

GUADALUPE APPRAISAL DISTRICT



Main Office
3000 N. Austin St.
Seguin, Texas 78155
(830) 303-3313
(830) 372-2874 (Fax)
gadprotest@guadalupead.org

Schertz Substation
1101 Elbel Rd.
Schertz, Texas 78154
(210) 945-9708 Option 8
(877) 254-0888 (Fax)

REGULAR SESSION OF THE BOARD OF DIRECTORS

November 7, 2018

1. CALL TO ORDER

Dr. Gilcrease called the meeting to order at 5:30 p.m.

2. ROLL CALL

All members were present except Mr. Darren Dunn. Others present were Mrs. Tavia Murphy, Erich Strey, Jamie Osborne and Rose Radtke.

3. CITIZENS' COMMENTS – Mr. Victor Contreras addressed the Board of Directors regarding his nomination for the B.O.D. vacancy. Mr. Contreras went over his credentials and expressed his desire to serve on the B.O.D.

4. TAXPAYER LIAISON REPORT – Mrs. Murphy said the A.R.B. has been busy and that things were moving along smoothly.

5. ACTION: APPROVAL OF MINUTES OF THE REGULAR MEETING HELD OCTOBER 3, 2018 –

Mr. John made a motion to approve the minutes of the regular meeting held October 3, 2018. Mr. Amador seconded the motion, and passed unanimously.

6. ACTION: APPROVAL OF THE FINANCIAL STATEMENT FOR SEPTEMBER 2018 – Osborne said the District was 6.8% under budget for the end of September. Mr. Amador made a motion to approve the financial statement for September 2018. Mr. John seconded the motion, and passed unanimously.

7. EXECUTIVE SESSION: For a private consultation with the Board's Attorney with respect to pending or contemplated litigation, settlement offers, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas, clearly conflicts with this chapter, authorized and pursuant to Texas Government Code (Sec. 551-071). The Board went to executive session at 5:34 p.m. and reconvened at 5:46 p.m.

8. EXECUTIVE SESSION: 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. The subsection does not apply if the officer or employee who is the subject of the deliberation or hearing requests a public hearing (Sec. 551-074). The Board went to executive session at 5:34 p.m. and reconvened at 5:46 p.m.

9. ACTION: TAKE ANY ACTION BASED ON DISCUSSION HELD IN CLOSED SESSION UNDER AGENDA ITEM #7 – No action taken.

10. ACTION: TAKE ANY ACTION BASED ON DISCUSSION HELD IN CLOSED SESSION UNDER AGENDA ITEM #8 – SELECT FROM NOMINEES SUBMITTED BY TAXING UNITS CANDIDATE TO FILL VACANCY ON GUADALUPE APPRAISAL DISTRICT BOARD OF DIRECTORS FOR REMAINING GENERAL TERM OF VACATED DIRECTOR – RESOLUTION 2018-7 - Mr. Amador made a motion to appoint Mr. Daniel Kearns to fill the B.O.D. vacancy. Mr. John seconded the motion, and passed unanimously.

11. ACTION: APPOINT A.R.B. CHAIR, VICE-CHAIR, AND SECRETARY FOR THE 2019 YEAR | RESOLUTION 2018-8 – Osborne presented information on the current A.R.B. and the offices held. Mr. Amador made a motion to appoint Mr. Michael DeLeon as Chair, Mr. Ronald Heinemeyer as Vice-Chair, and Mr. Herman Harris as Secretary of the 2019 Appraisal Review Board. Mr. John seconded the motion, and passed unanimously. Dr. Gilcrease read the resolution for the record.

12. DISCUSSION/ACTION: CONSIDER WAIVER OF PENALTIES AND UNDER SECTION 6.06(e & k) TEXAS TAX CODE – PAYMENT BY NAVARRO ISD - 4TH QUARTER – Osborne said the 4th quarter allocation payment was due on October 5th. Navarro ISD was timely with their payment, however, the amount paid was the incorrect amount. Osborne explained the error to the Board, saying that the fund balance for 2017 was returned in the 4th quarter and Navarro ISD paid the full amount instead of the amount with the credit applied. Mr. Amador made a motion to waive penalties and interest for the 4th quarter allocation payment amount paid for 2018. Mr. John seconded the motion, and passed unanimously.

