

BEXAR APPRAISAL DISTRICT
MEETING OF THE BOARD OF DIRECTORS
AGENDA

DATE OF MEETING: July 9, 2024
PLACE OF MEETING: 411 N. Frio St.; San Antonio, TX 78207
TIME OF MEETING: 2:00 pm

* PUBLIC COMMENTS MAY BE SUBMITTED BY EMAIL TO bod@bcad.org NO LATER THAN 8:00 A.M. THE MORNING OF THE MEETING, OR IN PERSON BY REGISTERING BY NAME ON THE SIGN-IN SHEET BY THE DOOR OF THE MEETING. COMMENTS RECEIVED TIMELY BY EMAIL WILL BE READ INTO THE RECORD DURING THE PUBLIC COMMENT PORTION OF THE MEETING. THE BOARD OF DIRECTORS INVITES PUBLIC COMMENT; HOWEVER, THE PUBLIC MUST BE AWARE THAT A SUBJECT RAISED BY A MEMBER OF THE PUBLIC CANNOT BE DELIBERATED OR DISCUSSED BY THE BOARD IF IT IS NOT ON THE AGENDA FOR THE MEETING AT WHICH THE SUBJECT IS RAISED. DISCUSSIONS OF SPECIFIC PROPERTIES WILL NOT BE PERMITTED.

AGENDA

THE FOLLOWING ITEMS MAY BE CONSIDERED AT ANY TIME DURING THE MEETING OF THE BOARD OF DIRECTORS

PROCEDURAL



- A. Meeting called to order by Dave Gannon, Chair

Recording of present directors

- B. Swearing in of new board members (*Hon. Jackie Valdes, District Court Judge*)

The newly elected board members will include Ms. Naomi Miller, Ms. Erika Hizel and Mr. Robert Bruce to be sworn in for the 2024-2026 term.

- C. Public Comments Period (*Jimmy Saiz, Executive Assistant*)

Comments received timely by email will be read into the record at this time. Individuals wishing to address the board have three minutes to speak. The chair may grant additional time.

- D. Minutes (*Jimmy Saiz, Executive Assistant*)

1. Approval of the minutes of the meeting of May 14, 2024
2. Approval of the minutes of the meeting of June 11, 2024

3. Approval of the minutes of the Canvassing of Election Results of June 25, 2024

ACTION ITEM

- E. Contract – Employee Parking Agreement (*Crystal Khantharoth, Director of Finance*)

The board of directors may discuss and/or vote to authorize the chief appraiser to enter into a contract with the Bexar County Hospital District d/b/a University Health for parking.

EXECUTIVE SESSION

- F. Adjourn to Executive Session (*Rogelio Sandoval, Chief Appraiser*)

At any time during the meeting of the board of directors, the board may retire into closed Executive Session pursuant to Texas Government Code, Sections 551.071, 551.072, 551.074 & 551.076 to discuss any of the following:

1. Section 551.071 Consultation with attorney regarding pending or contemplated litigation, settlement offers, or about matters which the attorney is required to consult with the board. As authorized by this section, this meeting may be convened in closed Executive Session for the purpose of seeking confidential legal advice from the board's legal counsel on any item listed herein.
2. Section 551.072 Deliberations regarding real property.
3. Section 551.074 Personnel matters; to deliberate the appointment, employment, evaluation, reassignment duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.
4. Section 551.076 Deliberations regarding Security Devices.

The board of directors may consider and act upon any item discussed in closed Executive Session.

REPORTS

- G. Chief Appraiser's Report

The board of directors will receive the following reports from the chief appraiser:

1. Appraisal Records (*Tommy Allison, Assistant Chief Appraiser*)

- a. Presentation of appraisal roll correction report for the second quarter of the 2024 tax year as authorized by Section 25.25(b), Texas Tax Code.
- b. The board of directors will receive an overview of the property tax calendar and an update on the status of work regarding the 2024 appraisal roll.

H. Additional Reports

The board of directors will receive the following reports:

1. Taxpayer Liaison (*L. Christopher White*)
2. Appraisal Review Board Chair (*Domasio Rodriguez*)

TRAINING

I. New Board Member Training (*Chris Jackson, Attorney*)

Mr. Chris Jackson, an Attorney with Perdue Brandon Collins Fielder & Mott, LLP, will provide an overview of the rules and responsibilities of the appraisal district board of directors for newly appointed and elected members.

