENT**

Motion was made by Mr. Garcia to adjourn the meeting. The motion was seconded by Mr. Lopez. The motion passed unanimously. The meeting was adjourned at 12:11 P.M.

SIGNED:

  
Ed Lopez, Secretary