



Nueces County Appraisal District  
201 N. Chaparral, Ste. 206  
Corpus Christi, Texas 78401-2503

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The Nueces County Appraisal District Board of Directors held a Regular Meeting on Wednesday, January 9, 2013 in the Board Room at 201 N. Chaparral, Corpus Christi, Texas.

## REGULAR MEETING

### I. Invocation

The invocation was lead by Mr. Ken Combs.

### II. Pledge of Allegiance

The Pledge of Allegiance was lead by Board of Directors

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

#### DIRECTORS:

David Berlanga, Chairman	<u>Present</u>
Jerry Garcia, Vice-Chairman	<u>Present</u>
Luis A. Elizondo, Secretary	<u>Absent</u>
Jose Guzman	<u>Present</u>
Robert Adler	<u>Present</u>
Richard Pittman	<u>Present</u>
Paul Altheide	<u>Present</u>
Kevin Kieschnick	<u>Absent</u>

Ramiro R. Canales, Chief Appraiser	<u>Present</u>
Robert Cenci, Asst. Chief Appraiser	<u>Present</u>
Tom Wheat, General Counsel	<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. Berlanga, Mr. Garcia, Mr. Pittman, Mr. Adler, Mr. Altheide, Mr. Guzman were sworn-in as Board members by Mr. Tom Wheat General Counsel

3. **ELECTION OF OFFICERS**

Mr. Altheide nominated Mr. David Berlanga for the position of Board of Directors Chairman. Motion was seconded by Mr. Adler. Motion was passed unanimously. Mr. Guzman nominated Mr. Jerry Garcia for the position of Board of Directors Vice-Chairman. Motion was seconded by Mr. Altheide. Motion passed unanimously. Mr. Garcia nominated Mr. Elizondo for the position of Board of Directors Secretary. Motion was seconded by Mr. Guzman. Motion passed unanimously.

4. **SWEARING OF OFFICERS**

Mr. Wheat Legal Counsel swore in the 2013 Board of Directors Officers Mr. David Berlanga, Chairman; Mr. Jerry Garcia, Vice-Chairman.

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

Mr. Canales introduced Mr. Cornelius and Steve Aarons from True Automation.

6. **DISCUSSION AND/OR ACTION**

- a. Approval of the minutes of the **December 12, 2012** Regular Meeting;

Motion was made by Mr. Altheide to approve the minutes; Mr. Pittman recommended a correction to the minutes to reflect that Mr. Paul Altheide was present for the December meeting. The motion was seconded by Mr. Guzman. Motion passed unanimously.

- b. Approval of the **December 2012** litigation report;

Mr. Tom Wheat, Legal Counsel, summarized the December 2012 litigation report to the Board of Directors. Motion was made by Mr. Guzman to approve the litigation report. Mr. Garcia seconded the motion. Motion passed unanimously.

- c. Approval of the **December 2012** disbursements;

Mr. Sissamis, Director of Financial and Administrative Services, provided a brief summary of the monthly disbursements. Motion was made by Mr. Altheide to approve the disbursements for December 2012. Mr. Guzman seconded the motion. Motion was passed unanimously.

- d. Personnel update

Mrs. Villasanz reported that positions that are in progress are Information Systems Manager, GIS Administrator and two Clerks.



**7. UPDATE BY JAVIER HUERTA, CLK ARCHITECT, ON THE PROGRESS OF THE ROOF AND SECOND FLOOR FLOORING**

Mr. Huerta provided a report of the work on the roof and flooring on second floor. Work is being done to reinforce roof deck so HVAC can be installed at a later date. The second floor flooring has been selected by staff. The second floor flooring will be replaced starting on January 18<sup>th</sup>. The floor has been zone in 4 sections and the first section will be moved to the third floor. Roof replacement will done second week of February if weather permitting. The completion of the roofing and the flooring is the end of February. Mr. Huerta recommended to the Board that a Construction Manager be hired on an "at risk" basis to oversee the project by May to avoid any delays because that would conflict with activities of the Appraisal and summer months. The Board agreed to have Mr. Huerta bring bids for contract for the phase of the first flooring and HVAC.

**8. DISCUSSION AND/OR ACTION RELATED TO POSSIBLE CHANGE TO BOARD MEETING DATES**

Board Members agreed to keep Board meetings on the second Wednesday of every month at 9:00 A.M.

**9. DISCUSSION WITH ERISA ATTORNEY CONCERNING RETIREMENT ACCOUNT OPTIONS**

Mr. Sissamis introduced William Fisher from the law firm of Cox and Smith and stated that a brief biography on Mr. Fisher has been submitted to each board member's meeting packet. Mr. Fisher provided an overview of the District's TCDRS retirement plan and responded to several clarification questions from board members. Mr. Fisher then pointed out that the board may choose from several options, which include (a) keeping the plan as it is, (b) changing some of the elements of the existing plan to help make it more affordable or (c) going through the process of stopping participation in the plan and continuing with an alternate plan going forward. He recommended that the board revisit the issue after the January 1 annual actuarial valuation study has been completed. The board decided to resume discussion of this item at the April of 2013 board meeting.

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

Motion was made by Mr. Guzman to go into executive session. Motion was seconded by Mr. Adler. Motion passed unanimously.

*The Board of Directors went into executive session at 10:22 A.M.*

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

The Board of Directors returned to open session at 11:28 A.M.

No action taken on any item on executive session.



*Mr. Pittman, Mr. Altheide, Mr. Garcia and Mr. Guzman left the board meeting.*

**12. TAXPAYER LIAISON OFFICER'S**

Mr. Ken Combs introduced new ARB member Sue Williams. Ms. Candy Skelton was not present due to knee replacement. Ms. Cecelia McClellan, vice-chairman had no updates.

**13. CHIEF APPRAISER'S REPORT**

Mr. Canales deferred all of his items with the exception of 25.25B quarterly report. The 25.25B report consists of all changes that were done by the Chief Appraiser. Changes due to clerical errors, ownership, exemptions, records or any changes where the tax bill does not go up. Report is given to Board of Directors to view.

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

**15. ADJOURNMENT**

Motion was made by Mr. Adler to adjourn meeting. The motion seconded by Mr. Berlanga. The motion was passed unanimously. The meeting was adjourned at 11:33 A.M.

**SIGNED:**

  
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Luis Elizondo, Secretary

