



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

**Ramiro "Ronnie" Canales**  
Nueces County Chief Appraiser

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The Nueces County Appraisal District Board of Directors held a Regular Meeting on Wednesday, April 10, 2013 in the Board Room at 201 N. Chaparral, Corpus Christi, Texas.

## REGULAR MEETING

### I. Invocation

The invocation was led by Ken Combs.

### II. Pledge of Allegiance

The Pledge of Allegiance was led by Board of Directors

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

#### DIRECTORS:

David Berlanga, Chairman	<u>Present</u>	Ramiro R. Canales, Chief Appraiser	<u>Present</u>
Jerry Garcia, Vice-Chairman	<u>Present</u>	Robert Cenci, Asst. Chief Appraiser	<u>Present</u>
Luis A. Elizondo, Secretary	<u>Present</u>	Tom Wheat, General Counsel	<u>Present</u>
Jose Guzman	<u>Present</u>		
Robert Adler	<u>Present</u>		
Richard Pittman	<u>Absent</u>		
Paul Altheide	<u>Present</u>		
Kevin Kieschnick	<u>Absent</u>		

1. **Call to Order and Determination of a Quorum.** Mr. David Berlanga, 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

None.



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

None.

3. **DISCUSSION AND/OR ACTION**

- a. Approval of the minutes of the **March 13, 2013** Regular Meeting;

Motion was made by Mr. Altheide to approve the minutes; the motion was seconded by Mr. Guzman. Motion passed unanimously.

- b. Approval of the **March 2013** litigation report;

Mr. Tom Wheat, Legal Counsel, summarized the March 2013 litigation report submitted to the Board in their board packets. He stated that cases 1, 2, 3 are set for a judgment hearing. The cases will be heard on Friday a week from these Friday at 1 o'clock. Mr. Wheat will try to resolve at least 4 to 5 cases to get them off the list and get the cases that the district needs to be more concern with. Motion was made by Mr. Altheide to approve the litigation report. Mr. Garcia seconded the motion. Motion passed unanimously.

- c. Approval of the **March 2013** disbursements;

Motion was made by Mr. Altheide to approve the disbursements for March 2013. Mr. Guzman seconded the motion. Motion was passed unanimously.

- d. Personnel update

Mr. Sissamis reported that several new positions are in progress. Several existing positions will be upgraded to "coordinators" in order to provide assistance to managers. Also a clerk position and temporary call takers for the busy season April-July. As previously reported, there is ongoing collection of applications for appraisers for anticipated retirements and any turnover. A Manager of Administration has been hired and will begin working for the District on April 22. The Human Resources Assistant is being held off on pending the start of the new Administration Manager so that she may have input.

4. **UPDATE BY JAVIER HUERTA, CLK ARCHITECT, ON THE PROGRESS OF THE FIRST FLOOR FLOORING AND HVAC PROJECT.**

Mr. Huerta gave a status report over the current building projects, which include the roof replacement and replacement of the HVAC systems. There have been delays in the roof work due to wind and other weather issues. The project is expected to finish on time. Regarding the HVAC replacement, this project will commence after bids have been submitted and contracts have been awarded. The HVAC equipment is scheduled to arrive by May 20<sup>th</sup> and this project is schedule to be completed by June 1<sup>st</sup>.



5. **DISCUSSION AND/OR ACTION RELATED TO AUTHORIZING CHIEF APPRAISER TO SIGN CHANGE ORDER(S).**

Mr. Sissamis reported that with the building construction projects, several unforeseen issues have arisen and necessitate change orders to the original contract. The original contract with Barcom was for \$546,500 and has had change order totaling \$85,861 to date. Mr. Sissamis reported that the board room will be remodeled, in which case the existing built-in meeting table must be replaced and also flooring and furniture and new IT equipment. Mr. Sissamis would like all proper authorizations in place and the Chief Appraiser empowered to sign off on them in order to keep the work going on schedule. Mr. Altheide suggested to the board to allow the Chief Appraiser the 25% within a \$100,000 cap. Motion was made by Mr. Guzman to allow Chief Appraiser to sign a change order of 25% and a \$100,000 cap. Mr. Garcia seconded the motion. Motion was passed unanimously.