J. Adjourn

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Rogelio Sandoval
Chief Appraiser
Bexar Appraisal District

** The Board of Directors invites comments from the public about the policies and procedures of the Bexar Appraisal District, the Appraisal Review Board or other matters within the Board's jurisdiction. If you wish to address the Board but do not speak English and cannot bring your own interpreter or have limitations due to a physical disability, please notify the Taxpayer Liaison Officer in writing at the address above at or by fax at 210-242-2451 prior to the meeting in order for arrangements to be made to accommodate your needs.*

**La junta de directores invita los comentarios del público acerca de las políticas y procedimientos del distrito de evaluación de Bexar, de la junta de revisión de evaluación o de otros asuntos de jurisdicción de la junta. Si usted desea dirigir a la junta, pero no habla inglés y no puede traer su propio intérprete o tiene limitaciones debido a una discapacidad física, por favor notificar al oficial de enlace del contribuyente por escrito a la dirección anterior o por fax al 210-242-2451 antes de la reunión para que se hagan arreglos y satisfacer sus exigencias*

BEXAR APPRAISAL DISTRICT
BOARD OF DIRECTORS MEETING
JULY 9, 2024
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STAFF SUMMARY SHEET

ISSUE: Meeting called to order

Meeting called to order by Dave Gannon, Chair, and recording of present directors.

STAFF SUMMARY SHEET

ISSUE: Swearing in of new board members

The newly elected board members will include Ms. Naomi Miller, Ms. Erika Hizel and Mr. Robert Bruce to be sworn in for the 2024-2026 term.

STAFF SUMMARY SHEET

ISSUE: Public comment period

The board of directors invites public comment; however, the public must be aware that a subject raised by a member of the public cannot be deliberated or discussed by the Board if it is not on the agenda for the meeting at which the subject is raised. Regarding such a subject, discussion, if any, by the Board shall be limited to a proposal to place said subject on the agenda for a subsequent meeting.

Anyone who wishes to address a particular agenda item may submit an email to bod@bcad.org no later than 8:00 am the morning of the meeting or may register by name on the sign-in sheet by the door to do so in person. Comments received timely by email will be read into the record during the public comment portion of the meeting. Discussion of value of specific properties will not be permitted.

STAFF SUMMARY SHEET

ISSUE: Minutes

1. Approval of the minutes of the meeting of May 14, 2024
2. Approval of the minutes of the meeting of June 11, 2024
3. Approval of the minutes of the Canvassing of Election Results of June 25, 2024

**MINUTES OF THE MEETING OF THE
BEXAR APPRAISAL DISTRICT
BOARD OF DIRECTORS
MAY 14, 2024**

The Board of Directors of the Bexar Appraisal District met for a meeting at 411 N. Frio in San Antonio, Texas on May 14, 2024 at 2:00 p.m. The items of business were acted upon as shown in the following minutes.

A. Call to Order

Mr. Dave Gannon, Chair, called the meeting to order at 2:04 p.m. and acknowledged the presence of the following directors:

Mr. Dave Gannon
Mr. Jon Fisher
Ms. Rebecca Ruiz
Mr. Albert Uresti

B. Dr. Barksdale will be sworn in for the remaining 2024 term

Mr. Gannon confirmed to the board that Dr. Ralph Barksdale was not present during this meeting.

C. Public Comment Period

Mr. Gannon asked Mr. Jimmy Saiz, Executive Assistant, if there was anybody signed up for public comment. Mr. Saiz confirmed there was not anyone present.

D. Preliminary 2025 Operating Budget

Mr. Gannon explained to the board that himself and Ms. Ruiz were part of the district's budget ad hoc committee and had met with district staff to review the district's upcoming budget. He stated the two areas the ad hoc committee asked the district to review were the future election reserve, due to this year's election costing the district \$2 million, and the district's staffing levels to make sure the district was adequately staffed.

Ms. Chrystal Khantharoth, Finance Director, addressed the board confirming the district's 2025 operating budget totaled \$28,175,700.

Mr. Uresti took a point of personal privilege to address the room and introduce the district's soon to be board member, Ms. Naomi Miller.

