

**MINUTES OF THE MEETING OF THE
BEXAR APPRAISAL DISTRICT
BOARD OF DIRECTORS
MARCH 20, 2024**

The Board of Directors of the Bexar Appraisal District met for a meeting at 411 N. Frio in San Antonio, Texas on March 20, 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 2:00 p.m. and acknowledged the presence of the following directors:

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

B. Statement of Eligibility

Mr. Jimmy Saiz presented the board with the statement of eligibility and specified that this document is an annual requirement to confirm that requirements for service on the board are met and no delinquent taxes are due on property that they own.

C. Public Comments Period

Mr. Dave Gannon asked if there was anyone signed up for public comment.

Mr. Rogelio Sandoval answered that no members of the public were signed up at this time.

D. Minutes

Mr. Gannon addressed fellow board members and asked if there were any questions, corrections or comments about the minutes and asked for a motion to approve.

Mr. Jon Fisher moved and Ms. Rebecca Ruiz seconded the motion which was unanimously approved.

E. Contract – Elections Department

Mr. Sandoval addressed the chairman and members of the board to request to table this agenda item as the district has not received a contract from the election's office. The district has received confirmation from the election's office that they require payment but have not provided the exact amount to date. They had provided an estimate that had to be submitted by April 15th and the district would require an April meeting which would allow the board members to review the final amount that the district would be responsible for paying.

Mr. Gannon requested an emailed invite for the April meeting.

Mr. Saiz confirmed with the board on which day in April worked best for all board members to also include a 10:00 a.m. versus a 2:00 p.m. meeting.

Mr. Gannon confirmed 2:00 p.m. any day that week worked for him.

Ms. Ruiz confirmed 2:00 p.m. would work.

Mr. Fisher confirmed the 9th or 10th at 2:00pm.

Mr. Gannon confirmed that the item is tabled for further action.

F. Purchasing Manual

Ms. Crystal Khantharoth addressed the board to present an update to the district's purchasing manual to reflect the change that was approved by the board on January 23rd. The update added Choice Partners as one of the district's purchasing cooperatives and the change is reflected on pages three and 17 and the district is asking for board approval.

Mr. Uresti asked if this keeps all the others intact.

Ms. Khantharoth affirmed that it does.

Mr. Gannon asked if there was any discussion and asked for a motion to approve the changes that were made to the district's purchasing manual.

Mr. Fisher moved and Ms. Ruiz seconded the motion which was unanimously approved.

G. Investment Policy

Ms. Khantharoth addressed the board and indicated that the district is required to bring this item to the board every year. She confirmed that no changes were made and asked for board approval.

Mr. Gannon confirmed that no changes were made and asked for a motion to approve.

Ms. Ruiz moved and Mr. Fisher seconded the motion which was unanimously approved.

H. Board of Directors Vacancy

Mr. Saiz addressed Mr. Gannon to include for the record that Mr. Sean Mullen, Treasurer from Alamo College District sent an email to express their nomination.

"We would like to reiterate to the Board that an Alamo Colleges nominee has yet to be placed on BCAD'S Board of Directors."

At that time Mr. Uresti requested to make a motion.

Mr. Gannon approved Mr. Uresti's request to make a motion.

Mr. Uresti made a motion to nominate Ralph Barksdale.

Mr. Gannon confirmed that Mr. Uresti would like to bring forward Ralph Barksdale as a candidate with the board.

Mr. Uresti confirmed with yes.

Mr. Gannon requested conversation or discussion on the nomination and asked if Mr. Barksdale was employed with the district.

Mr. Sandoval confirmed that he was not employed by the district.

Mr. Gannon stated that Mr. Barksdale has been put forward in a motion to fill the vacant director position.

Mr. Fisher seconded the motion which was unanimously approved.

Mr. Gannon confirmed with the board that Mr. Barksdale has been appointed to the position and confirmed that there is a procedure for the staff to notify other nominees.

Mr. Sandoval confirmed that the district will be in contact with the local taxing unit that nominated individuals for filling the vacancy.