6. **DISCUSSION AND/OR ACTION RELATED TO AWARDING A CONTRACT FOR PRINTING AND MAILING SERVICES.**

Mr. Sissamis presented the board members with bid tabulations for the annual appraisal notices printing and mailing services to be performed by an outside contractor. The District received three bids from AMG, BPO and Variverge. Variverge came in with a bid of about \$27,500 which was considerably lower compared than AMG's \$47,600 and BPO's \$43,900. Mr. Sissamis and Mr. Cenci questioned Variverge to ensure that its bid was understood correctly and to investigate the reasons for the difference. The representative also advised staff of their experience with other appraisal districts, the same appraisal system's output files and that their process is fully automated and, thus, the lower fees due to less human interaction in the process. Mr. Sissamis also explained that this bid contained year-to-year options, which lock the price for the next two years and which allow the board the latitude of annually deciding to either keep the same printing company or go out for bids again. Motion was made by Mr. Elizondo to accept Variverge for mailing and printing. Mr. Altheide seconded the motion. Motion was passed unanimously.

7. **DISCUSSION AND/OR ACTION RELATED TO 2012 FUNDING CREDIT TO PARTICIPATING ENTITIES.**

Mr. Sissamis stated that per the Texas Property Code, the District shall credit back to its participating entities any unspent and unobligated amounts from the previous fiscal year's budget. Mr. Sissamis directed the board's attention to a document supplied in their board packets which provides more details since the amount is not always readily determinable from the District's financial statements. He also provided them with three hypothetical scenarios to stimulate discussion. Mr. Altheide suggested to the board that the Chief Appraiser would need to go to all entities and ask to have a reserve of half a million established for emergencies and other contingencies. Once the funding target has been reached, the rest will be returned to the entities. Motion was made by Mr. Garcia to authorize the Chief Appraiser to talk to the different funding entities to establish a reserve of half million dollars for the District. Mr. Guzman seconded the motion.



Mr. Wheat suggested to table the item for the next board meeting until Chief Appraiser talks to entities. Motion was made by Mr. Guzman to table 2012 funding credit to participation entities pending Mr. Canales meeting with all entities. Mr. Altheide seconded the motion. Motion passed unanimously.

8. **DISCUSSION AND/OR ACTION RELATED TO AMEND DISTRICT REAPPRAISAL PLAN TO COMPLY WITH STATE COMPTROLLERS GUIDE LINES.**

Mr. Cenci reported that Gary Nunez with the comptroller's office was conducting a MAPS review. The District's reappraisal plan, page 10, the work schedule and work flow need to be more precise as to what to do and when to do it. So on the Appraisal Frequency and Method Summary, a statement was added to address this issue. Motion was made by Mr. Garcia to amend the District's Reappraisal Plan in order to comply with state comptroller's guide line. Mr. Guzman seconded the motion. Motion passed unanimously.

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

*Board of Directors went into executive session at 9:58 A.M.*

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

*Board of Directors returned to open session at 10:55 P.M.  
No action taken.*

11. **TAXPAYER LIAISON OFFICER'S**

Mr. Combs gave a brief report with no complaints and his report is filed as a matter of record. ARB Chairman Mr. Maupin stated that 2011-2012 Tax Year hearing is complete.

12. **CHIEF APPRAISER'S REPORT**

Mr. Canales Chief Appraiser stated that the District will be sending 170,000 reappraisal notices for 2013, with an increase of 85-90% increase in value that will create high call volume.

Mr. Canales also stated that concerning the street user fee project, the District will have little to do with it. He did inform the Board that there will be a recording at the beginning of the District's telephone system directing callers to call the number for the City that the recording will give out.

Mr. Canales informed the Board that a meeting will be held at 9 on April 19<sup>th</sup> in the board room for TY Pickett and the taxing entities.



Mr. Canales stated that the District has had four employees retire with abundant of service, Joann Caceres, Dolores Ramirez, Rosa Gonzalez with over 40 plus years and Delia Villasanz with 30 plus years. They were each presented with watches and engraved with name and years, also cake and punch was provided.

Mr. Canales as informed the Board that the board room was going to be remodeled with a new ceiling, lights, desks, and chairs. Mr. Canales would like for the board room to be ready by next month.

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

Contract for Chief Appraiser Mr. Canales  
Re-visit TLO Contract  
Chief Appraiser to visit with entities  
Purchasing of Computer for IT

14. **ADJOURNMENT**

Motion was made by Mr. Garcia to adjourn meeting. The motion seconded by Mr. Guzman. The motion was passed unanimously. The meeting was adjourned at 11:10 P.M.

SIGNED: \_\_\_\_\_

Luis Elizondo, Secretary

