

**MINUTES OF THE MEETING OF THE
BEXAR APPRAISAL DISTRICT
BOARD OF DIRECTORS
JANUARY 23, 2024**

The Board of Directors of the Bexar Appraisal District met for a meeting at 411 N. Frio in San Antonio, Texas on January 23, 2024 at 1:30 p.m. The items of business were acted upon as shown in the following minutes.

A. Call to Order

Mr. Jon Fisher, Secretary, called the meeting to order at 1:32 p.m. and acknowledged the presence of the following directors:

Mr. Dave Gannon
Councilwoman Dr. Adriana Rocha Garcia
Ms. Rebecca Ruiz
Mr. Albert Uresti

B. The board of directors will be sworn into office for the 2024 term.

Mr. Fisher advised the board that they would proceed with swearing in the new members for the 2024 term.

Ms. Jennifer Rodriguez, Communications Director, asked the board to recite the oath of office alongside her and to sign the statement of elected official.

All five board members collectively took the oath of office.

C. The board of directors will elect officers for the 2024 tax year.

Mr. Fisher asked Mr. Dave Gannon if he had interest in being board chair. Mr. Gannon responded yes, and provided a brief overview of his dedication and experience within the community.

Mr. Uresti moved to nominate Mr. Gannon as chair. Mr. Fisher seconded the motion which was unanimously approved.

Mr. Fisher then passed the gavel to Mr. Gannon who proceeded to seek nominations for the remaining offices.

Dr. Garcia moved to nominate Mr. Fisher as vice chair, Mr. Uresti seconded the motion which was unanimously approved.

Mr. Uresti nominated Ms. Rebecca Ruiz as secretary. Ms. Ruiz declined the nomination as Mr. Fisher nominated Dr. Adriana Rocha Garcia as secretary, Ms. Ruiz seconded the motion which was unanimously approved.

D. The chief appraiser will inform the board of directors about the process to fill the vacant position on the board as required by Section 6.03(I), Texas Tax Code.

Mr. Rogelio Sandoval, Chief Appraiser, informed the board that the appraisal district was notified on January 4th that Mr. Leo Salas had declined his position on the board. He stated the district would need to proceed with the process for a vacancy election explaining the taxing units would submit another nominee and the serving board of directors would then select a replacement from the list of names. He continued that the tax units would have 45 days to submit a nominee and the board would need to meet on March 20-21 to select a new member. Mr. Sandoval added once the board selects the new member, the district's attorneys would provide an orientation to all new members.

Mr. Gannon asked Mr. Sandoval if there was any action from the board that needed to be taken. Mr. Sandoval confirmed no action was needed at this time.

E. Public Comments Period

Mr. Gannon asked if there was anyone present for public comments. Mr. Jimmy Saiz, Executive Assistant answered that no members of the public were present.

Mr. Uresti addressed the board to mention that he was excited to be present at today's meeting, and for the new leadership and, board members, adding that he anticipated a great year.

F. Approval of the minutes

1. Approval of the minutes of the meeting of December 28, 2023.

Mr. Gannon asked for a motion to approve the minutes of the meeting of December 28, 2023. Dr. Garcia moved to approve the minutes, Mr. Fisher seconded the motion which was unanimously approved.

G. The board of directors may consider and appoint a budget ad-hoc committee.

Dr. Garcia nominated Dave Gannon for the ad-hoc committee, Mr. Uresti asked how many members this committee would require, and Mr. Gannon answered with two.

Dr. Garcia nominated Ms. Ruiz for the ad-hoc committee suggesting she may want to include herself as an opportunity to familiarize herself with the board. Ms. Ruiz accepted the nomination.

Mr. Gannon confirmed that there was a motion nominating Dave Gannon and Rebecca Ruiz to serve as the budget ad-hoc committee. Mr. Fisher seconded the motion which was unanimously approved.

H. Contract – Elections Department

Mr. Sandoval asked if the district could table this agenda item until the next meeting stating additional information had come from the Secretary of State regarding steps that need to be taken among appraisal districts. Mr. Sandoval informed the board that the district would be meeting with the Elections Administrator on Thursday January 25th to view a webinar led by the Secretary of

State. He added the district would have processes in place prior to the February 16th filing deadline.

Mr. Gannon confirmed that the board will need to have an additional meeting prior to February 16th to execute on the details of the election.

Mr. Uresti asked if this elections calendar follows the city council and school boards, and if there were elections this May.