I. Adjourn to Executive Session

Mr. Gannon confirmed with Mr. Sandoval that there would be no executive session.

Mr. Sandoval stated that was correct.

J. Chief Appraiser's Report

Ms. Khantharoth presented the board with the funds investment report dated December 31, 2023 and indicated that the numbers were unaudited at this point. Total deposits were \$10,539,269.28. Year to date interest earned was \$241,243.33. The district is over-collateralized \$2,776,995.48. Total revenues collected as of December 31, 2023 were \$23,961,523 which indicates a surplus as of 12/31/2023 of \$783,999. The statement of designated cash funds as of December 31, 2023 is found on the next page and changes are due to the encumbrance of the general restricted fund where the district has added \$200,000.00. The district has added \$200,000.00 to the litigation reserve, \$100,000.00 to building capital, the district did expense \$242,344.84 to the retiree COLA reserve that was approved by the board and \$100,00.00 to the technology reserve.

Mr. Uresti asked to take a moment to review.

Mr. Gannon asked if the district has a budget item for the election.

Ms. Khantharoth confirmed that there is a reserve account designated for the election in the amount of \$500,000.00 and that account has also been added to the preliminary 2025.

Mr. Sandoval clarified that the district has taken out \$500,000.00 amount in anticipation of a possible runoff given that the elections department quoted the district \$225,000.00 for the

initial election and in the event that there was a runoff it would be the same amount for the district which is why we asked the board to encumber the \$500,000.00.

Mr. Uresti asked if this election was going to be the top three winners placed on the board.

Mr. Sandoval confirmed that the legislature added the places to the law and that one of the questions that the appraisal districts had was whether the top three vote getters would win without having a runoff. The legislature did not account for that possibility as the members are to be elected by majority vote which would provide for a runoff if no candidate received 50% or more of the vote for each place. Mr. Sandoval also mentioned that there is a total of nine candidates that have filed to run: Place 1 would have two candidates, Place 2 would have three candidates and Place 3 would have four candidates for a total of nine candidates.

Mr. Uresti addressed Mr. Gannon with a question pertaining to the designated building capital fund to add \$100,000.00; what is the goal with a \$1,000,000.00 in reserve?

Mr. Sandoval responded that the district is anticipating the need to look for another building in the near future. In order to accommodate the increased work load, we have hired new staff and we currently have 194 full time employees. Our facility only has 184 parking spots and Ms. Khantharoth has done an excellent job of contracting with the hospital district to obtain additional parking offsite. At the same time, the district has outgrown the building to adequately service the public and facilitate larger meetings and public interaction.

Mr. Uresti and Mr. Gannon confirmed with Mr. Sandoval that there is no current definite plan to relocate.

Mr. Uresti also asked for clarification on the building upgrades.

Ms. Khantharoth confirmed that this designated account was established when Covid had happened. There were several modifications made to the building such as adding Plexiglass and changing different things within the building to promote health and safety. This is the money that remained in the account since that happened and is earmarked for unanticipated changes necessary. If it becomes necessary, the district will ask the board for approval to use the funds from that account.

Mr. Uresti asked for clarification on the retirement funding and what these funds are for and what the percentage of pay raise that retirees receive.

Ms. Khantharoth explained that it is a 1% COLA that is paid to retirees every other year.

K. Additional Reports

Mr. Tommy Allison presented the board with the appraisal records report. He stated that the district is wrapping up the first quarter of 2024 with notices to be mailed out in early April. The district is finalizing field work activities and values and that more specifics will be provided at the next board meeting when the valuation effort was completed. Ownership record updates are current within one month of the deeds being filed at the clerk's office and that situation should help the tax office with maintenance of their records.

Mr. Gannon addressed Mr. Uresti and asked if a one-month lag was satisfactory benchmark for the tax office and Mr. Uresti agreed.