Mr. Gannon explained that after the district canvasses the final results of the election, Ms. Miller will be the representative for Place 1. Mr. Gannon asked Ms. Miller to introduce herself to the attendees and board. She addressed the room with a brief introduction and thanked the district for including her in this meeting.

Ms. Khantharoth continued stating that the budget had been increased by \$2,274,500, an 8.78% increase from 2024, and \$1 million of that would be reserved for the election, adding that if the district did not the million for the election the increase would have been less than 5%.

Mr. Rogelio Sandoval, Chief Appraiser, thanked the members of the ad hoc committee for meeting with members of the district to discuss the budget. He continued adding the area the district wanted to focus on was the increased staff in the public facing departments such as customer service and the appraisal departments.

Conversation continued with regard to the cost and details for the June and November elections.

Ms. Khantharoth continued asking if there were any questions and for board approval to send the proposed budget to the taxing entities.

Mr. Uresti confirmed that this is the preliminary budget and not the board was not approving the final budget.

Ms. Khantharoth confirmed that this is a preliminary budget.

Mr. Scott Griscom, Assistant Chief Appraiser, further explained that the district had to send out a preliminary budget to the taxing units by June 15th, and that they have 30 days to respond with questions, concerns, or comments. He continued stating the final budget had to be approved by September 15th, adding that the taxing units still have the option to veto the budget once adopted, and if the district receives any questions for clarification they would be answered at that time.

Mr. Gannon confirmed that the board will be authorizing the district to submit the budget to the taxing entities for approval and asked for a motion to approve.

Mr. Fisher moved to authorize the district to submit the budget to the taxing entities for approval. Ms. Ruiz seconded the motion which was unanimously approved.

E. Election Results

Mr. Saiz presented the board with the election results from the Elections Office. He noted the first and second page contained the results from the May 4th election for Place 1 the third page reflected the official totals, and the fourth page reflected the ballot count. He informed Mr. Gannon that his signature would be needed to confirm the count and to execute the certificate for Ms. Miller for Place 1.

Mr. Gannon confirmed the election results and asked for a motion to accept the summary results of the May election.

Mr. Uresti move to accept the election results. Ms. Ruiz seconded the motion which was unanimously approved.

F. June 15th Runoff Election Expenditure

Mr. Saiz provided the board with a sample ballot for the June 15th election for Place 2 and Place 3, and indicated that Mr. Sandoval would be going over the updated costs for this upcoming election.

Mr. Sandoval informed the board that the total cost of the runoff would total \$966,165.22. He continued stating that Ms. Khantharoth and Mr. Saiz met with Ms. Callanen the week before and she had stated that half of the total needed to be paid by June 5th 2024. He asked the board for approval to expend money from the election reserve account to pay for the runoff election.

Mr. Gannon asked what the exact amount was. Ms. Khantharoth stated that there is \$500,000.00 in the reserve account and the district would like to access that amount.

Mr. Fisher asked when the remaining amount would be due. Mr. Sandoval stated that every election has an audit and that the May 4th election that remaining balance would be due 6-8 months after its audit was complete. He added the remaining balance for the June 15th election would be due towards the end of the year.

Mr. Gannon asked for a motion to authorize the district expend \$500,000.00 to direct to the Bexar County Elections office to account for the runoff election.

Ms. Ruiz moved to authorize the \$500,000 expenditure for the June 15th runoff election. Mr. Fisher seconded the motion and was unanimously approved.

Mr. Uresti asked if Ms. Callanen had mentioned when the number of polling sites would go before commissioner's court. Ms. Khantharoth confirmed that it would not go before commissioner's court as the election only involved Bexar Appraisal. She added that Mr. Gannon would be meeting with the candidates to discuss the polling sites and the candidates would decide on the sites. Mr. Gannon commented that members of the Elections Ad Hoc committee will be meeting with Ms. Callanen to get clarification on meeting before the commissioner's court.

G. June 15th Runoff Election Order

Mr. Saiz presented the board with the Order of Election for the June 15th Runoff for Place 2 and Place 3. He added signatures would be collected after the meeting and the order would be forwarded to the county clerk and the elections administrator.

Mr. Gannon asked if there were any questions or discussion and a motion to approve the runoff election order.

Mr. Uresti moved to approve the Order of Election for the June 15th Runoff Election for Place 2 and Place 3. Ms. Ruiz seconded the motion and was unanimously approved.

