



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, August 14, 2013 in the Board Room at 201 N. Chaparral, Corpus Christi, Texas.

## REGULAR MEETING

### I. Invocation

The invocation was led by Mr. Robert Maupin.

### 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>Present</u>		
Paul Altheide	<u>Present</u>		
Kevin Kieschnick	<u>Present</u>		

**Mr. Pittman arrived at 9:04 A.M.**

**Mr. Elizondo arrived at 9:06 A.M.**

- 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

Mr. Berlanga noted that there were no visitor's comments or questions.

3. **DISCUSSION AND/OR ACTION**

- a. Approval of the minutes of the **July 10, 2013** Regular Meeting;

*Mr. Wheat requested clarification on the July 10, 2013 minutes: during the executive session TLO contract was discussed and board members agreed that the contract for TLO for 1 year and would be an independent contractor earning \$4,250 per month.*

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

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

Mr. Tom Wheat, Legal Counsel, summarized the July 2013 litigation report submitted to the Board in their board packets. He stated that he had received notice of 10 different law suits. And regarding the boundary case, filed motion for new trial which extends the jurisdiction of the trial which is about 90 days. Van Huseman has been settled. Motion was made by Mr. Altheide to approve the litigation report. Mr. Guzman seconded the motion. Motion passed unanimously.

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

Mr. Berlanga asked if payment of \$2,200 for Marino Delzotto was every month and Mr. Canales advised the board that it was for couple of months while construction was done. The back parking lot was not used due to the construction. So district cars were parked on Mr. Delzotto lot. The side parking lot was utilized by ARB protest taxpayers.

Motion was made by Mr. Garcia to approve the disbursements for July 2013. Mr. Kieschnick seconded the motion. Motion was passed unanimously.

- d. Personnel update

Ms. Garcia, Manager of Administration, reported that the two appraiser positions for Personal Property and Market Analysis are still available. Advertisement was posted on the Sunday newspaper and has received some applicants for the Personal Property appraiser.

4. **DISCUSSION AND/OR RELATED TO THE 2<sup>ND</sup> QUARTER INVESTMENT REPORT.**

Ms. Garcia, Manager of Administration, reported on the 2<sup>nd</sup> quarter investment. Ms. Garcia reported activity for the quarter overall \$3.34 million were available for investment and earned \$1,195 of interest and fore-gone bank fees for the quarter. The monies were kept at Frost Bank 34% and TexPool 66%. On average the District had \$1,067,806 in the bank of which \$250,000 was insured by



FDIC and \$817,806 was covered by pledge collateral. The bank issued the District \$2,958,990 in pledge collateral market value. The district is collateralized at 362% if anything would happen to the bank. Mr. Garcia asked if collateralization was liquid and Ms. Garcia said bank shares.

5. **DISCUSSION AND/OR ACTION RELATED TO THE DESIGNATION OF 2012 EXCESS FUNDS.**

Ms. Garcia explained that the fund balance as per the 2012 audit was \$1,817,506 of which \$532,366 were for P.O.'s issued in 2012 but were going to be paid in 2013 related to the renovation project of the building. Also, \$58,225 was allocated for any change orders related to the building renovation, \$20,000 was for the purchase of a vehicle that was budgeted in 2012 but would be purchased in 2013. Also, in the 2014 budget \$175,000 was set aside for the purchase and installation of a generator and \$63,000 was set aside for the purchase of four vehicles.

Mr. Altheide suggested that the board set aside \$800,000 of the fund balance for the following: 117,452 start-up money, \$100,000 Building Maintenance, and \$582,548 for cash-flow emergencies.

Ms. Garcia stated that that would leave an undesignated fund balance of \$168,915. Mr. Altheide suggested that the board credit the taxing entities \$170,000 in the next quarter's statement. Mr. Altheide made the motion and Mr. Kieschnick seconded the motion. It was passed unanimously.

6. **DISCUSSION AND/OR ACTION RELATED TO REDUCING THE NUMBER OF MEMBERS SERVING ON THE APPRAISAL REVIEW BOARD.**

Mr. Combs presented the board with a survey of comparable size of ARB (Appraisal Review Board) members. Mr. Combs also informed the board that the load of protest was large and would like to recommend that the members serving on the appraisal review board remain at 9. Mr. Combs also informed the board that 4 positions will become available. Mr. Garcia motion to leave number of nine appraisal review board members. Mr. Kieschnick seconded the motion. Motion passed unanimously.

Mr. Combs would like for there to be a hyperlink on the main website with the application for the ARB and would like approval to advertise the ARB positions. Mr. Combs would like to run the AD on a Friday, Saturday and Sunday. The AD will give a little bit of information as to what to expect.

7. **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 10:05 A.M.*

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

*Board of Directors returned to open session. No action taken.*



9. **TAXPAYER LIAISON OFFICER'S.**

*Mr. Combs covered the applications for the ARB on item number six of agenda.*

Mr. Combs gave an update of the agent survey letters that were sent out with a 20% return. Mr. Combs will be calling the agents to get input from them and will have input on the next meeting. Mr. Combs also informed the board that he was attending a seminar on Ad Valorem Taxation at the end of the month.

Mr. Combs also informed the board of an article in the Tierra Grande Magazine which is put out by real estate reach center that is housed at Texas A&M University in College Station. The article is the results of the study of MAPS (Methods and Assistance Program) that the comptroller conducted.

10. **CHIEF APPRAISER'S REPORT.**

Mr. Canales reported that certification numbers went out to jurisdictions on July 25<sup>th</sup> and staff did an excellent job.

Mr. Canales reported that True Automation along with Amanda Reese put out good numbers for the certification.

Mr. Miller reported status on protest that reflects activities through August 13, 2013, Residential had 13,922 formal protests out that number 8,721 settled before going to ARB which was a reduction of 16% of appraise value, 2,257 were no shows, 500 pending and 436 with drew. The Commercial department formal protest filed 3,482 which 2,401 settled before going to ARB with a reduction of 12% of appraise value, 307 now shows, 64 pending, 436 withdrew.

Mr. Canales will have preliminary numbers next month on the parking garage for the district cars and also for the employees and taxpayers to park.

Mr. Canales will be attending TAAO, legal seminar and also Ad Valorem Taxation and Mr. Cenci will also attend Ad Valorem Taxation seminar.

The TLO contract was approved and signed.

Mr. Garcia asked about pictures that were in packets, items that will be auction or donated to non-profit.

Mr. Canales congratulated Mr. Maupin for a great job all the years of service he did as ARB Chairman.



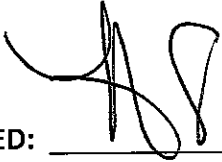
*Mr. Elizondo informed the Board that since he was not present on the last meeting, he wants it noted that he is not satisfied with the raise that the TLO received. He feels that it sends wrong message to the staff members since it's a part time job. Mr. Elizondo opposes the decision.*

11. SUGGESTED ITEMS FOR NEXT REGULAR MEETING AGENDA.

TY Pickett Contract  
List of surplus items

12. ADJOURNMENT

Mr. Adler made motion to adjourn. Mr. Elizondo seconded the motion. Motion passed unanimously.



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

Luis Elizondo, Secretary

