

Texas Commission on Environmental Quality (TCEQ)  
Chief Engineer's Office  
Tax Relief for Pollution Control Property Advisory Committee Meeting  
April 27, 2012  
10:00A.M. – 11:03A.M.  
TCEQ, Austin Campus, Building E, Room 201S

# Minutes

## ***Opening Remarks***

1. Call to order and recognition of committee members for the record.  
Mr. Bob Adair called the meeting to order at 10:00 a. m. with twelve members present. Mr. Bennett Sandlin did not attend.
2. General comments from committee members and staff.  
No comments were received.
3. Public comments policy discussion.  
Mr. Adair re-stated the public comment policy. No action was taken.

## ***Consider revisions to Advisory Committee bylaws***

Mr. Adair presented proposed amendments to the committee's [bylaws](#) and an [explanation](#) of the amendments. A motion was made to insert "and prior to adjournment" at the end of sentence two in section 5.4 and add the following as sentence three: "Administrative matters may be voted on by electronic means provided no members of the committee object." Further discussion determined that "administrative matters" include items such as approval of meeting minutes and the annual report. The motion was seconded and then approved without opposition.

## ***TCEQ staff presentation of 2010 Tax Relief Program annual report***

Mr. Ron Hatlett, TCEQ staff, discussed the contents of the [2010 Annual Report](#). Staff comment was requested on the heat recovery steam generator (HRSG) applications currently on hold. There are 31 applications on hold and six under appeal. Discussion on the next step with these applications is at management level.

## ***Consider revisions to Application Form and Instructions***

Mr. Chance Goodin, TCEQ Staff, presented two documents, [Use Determination for Pollution Control Property Application \(Draft March 2012\)](#) and [Instructions for Use Determination for Pollution Control Property Application Form TCEQ-00611\(Draft](#)

[March 2012](#)). Several sections were moved around to make the application form friendlier for data entry. The eligibility questions were consolidated into the Certification Statement in Section 12. Mr. Wayne Frazell presented modified versions of the [Use Determination for Pollution Control Property Application \(Draft March 2012\)](#) and [Instructions for Use Determination for Pollution Control Property Application Form TCEQ-00611\(Draft March 2012\)](#). After discussion, Mr. Frazell withdrew his modified versions and the following changes were proposed to the staff documents:

- Remove Section 3. Appraisal District with Taxing Authority.
- Under Section 2 add question 5. County.
- Under Section 2 add question 6. Appraisal District Account Number.

A motion to recommend that the TCEQ adopt the revised application was made, seconded, and approved without opposition.

## ***Other***

### 1. Old Business

Discussion was held on various issues that the committee might be interested in discussing during future meetings. These issues include:

- Revisiting the Cost Analysis Procedure (CAP).
- Evaluation of the current application fees to ensure that adequate funding for administering the program is being generated.
- Evaluating newly adopted state and federal rules to determine if there are items that should be evaluated for inclusion on the Tier I Table.

It was suggested that a workshop on the CAP be held at the next meeting. No decisions were made.

### 2. New Business

Mr. Adair opened the meeting to new business. No comments were received.

### 3. Future Meetings

Mr. Adair will work towards scheduling the next meeting during the third quarter of 2012.

### 4. Public Comments

No public comments were submitted.

## ***Adjourn***

A motion to adjourn was passed at 11:03 A.M.

## ***Action Items***

- Staff will prepare a presentation on fees collected and program costs.

## ***Next Meeting Date***

To be determined.