H. Adjourn to Executive Session

Mr. Sandoval confirmed there was not anything to discuss in executive session.

I. Chief Appraiser Reports

1. Financial Report

Ms. Khantharoth addressed the board to review the funds investment report dated January 31st 2024 and specified that these were unaudited numbers. She stated the district had a total cash

deposit of \$11,457,369.81, year to date interest earned is \$22,407.59, the district was over collateralized by \$1,965,689.35, total revenues collected as of January 31st is \$6,537,365, the district surplus as of January 31st was \$3,756,485, and there were no changes to the designated cash funds.

Mr. Gannon asked for the ballpark estimate of the amount to be returned to the taxing entities. Ms. Khantharoth answered that the district had a projected surplus of \$783,998 which was reflected in the unaudited amount on the first page of the balance sheet under the unreserved funds. She added the district will have the audit report from the auditors at the next board meeting

2. Appraisal Records

Mr. Tommy Allison, Assistant Chief Appraiser, addressed the board and specified that the district had officially sent out 540,000 appraisal notices with a May 15th protest deadline since the last meeting. He continued stating that to date, the district had received 88,000 protests a. He added he would like to provide a year over year comparison but district was still processing protests. Mr. Allison stated the district hoped for a lighter protest season as there were 160,000 less appraisal notices mailed this year than last. He continued stating the district had started informals with homeowners, having held 2,000 so far. He added the Appraisal Review Board would begin hearings on June 10th, and that he anticipated certifying files by July 20th.

Mr. Uresti commented that tax payers are under the assumption that when they protest values, their taxes are deferred during this time, adding it is a constant battle to educate the homeowner that this is not the case. Mr. Sandoval explained how helpful it is, during district outreach events, to show that the district is available to help homeowners when needed and to them aware of how the district and the tax office work together, specifically to help during appeal season.

Mr. Gannon asked Mr. Uresti if there are homeowners coming into the tax office which may be preventing them from protesting. Mr. Uresti clarified that there are some looking for assistance and that his staff will assist them and that when they are unavailable, they will send the taxpayers to the appraisal office for further assistance.

Conversation continued about operational differences among offices.

Mr. Gannon asked if there was anything else with regard to appraisal records.

Mr. Allison continued with his report stating that the district was 47 days apart from the clerk's office regarding ownership records, adding that is 30 days behind from our target date due to the district having to reposition staff. He anticipated the district would be back on track once it had passed the protest deadline.

J. Additional Reports

Ms. Jennifer Rodriguez, Communications Director, addressed the board to present Community Outreach events for the month of May. She noted the district continued its Habitat for Humanity classes and participated in Frost Bank's Home Improvement Expos. She informed the board that the district had been meeting with mortgage and title companies to provide information regarding the roles of the appraisal office and the tax office in order to give them the information they need to educate their clients and empower them as homeowners.

K. Adjourn

Mr. Gannon asked for a motion to adjourn the meeting. Mr. Fisher moved to adjourn. Ms. Ruiz seconded the motion which was unanimously approved.

There being no further business, the May 14, 2024 board of directors meeting adjourned at 2:39 p.m.

Chair

Secretary

Date

**MINUTES OF THE MEETING OF THE
BEXAR APPRAISAL DISTRICT
BOARD OF DIRECTORS
JUNE 11, 2024**

The Board of Directors of the Bexar Appraisal District met for a meeting at 411 N. Frio in San Antonio, Texas on June 11, 2024 at 2:00 p.m. The items of business were acted upon as shown in the following minutes.

A. Call to Order

Mr. Dave Gannon, Chair, called the meeting to order at 2:04 p.m. and acknowledged the presence of the following directors:

Dr. Ralph Barksdale
Mr. Dave Gannon
Ms. Rebecca Ruiz
Mr. Albert Uresti

B. Dr. Barksdale will be sworn in for the remaining 2024 term

Mr. Gannon stated that the first order of business would be to swear in Dr. Ralph Barksdale for the remaining 2024 term.

Ms. Jennifer Rodriguez, Communications Director, proceeded to read the Oath of Office to Dr. Barksdale and have him repeat the following:

"I, Ralph Barksdale, do solemnly swear, that I will faithfully execute the duties of the office of the Bexar Appraisal District, Board of Directors of the State of Texas, and will do the best of my ability preserve, protect and defend the Constitution and laws of the United States and of this State, so help me God."