Mr. Sandoval announced to the board of directors that the 2023 MAP review by the comptroller's office was released. This is a biennial study where the comptroller studies every appraisal district's governance, operating procedures as well as taxpayer assistance. For 2023, the district has received the highest marks by passing each category with a 100 percent grade. He stated that he was very proud to let the board know that the district had passed for 2023 and this year in 2024 will be the property value study to make sure that the district's values are compliant with legal requirements so that the public schools receive their full share of state funding. The district management understands how crucial this situation is for school districts.

Mr. Uresti asked how the district discovers and values homes as his office gets these questions asked frequently.

Mr. Sandoval responded that the district looks at the neighborhood as a whole along with regard to sales trends. Valuations are established using mass appraisal techniques that adjust each property in a neighborhood based on the sales that took place. During the appeals process, appraisers are able to look into deeper into the details and the specifics of each property.

Mr. Uresti then asked Mr. Sandoval to define the term neighborhood for clarification.

Mr. Allison answered that a neighborhood is an area that is uniform in physical and economic characteristics. It can also be characterized as properties located within similar certain boundaries which examples include thoroughfares, roads, highways, commercial activities that form a uniform group of properties that would be considered similar. It does not have to be defined by its plat or HOA. As long as the properties are within that region are similar, they are considered a neighborhood for purposes of analysis. The district looks at the age of the homes, the build quality and the environmental factors impacting the area in its valuation.

Conversation ensued between Mr. Gannon, Mr. Fisher, Mr. Allison and Mr. Sandoval regarding plats, neighborhood areas and school districts within Bexar County and surrounding areas.

Ms. Ruiz asked Mr. Allison how real estate comps compare and how the district adds homes to the records and updates characteristics when permits are not opened and how that information is relayed over to BCAD.

Mr. Allison responded that part of the district's requirement is to discover new property through physical inspection, aerial imagery verification and property owners informing us about work being done. The district is held accountable for our improvement records through the MAP and PVS studies to make sure that the district's records are accurate through verification.

Mr. Gannon congratulated the district on receiving satisfactory scores.

Mr. Sandoval addressed the board to introduce Ms. Laura McCloud, Human Resources Director, to inform the board about the district receiving nationwide recognition. The district

won its 5th top workplace for San Antonio and we were recently notified that the district was in the running to win Top Workplace USA for 2024.

Ms. Jennifer Rodriguez presented to the board the Community Outreach and Engagement events conducted. The district has officially kicked off events in collaboration with the city on February 24th for a total of 14 workshops. For the months of February and March, several events took place and the district conducted virtual business personal property rendition workshops, several City of San Antonio workshops, Habitat for Humanity workshops, and confirmed that the district still has a Town Hall scheduled with Representative Ray Lopez along with Mr. Uresti and the district is also meeting with the Denver Heights Neighborhood Association next week.

Mr. Gannon introduced the Taxpayer Liaison to the board.

Mr. Christopher White greeted the board along with all attendees to present his reports for January 2024. Mr. White explained that he enjoyed listening to homeowner complaints and helping to deal with issues. He tries to be thorough when addressing issues and if he cannot answer a question definitively, then he will assist them with finding the answer. Giving the information to the homeowner and providing a very good listening ear helps resolving concerns.


Mr. Domasio Rodriguez addressed the board to introduce himself as the Appraisal Review Board Chair and provided an update with the ARB team. He provided upcoming dates for training for the appraisal season.

Mr. Uresti asked Mr. Rodriguez when people send a letter to the chair if he is the individual that would receive that correspondence and answer accordingly. Mr. Rodriguez confirmed that to be the case.

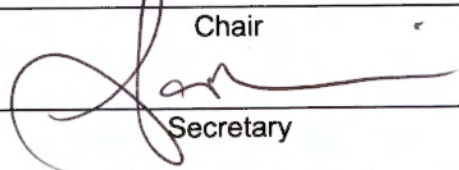
Mr. Gannon asked for a motion to adjourn, Ms. Ruiz moved and Mr. Fisher seconded the motion.

L. Adjourn

There being no further business, the March 20, 2024 board of directors meeting adjourned at 2:36 p.m.



Chair



Secretary

6-11-2024

Date