Mr. Sandoval reminded the board that this is a brand-new election for the appraisal districts and it was a special election, not a general election, as indicated by the special positions and the information provided by the Secretary of State. Mr. Sandoval provided the timeline for the May election, adding all future general elections would take place in November.

I. Contract – Bank Depository

Ms. Crystal Khantharoth introduced herself as the district's Finance Director.

Ms. Khantharoth presented the bank renewal of the current bank depository services contract with Broadway Bank, and specifying that it was a two-year extension of the district's existing contract and would run from February 1st 2024 through January 31st 2026. Ms. Khantharoth asked for board approval.

Mr. Uresti asked how many more extensions does the district still have.

Ms. Khantharoth answered that this is the final extension adding the district only gets one, two-year extension of the current contract for a total for four years.

Mr. Gannon mentioned that the board unanimously approved this vendor from the last discussion and asked for a motion.

Dr. Garcia approved the motion, Ms. Ruiz seconded the motion which was unanimously approved.

J. Contract – Purchasing Co-op

Ms. Khantharoth addressed the board seeking approval to enter into an interlocal agreement with Choice Partners. She added this would allow the district to enter into a contract with Zoom at a lower cost.

Mr. Gannon asked for a motion to approve the purchasing co-op with Harris County school district.

Dr. Garcia moved to approve the chief appraiser entering into an interlocal agreement with Choice Partners, Ms. Ruiz seconded the motion which was unanimously approved.

K. GIS Mapping Software Maintenance Agreement Renewal

Ms. Khantharoth informed the board this was a yearly agreement with ESRI for the software maintenance on the district's info-mapping software. She noted the contracted amount was \$63,154.00 adding they are a sole source vendor.

Dr. Garcia motioned to approve the chief appraiser entering into a contract with ESRI for GIS mapping software maintenance, Mr. Fisher seconded the motion which was unanimously approved.

L. SQL Server Software Maintenance Agreement Renewal

Ms. Khantharoth asked the board to approve the district's SQL Maintenance for it's PACS software which is the district's CAMA (Computer Assisted Mass Appraisal). She added the agreement is through SHI which is a DIR contract and is for three years totaling \$143,805.84.

Mr. Uresti asked for clarification on the difference between this and the previous contract.

Ms. Khantharoth answered that the previous contract was for our GIS mapping software and the SQL agreement is for our PACS server.

Mr. Sandoval added that it is a computer assisted software program used for mass appraisal. Mr. Scott Griscom, Assistant Chief Appraiser, noted that is the database software needed for the CAMA system to run properly.

Mr. Uresti asked how many extensions the district had left.

Ms. Khantharoth responded the agreement the agreement was for a total of three years and the district was be coming to the board for a new contract due to the cost.

Mr. Fisher motioned to approve the chief appraiser entering into a SQL server software maintenance agreement, Dr. Garcia seconded the motion which was unambiguously approved.

M. Adjourn to Executive Session

The board did not adjourn into executive session.

N. Executive Session

Executive Session was not needed.

O. Chief Appraiser Reports

Ms. Khantharoth stated she would be reading from the Funds Investment Report dated November 30, 2023. She informed the board the district's operating account had a total deposit of \$9,916,538.12 earning an interest rate of 3.27%, it's year to date interest earned, \$217,867.87, and the district is over collateralized by \$3,399,726,64. She continued the total revenues collected as of November 30, 2023 was \$23,936,093 and the district has a surplus of \$3,794,009 with no changes to the Designated Cash Funds.

Mr. Gannon asked if the board needed a motion to approve, no motion was required.


P. Additional Reports


Mr. Tom Allison, Assistant Chief Appraiser, presented to the board with the appraisal roll correction report for the fourth quarter of 2023 as authorized by Section 25.25b. This section allows the chief appraiser to make corrections to the appraisal roll as long as the it does not increase the tax liability for the property owner. He noted these reports are more voluminous at the end of the year when tax bills go out due to people being more aware of their accounts and bringing the district their concerns. He continued that five accounts for this quarter with all five having been filed due to estates and special valuations, adding exemptions and special valuations are removed when an owner passes away.

Mr. Allison proceeded to review the tax calendar and inform the board that the district is entering into year two of its biennial re-appraisal plan. He noted appraisers were wrapping up the 2023 appeal season with 2,800 protests remaining. He continued that the district was also working through field inspections and ownership records and plats. He noted ownership records are current as of January 12, and within 21 working days of the county clerk's office while our plat records are within 180 days.

Q. Adjourn

There being no further business, the January 23, 2024 board of directors meeting adjourned at 2:06 p.m.



Chair


Secretary
3-23-2024

Date