Ms. Rodriguez also had Dr. Barksdale sign the Oath of Office and the Statement of Elected Official which would be collected and notarized.

Mr. Gannon officially welcomed Dr. Barksdale to the board.

C. Public Comment Period

Mr. Jimmy Saiz, Executive Assistant, confirmed no individuals were signed up for public at this time.

D. Minutes

Mr. Gannon stated that there were three sets of minutes that were included in the packet and he gave the members a few minutes to review.

Mr. Gannon asked for a motion to approve the minutes from February 13, 2024.

Ms. Rebecca Ruiz moved to approve the minutes from February 13, 2024. Dr. Ralph Barksdale seconded the motion which was unanimously approved.

Mr. Gannon asked for a motion to approve the minutes from March 20, 2024.

Ms. Ruiz moved to approve the minutes from March 20, 2024. Dr. Barksdale seconded the motion which was unanimously approved.

Mr. Gannon asked for a motion to approve the minutes from April 9, 2024.

Ms. Ruiz moved to approve the minutes from April 9, 2024. Dr. Barksdale seconded the motion which was unanimously approved.

E. Audit Report

Ms. Crystal Khantharoth introduced the board to Janet Pitman with ABIP, the district auditors and she will be reviewing the district's audit.

Ms. Pitman addressed the board presenting them with the 2023 Fiscal Year Audit. She stated the audit opinion on page one was an unmodified opinion, the highest level of assurance that the district can receive for the audit. She continued stating this meant the audit was following generally accepted accounting principles and did not make any modifications to the district's financials. She noted the district did have an increase in its fund balance of \$875,000, which was mostly due to the district spending \$22.5 million of its \$23.7 million budget. She continued that the district would be able to send \$784,000 back to the taxing units, noting last year's surplus was \$485,000. Lastly, she noted the district had a fund balance \$3.4 million of unassigned fund balance which included one month of operating expenditures plus \$1.3 million..

Mr. Uresti asked if there was a particular order that Ms. Pitman was reading from. Ms. Pitman stated she was currently reading from page 15 and 16, and noted the corresponding page numbers moving forward. She continued informing the board that the district's net changes, total fund balance, and total revenues. She also stated that the district had a surplus of which would be sent back to the taxing units.

Ms. Pitman also informed the board that the district had received the Government Finance Officers Association in Excellence in Financial Reporting for the 19th year in a row.

Mr. Gannon asked Ms. Pitman how long she had been a part of the district's audit process. She responded that this was her first year but the firm had conducted the audit three years ago. She noted that the district assigns a new auditor every three years and this was the firm's third or fourth audit.

Mr. Gannon asked Ms. Pitman if she had seen any underlying structural dynamics moving in either a positive or negative direction, or if there were any problems that the district could encounter down the road. Ms. Pitman responded that she did not have concerns at this time. She noted that in order to make sure that the district has the proper controls and segregations in place, auditors look at internal controls over major processes, such as payroll, and how the

district collects revenue and makes cash disbursements. She stated the district is compliant and there are no concerns at this time in that area.

F. Contract – Insurance Consultant

Ms. Khantharoth informed the board that the district comes to the board every year to authorize a contract with the Rusteborgs, the district's insurance consultant for medical, dental, vision and life insurance. She stated the district would be going out for bid on medical and dental only this year and asked for approval of the \$13,000 contract for professional services for our insurance proposal.

Mr. Gannon asked for a motion to approve the proposed contract.

Ms. Ruiz moved to approve the district entering into a contract with the Rusteborgs for professional services. Dr. Barksdale seconded the motion which was unanimously approved.

G. Contract – Commercial Data and Market Analysis

Ms. Khantharoth informed the board to the district was asking for approval to go into contract with Trepp, adding the contract would be for three years totaling \$71,831. She noted Trepp is a source of commercial data and market analytics for the district's commercial department.

Mr. Uresti asked how much the district paid last time. Ms. Khantharoth responded that the district had paid had paid approximately the same amount for one year. She added the district did receive a discount because as the contract was for three years, noting it was being brought it to the board for approval as the complete cost is over \$50,000.

