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The Nueces County Appraisal District Board of Directors held its regular monthly meeting on Wednesday, January 11, 2012 in the Board Room at 201 N. Chaparral, Corpus Christi, Texas.

REGULAR MEETING
January 11, 2012

I. Invocation

The invocation was lead by Deacon Michael Mantz

II. Pledge of Allegiance

The Pledge of Allegiance was lead by Board of Directors

III. Roll Call of the Board of Directors

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| <u>DIRECTORS:</u> | | Ramiro R. Canales, Chief Appraiser | <u>Present</u> |
| Richard Pittman, Chairman | <u>Present</u> | Robert Cenci, Asst. Chief Appraiser | <u>Present</u> |
| David Berlanga, Vice-Chairman | <u>Present</u> | Tom Wheat, Legal Counsel | <u>Present</u> |
| Ed Lopez, Secretary | <u>Present</u> | | |
| Esther Gonzales | <u>Present</u> | | |
| Robert Adler | <u>Present</u> | | |
| Jerry Garcia | <u>Present</u> | | |
| Paul Altheide | <u>Present</u> | | |

- 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. **SWEARING IN OF ALL BOARD MEMBERS.**

Mr. Richard Pittman, Mr. David Berlanga, Mr. Ed Lopez, Ms Esther Gonzales, Mr. Robert Adler, Mr. Jerry Garcia, Mr. Paul Altheide were sworn-in as Board members by Mr. Armando Chapa, City Secretary.

3. **ELECTION OF OFFICERS:**

Mr. Altheide nominated Mr. Richard Pittman for the position of Board of Directors Chairman; Mr. David Berlanga, Vice-Chairman; and Mr. Ed Lopez, Secretary. The motion was seconded by Mr. Garcia. Motion passed unanimously.

4. **SWEARING IN OF OFFICERS:**

Mr. Chapa, City Secretary swore in the 2012 Board of Directors, 2012 Officers of the Board of Directors and Chief Appraiser Ramiro "Ronnie" Canales.

5. **VISITOR'S/AUDIENCE COMMENTS AND QUESTIONS.**

No Visitors

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

a. Approval of the minutes of the December 14, 2011 Regular Meeting:

Motion was made by Mr. Garcia to approve the minutes of the December 14, 2011 Regular Meeting. Mr. Lopez seconded the motion. Motion passed unanimously.

b. Approval of the December 2011 Litigation Report:

Mr. Tom Wheat, General Counsel, summarized the December 2011 litigation report to the Board of Directors. Motion was made by Mr. Berlanga to approve the December 2011 litigation report. Mr. Altheide seconded the motion. Motion passed unanimously.

c. Approval of the December 2011 Disbursements:

There was a discussion among the Board members regarding the format for presentation of the disbursements. Motion was made by Mr. Berlanga to approve the December 2011 disbursements. Mr. Altheide seconded the motion. Voting for the motion was Mr. Pittman, Mr. Berlanga, Mr. Lopez, Mr. Adler, Mr. Garcia and Mr. Altheide. Ms. Gonzales abstained.

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

Mr. Huerta gave briefed the Board on the status of the Life, Safety and Maintenance repairs. Ms Gonzales asked what the percent of completion was on the project. Mr. Huerta responded that the project was 60% complete.

8. **DISCUSSION AND/OR ACTION RELATED TO THE ADOPTION OF RESOLUTION ADOPTING THE GASB 54 REQUIREMENTS FOR REPORTING THE FUND BALANCE**

Staff submitted a Resolution requesting Board approval of the GASB 54 requirements. Mr. Tommy Streatly with Gowland, Streatly, Morales and Co., the District's outside Auditor, briefed the Board on the elements of the new GASB 54 statement. Motion was made by Mr. Altheide to adopt the Resolution regarding GASB 54 with typographical correction. Motion was seconded by Mr. Berlanga. Motion passed unanimously.

9. **DISCUSSION AND/OR RELATED TO THE APPROVAL OF THE NEW EMPLOYEE POLICY HANDBOOK**

Motion was made by Mr. Berlanga to approve the New Employee Policy Handbook. Mr. Garcia seconded the motion. Motion passed unanimously.

10. **MOVE INTO EXECUTIVE SESSION PURSUANT TO THE TEXAS OPEN MEETINGS ACT, TEXAS GOVERNMENT CODE 551. AND 551.074**

Motion was made by Mr. Garcia to go into executive session. Motion was seconded by Mr. Lopez. Motion was passed unanimously. The Board of Directors went into executive session at 9:53 A.M.

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

The Board of Directors returned to open session at 11:31 A.M. No action was taken.

Mr. Altheide left at 11:00 A.M.

Mr. Pittman on behalf of the Board of Directors directed Mr. Wheat, Legal Counsel to enter into a signed contract with Mr. Ronnie Canales.

Mr. Pittman also informed Mr. Canales that the Board would like for staff to develop a Board of Directors Policy Manual and bring back for Board consideration during the February or March meeting.

12. TAXPAYER LIAISON OFFICER'S REPORT

Mr. Combs reported that there are a total of 37 participating taxing units and 13 have been visited. Mr. Combs also indicated that Mr. Canales will visit some of the taxing units with his staff and will coordinate the visits. Mr. Combs also was informed by Mr. Wheat Legal Counsel that Mr. Bazan is not eligible to serve on the Appraisal Review Board due to previously serving the maximum terms allowed. Mr. Combs recommended that total Appraisal Review Board membership be reduced to 9 members. Mr. Maupin agreed with Mr. Combs' recommendation.

Motion was made by Mr. Garcia to reduce the Appraisal Review Board membership to 9 members. Motion was seconded by Mr. Berlanga. Motion passed unanimously.

13. CHIEF APPRAISER'S REPORT

Mr. Canales had a meeting with True Automation which was very positive. Mr. Deis will make a presentation concerning some of new items that were discussed, during the February meeting.

Mr. Canales also reported that he is working on trying to find more parking spaces for the employees.

Mr. Canales informed the Board of the Texas Association of Appraisal Districts (TAAD) Conference being held in Houston, Texas.

14. SUGGESTED ITEMS FOR NEXT REGULAR MEETING AGENDA

15. 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 11:47 P.M.

SIGNED:


Ed Lopez, Secretary