13. DISCUSSION/ACTION: ENTER INTO RENTAL AGREEMENT WITH BIZDOC, INC. FOR SEGUIN OFFICE COPIERS – Osborne said the rental is for two Kyocera copiers and the agreement is for 36 months. Osborne explained that at the end of the contract the District would be able to purchase the copiers for \$1.00. Osborne said the District currently has two copiers that are out of contract on and the District is planning to move those to other areas in the building. Osborne stated that there is sometimes a back log and people waiting on copies. Osborne said the current copiers are network and the District has recently used BizDoc through the State of Texas D.I.R. cooperative purchasing program. Osborne went on to say, the contract includes maintenance and supplies, except paper. Osborne said the contract has been reviewed by legal counsel. Changes were made to the contract with regard to items that are required to be in our contracts. BizDoc has agreed to all changes. The monthly payment will be \$308.00. Mr. John made a motion to enter in to the rental agreement with BizDoc, Inc. Mr. Amador seconded the motion, and passed unanimously.

14. DISCUSSION/ACTION: CONSIDER UPDATED PROFESSIONAL SERVICES AGREEMENT FOR G.I.S. BASE MAP MAINTENANCE WITH HARRIS LOCAL GOVERNMENT SOLUTIONS, INC. – Osborne said this agreement is for the District's G.I.S. Base Map maintenance with Harris Local Government Solutions. Osborne stated, as a professional service it is exempt from the bidding requirements. Osborne said the language in the agreement needs updating, but is the same as the previous agreement. The new agreement has the required clauses in it. The agreement has an automatic renewal clause in it. Harris Govern has agreed to notify the District if they contract out their services. Osborne said the contract is for \$42,979.87 and has been reviewed by legal counsel. Mr. Amador made a motion to accept the Professional Services Agreement for G.I.S. base map maintenance with Harris Local Government Solutions, Inc. Mr. John seconded the motion, and passed unanimously.

15. DISCUSSION/ACTION: APPROVAL OF PROJECT DELIVERY METHODS FOR ROOF/EXTERIOR REPAIR- PROJECT 1 AND PARKING EXPANSION PROJECT 2- LOWEST QUALIFIED BIDDER – Osborne said she had met with Ms. Debra Dockery on October 25th. Osborne said the next step in the process is for the Board to consider how they want to take bids or proposals. Ms. Dockery provided a letter indicating that because these are two distinct single disciplinary projects, she felt that the lowest qualified bidder would offer the best value. Ms. Dockery also listed three items to consider when selecting the lowest qualified bidder. Those three are number of years in business, their total bonding capacity and how much is left, and some history on their past projects. Ms. Dockery also recommended the construction contract to be the AIA A104-2017 Standard Abbreviated Form of Agreement Between Owner and Contractor to be the general construction contract. Ms. Dockery thinks the timeline for project one to be bid out and work completed about the time Notice of Appraised Value are mailed out. Then project two will start after certification of the roll. Mr. John made a motion to approve the project delivery methods for roof/exterior repair - project 1 and parking expansion project 2 - lowest qualified bidder. Mr. Amador seconded the motion, and passed unanimously.

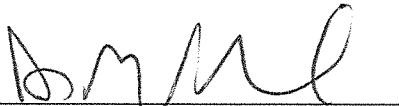
16. DISCUSSION/ACTION: CONSIDER ENTERING INTO LEGAL SERVICES AGREEMENT WITH WALSH, GALLEGOS, TREVINO, RUSSO AND KYLE P.C. FOR LEGAL REVIEW OF CONSTRUCTION CONTRACTS – Osborne said this is the same firm used to go over the AIA document for the Architect. Paul Wendland has agreed to provide services to go through the AIA document Ms. Dockery recommended. Osborne said the contract for legal services is included. Mr. Amador made a motion to enter into Legal Services Agreement with Walsh, Gallegos, Trevino, Russo and Kyle P.C. for legal review of construction contracts. Mr. John seconded the motion, and passed unanimously.

17. Chief Appraiser's Report

- a.) **2019 Inspection Update** – Strey stated that so far, the District has added 1,064 to the roll. Strey said the first round of inspections has been completed and the focus is now on the rural areas. Strey said there are homes being added, but not at the rate of the new subdivisions. Strey stated there has been a total of 8,026 inspections done for 2019.
- b.) **Chief Appraiser's Evaluation Documents** – Osborne stated she had sent her evaluation documents to the Board members.

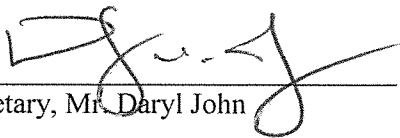
18. Directors' Report – None.

19. Adjournment – Mr. Amador made a motion to adjourn the meeting. Mr. John seconded the motion, and passed unanimously. Dr. Gilcrease adjourned the meeting at 6:20 p.m.



Chair, Dr. Greg Gilcrease

ATTEST:



Secretary, Mr. Daryl John