Mr. Uresti asked for clarification on what services are included with this contract. Mr. Sandoval explained this software was used for commercial data and mortgage underwriting, adding the district receives financial performances and other information on various use types which is used in evaluations commercial purposes by the district's commercial department.

Ms. Ruiz clarified the fee breakdown per year for a total that exceeds \$50,000 which requires board approval. Dr. Barksdale asked for clarification on the overall limit.

Mr. Gannon asked for a motion to approve the proposed contract.

Dr. Barksdale moved to approve the district entering into contract with Trepp for commercial data and market analysis. Ms. Ruiz seconded the motion which was unanimously approved.

H. Bids and Proposals

Ms. Khantharoth informed the board that the district would be going out to bid for group medical and dental insurance. She stated the district's current vendor for medical is Blue Cross Blue Shield of Texas and Humana for dental.

She continued informing the board that the district would also be going out to bid for Telecommunications/Mineral Appraisal Services. She stated the district currently contracts with Capital Appraisal Group and had budgeted amount was \$78,000.

Lastly, she continued informing the board that the district would also be going out to bid for laser printing and mailing services. She stated the district currently contracts with VariVerge and had a budgeted amount of \$ 175,000.

Mr. Gannon asked how often the district goes out to bid for these services. Ms. Khantharoth answered that the district goes out to bid every three years. She added the district typically enters a one-year contract with an option for two years and would seek board approval every year for the renewals.

Mr. Uresti asked when the request for proposal on the insurance would go out for bid. Ms. Khantharoth explained that the district will go out to bid in July, run through August, and be brought to the board for approval in late September or early October in order to hold open enrollment. She added it would run in the San Antonio Express News for two consecutive Sundays and also be published on the public purchase website. Mr. Uresti requested to have this information run in the La Prensa publication as well.

I. Appointed Board Members

Ms. Rodriguez reminded the board that due to Senate Bill 2, all terms for this year, aside from Mr. Uresti, would be for the 2024 tax year only. She continued stating that Mr. Saiz would send notification of the appointment process to the tax units in early August. She noted the district liked to provide advance notice to the tax units so the members could begin talking to their boards, county commissioners, and city councils to get the process started. Ms. Rodriguez informed the board that the nomination resolutions are due by October 15th, and voting resolutions by December 15th, reiterating the current terms would end December 31st 2024. She added each member was eligible for re-appointment, adding all appointed and elected board members can serve up to five terms including partial terms.

Mr. Gannon asked if the appointed members would draw lots to see who has short and long terms. Ms. Rodriguez responded that the candidates will draw lots to determine which two of the five appointed will serve a one-year term and which three of the five will serve a three-year term at the first meeting of 2025, and from that point all terms will be staggered.

J. Litigation Update

Mr. Gannon asked if there was a litigation update.

Mr. Sandoval answered that he and Mr. Charles Wise, Attorney, would like to go into executive session to provide the board with an update on two pending cases.

The board went into executive session at 2:28pm.

K. Adjourn to Executive Session

The board reconvened into open session at 3:00pm. No action was taken while in closed session.

L. Chief Appraiser Reports

1. Financials

Ms. Khantharoth addressed the board with a report of financial condition for February, March, and April. Focusing on the funds report dated April 30, 2024, Ms. Khantharoth informed the board that: total deposits for April were \$11,988,263.09, the year to date interest earned was \$94,458.64, the district was over collateralized by \$1,824,934.13, total revenues was \$13,136,320, the year to date surplus was \$4,671,745, and there were no changes to district's reserved accounts.

Mr. Gannon added that the decision was made to reduce the voting locations for the general runoff election which lowered the total cost to between \$150,000-\$200,000.

Ms. Khantharoth confirmed the elections department had initially provided a bill for the runoff election of over \$1,000,000.00; however, that was reduced to \$584,118.45 with a required deposit of \$434,584.13. She added an audit would be conducted at the end of the election which would determine if the district had a balance due.

2. Appraisal Report

Mr. Sandoval noted he would be presenting the appraisal records to the board as Mr. Tommy Allison and Mr. Scott Griscom, Assistant Chief Appraisers, were not present. He informed the board that appeals had started and that the district had received 179,000 appeals which was significantly less than last year. He added the district had received 199,000 protests last year. He continued stating that the 179,000 appeals represented \$141 billion in value, and that, to date, the district had resolved 38,000 appeals. Lastly, he reminded the board that the mandated certification date was July 25th.

3. Election

Mr. Saiz provided an election update to the board. He informed them that 40 polling sites would be open for early voting and on election day. He referred to documents provided to the board confirming the amount of the runoff election would be \$434,584,13 the polling locations hours.

M. Additional Reports

1. Community Outreach

Ms. Rodriguez presented the board a list of community outreach events that are scheduled for the month of June, along with a list of names of individuals from various departments that will participate in these events. She continued stating that the district anticipated outreach active slowing down until the fall.

2. Taxpayer Liaison

Mr. L. Christopher White, Taxpayer Liaison Officer, addressed the board with taxpayer comments, concerns and complaints received from property owners along with their resolutions.

3. Appraisal Review Board Chair

Mr. Domasio Rodriguez, ARB Chair, was not available during this meeting as the Appraisal Review Board was in session.

N. Adjourn

Before adjourning, Mr. Gannon inquired if the July meeting would include a judge to swear in the new board members, media presence and a possible reception after.

Mr. Sandoval stated the district would like into meeting those requests and confirmed that the district's attorney, Chris Jackson will be conducting the training session with the new board members.

Mr. Gannon asked for a motion to adjourn.

Mr. Uresti moved to adjourn. Dr. Barksdale seconded the motion which was unanimously approved.

There being no further business, the June 11, 2024 board of directors meeting adjourned at 3:13 p.m.

Chair

Secretary

Date

**MINUTES OF THE
BEXAR APPRAISAL DISTRICT
CANVASSING OF ELECTION RESULTS
JUNE 25, 2024**

The Elections Ad Hoc Committee of the Bexar Appraisal District met to canvass the June 15th Runoff Election Results at 411 N. Frio in San Antonio, Texas on June 25, 2024 at 10:00 a.m. The items of business were acted upon as shown in the following minutes.

A. Call to Order

Mr. Dave Gannon acknowledged the presence of the following committee members:

Mr. Dave Gannon
Ms. Rebecca Ruiz

B. Public Comment Period

Mr. Jimmy Saiz confirmed no individuals were signed up for public at this time.

C. Election Results

Mr. Saiz presented to the committee the official election totals as of 06/21 and this information was posted to the elections department's website last Friday which is a breakdown that they had. The second page is the unofficial totals as of 06/15 and this report was generated the evening of 06/15 which had a variance and there is a current copy of those totals for your reference. The third page is a summary results report which is the same information from the totals page that has been signed off by Jacque and this is the official recording that is posting on her website. The final page will be the totals for Ms. Erika Hizel and Mr. Robert Bruce. The next page is the canvassing of the special runoff election certificate that will need a signature to forward to Jacque's office along with the election certificates for Place 2 and Place 3.

Mr. Gannon confirmed the action will be signing the certificates.

Mr. Saiz then presented Mr. Gannon with official copies of the canvassing certificate along with the two copies of the election certificates for signature.

D. Adjourn

There being no further business, the elections ad hoc committee adjourned at 10:07 a.m.

Chair

Secretary

Date

STAFF SUMMARY SHEET

ISSUE: Contract – Employee Parking Agreement

The board of directors may discuss and/or vote to authorize the chief appraiser to enter into a contract with the Bexar County Hospital District d/b/a University Health for parking.



Bexar Appraisal District

**Board of Directors
Summary Report for Approval
of Bids, Contracts and Agreements**

DATE: 7/9/2024

TYPE:

- IFB - Invitation for Bid
- RFP - Request for Proposal
- Contract/Agreement

SERVICE/PRODUCT:

Offsite Parking

VENDOR NAME:

Bexar County Hospital d/b/a University Health
1st year \$ 29,700, 2nd Year \$29,700, 3rd year \$29,700

CONTRACT AMOUNT:

4th Year \$29,700 5th Year \$29,700 **TOTAL \$148,500**

LOWEST BID/PROPOSAL:

- Yes
- N/A
- No. If not, why _____

PERIOD COVERED:

July 9, 2024 - November 30, 2028

LOCAL COMPANY:

Yes

REFERENCES:

Yes

NUMBER OF BIDS:

N/A

CURRENT VENDOR:

BUDGETED AMOUNT:

\$30,000

ORIGINATING DEPT.:

Executive Services

REVIEWED/APPROVED BY:

Finance Director

Cristina Flores

Chief Appraiser

D. Stahl

**FIRST AMENDMENT TO EMPLOYEE PARKING AGREEMENT
WITH BEXAR APPRAISAL DISTRICT
(Contract No. 240055-01)**

This First Amendment to Employee Parking Agreement is made and entered into on this ____ day of _____, 20__, between the **Bexar County Hospital District d/b/a University Health** and the **Bexar Appraisal District**, collectively "Parties."

RECITALS

WHEREAS, the Parties entered into an Employee Parking Agreement last signed February 16, 2024 (the "Agreement"); and

WHEREAS, the Parties desire to 60 add parking spaces to the Agreement and provide for compensation;

NOW, THEREFORE, the Parties agree amend the Agreement as follows:

A. The following is added at the end of section 1.01.

"c. District shall have a license to use an additional sixty (60) parking spaces in the Parking Area beginning July 9, 2024. Access will be controlled through a combination of RDID and hangtags as described in section 1.01.a."

B. Section 3.01 is replaced with the language below.

"3.01 a. In consideration hereof, the District agrees to pay University Health FIFTEEN THOUSAND AND NO/100 DOLLARS (\$15,000.00) for use of the 75 parking spaces for the primary term of the license payable in full on or before March 1, 2024.

b. In consideration hereof, the District agrees to pay University Health SIX THOUSAND AND NO/100 DOLLARS (\$6,000.00) for use of the additional 60 parking spaces for the primary term of the license payable in full on or before July 9, 2024.

c. District agrees to pay University Health TWENTY NINE THOUSAND AND NO/100 DOLLARS (\$29,700.00) for each renewal period in full on or before January 1 of the renewal period.

C. All other terms and conditions of the Agreement shall remain in full force and effect.

EXECUTED AS OF THE DATE FIRST WRITTEN ABOVE.

**Bexar County Hospital District
d/b/a University Health:**

Bexar Appraisal District:

By: _____
Edward Banos
President/Chief Executive Officer

By: _____
Rogelio Sandoval
Chief Appraiser

Approved as to form for University Health:

Griselda Sánchez, Associate General Counsel

STAFF SUMMARY SHEET

ISSUE: Adjourn to Executive Session

At any time during the meeting of the board of directors, the board may retire into closed Executive Session pursuant to Texas Government Code, Sections 551.071, 551.072, 551.074 & 551.076 to discuss any of the following:

1. Section 551.071 Consultation with attorney regarding pending or contemplated litigation, settlement offers, or about matters which the attorney is required to consult with the board. As authorized by this section, this meeting may be convened in closed Executive Session for the purpose of seeking confidential legal advice from the board's legal counsel on any item listed herein.
2. Section 551.072 Deliberations regarding real property.
3. Section 551.074 Personnel matters; to deliberate the appointment, employment, evaluation, reassignment duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.
4. Section 551.076 Deliberations regarding Security Devices.

STAFF SUMMARY SHEET

ISSUE: Chief Appraiser's Report

The board of directors will receive the following reports from the chief appraiser:

1. Appraisal Records

- a. Presentation of appraisal roll correction report for the second quarter of the 2024 tax year as authorized by Section 25.25(b), Texas Tax Code.
- b. The board of directors will receive an overview of the property tax calendar and an update on the status of work regarding the 2024 appraisal roll.

Bexar Appraisal District 25.25B Report

Prop ID	Geo ID	Legal Description	Owner Name	Year	Sup Num	Sup Date	Code	Supp Action	Supp Description	Beginning Market	Beginning Appraised	Beginning Assessed	Corrected Market	Corrected Appraised	Corrected Assessed	Delete Date

STAFF SUMMARY SHEET

ISSUE: Additional Reports

The board of directors will receive the following reports:

1. Taxpayer Liaison (L. Christopher White)
2. Appraisal Review Board Chair (Domasio Rodriguez)

STAFF SUMMARY SHEET

ISSUE: New Board Member Training

Mr. Chris Jackson, an Attorney with Perdue Brandon Collins Fielder & Mott, LLP, will provide an overview of the rules and responsibilities of the appraisal district board of directors for newly appointed and elected members.

STAFF SUMMARY SHEET

ISSUE: Adjourn