



MINUTES

REGULAR BOARD OF DIRECTORS MEETING
HIDALGO COUNTY APPRAISAL DISTRICT
4405 South Professional Drive
Edinburg, Texas

October 9, 2019

BOARD MEMBERS PRESENT: Richard A. Garza, Chairman
David Hernandez, Vice-Chairman
Amador Requenez, Secretary
Pete Garcia, Member
Pablo "Paul" Villarreal, Jr. Non-Voting Member

BOARD MEMBERS ABSENT: Richard A. Garza, Chairman
Albert Cardenas, Member

OTHERS PRESENT: Rolando Garza, RPA, Chief Appraiser
Janie Espinoza, Executive Secretary
Tamara Garcia, Account
Jorge Gonzalez, RPA, Asst. Chief Appraiser
Brent Cavazos Associate Chief Appraiser
Richard S. Talbert, HCAD Legal Counsel

ITEM 1. DECLARATION OF QUORUM AND CALL TO ORDER - Mr. David Hernandez, Vice-Chairman of the Board determined a quorum was present and called the meeting to order at 3:05 p.m.

ITEM 2. PLEDGE OF ALLEGIANCE - Mr. Pablo "Paul" Villarreal, Jr. led the Board in the Pledge of Allegiance.

ITEM 3. REVIEW AND CONSIDER THE APPROVAL OF THE MINUTES FOR THE REGULAR MEETING HELD SEPTEMBER 18, 2019 - Mr. Pete Garcia, Member of the Board made a motion to approve the minutes of the meeting held September 18, 2019. Mr. Amador Requenez, Secretary of the Board seconded the motion. Motion passed unanimously.

ITEM 4. PUBLIC COMMENTS ON APPRAISAL DISTRICT AND APPRAISAL REVIEW BOARD POLICIES AND PROCEDURES - The Vice-Chairman of the Board was informed there were no taxpayers present for public comments.

ITEM 5. REPORT FROM LIAISON OFFICER - Mr. Rolando Garza, Chief Appraiser reported no activities for the month.

ITEM 6. ACCOUNTING & FINANCE REPORTS - Mrs. Tamara Garcia, Accountant –
a. Accounts Receivable - Mrs. Garcia provided the Board with a report that reflected the following entities as delinquent with their 2019-3rd Quarter assessment fees:

September Accounts Receivable Report				
	2019 1st Quarter	2019 2nd Quarter	2019 3rd Quarter	2019 4th Quarter
Special Entities				
Cities			City of Penitas	
ISD'S				

b. Balance Sheet -

Mrs. Garcia explained the report in detail. After further review of the report, no discussion was held.

c. Budget Report -

Mrs. Garcia explained the report in detail to the Board. After further review of the report, no discussion was held.

d. Disbursements -

The Board was provided with a list of disbursements for the month. Mrs. Tamara Garcia stated she would answer any questions the Board had regarding the list of disbursements

e. Collection Summary Report for Unrendered Personal Property -

Mrs. Tamara Garcia explained the Collection Summary Report in detail to the Board. Mrs. Garcia's report reflected the following amounts collected for the month of September:

Collection Summary Report for Unrendered Personal Property		
HCAD Penalties from Entities (5%)	\$	
Total for Month of September 2019	\$	
Total Year-To-Date (HCAD Penalties 5%)		\$ 37,350.09

ITEM 7. CHIEF APPRAISER'S REPORT -

7a. Employee's Hired & Vacant Positions -

Prior to the meeting, the Board was provided with a list of Hidalgo County Appraisal District vacant and hired positions. Mr. Garza stated he hired Ms. Yvonne Rada for the Assistant Supervisor position in Property Records department. Mr. Garza informed the Board he currently had three vacancies. Two appraiser positions and one data entry position. The data entry position and the agricultural appraiser position is in Property Records department and the other appraiser position is in Real Estate department.

ITEM 8. DISCUSSION AND POSSIBLE ACTION TO DECLARE LIST OF ITEMS AS SURPLUS ITEMS - Mr. Garza, Chief Appraiser informed the Board there are no Surplus items for this month. No Action taken.

ITEM 9. DISCUSSION AND POSSIBLE ACTION ON TCDRS RESOLUTION-

Mr. Garza Chief Appraiser informed the Board each year TCDRS requires a new resolution. However, he had not received the new resolution and asked the Board to place this item for next month's meeting.

ITEM 10. DISCUSSION AND POSSIBLE ACTION ON PROPOSAL FROM MR. OSCAR GONZALEZ, CPA FOR 2019 FINANCIAL AUDIT – Prior to the meeting, the Board was provided with a letter from Mr. Oscar Gonzalez, CPA.

Mr. Garza continued to say that Mr. Oscar Gonzalez, Certified Public Accountant had submitted a proposal for the 2019 audit quoting an estimated fee in the amount of \$9,250 with any additional fees not to exceed \$100. Mr. Garza further stated the district had not encountered any problems with Mr. Gonzalez or his staff and was therefore recommending the Board accept Mr. Gonzalez's proposal and reappoint Mr. Oscar Gonzalez as HCAD's Auditor for another year.

Mr. Amador Requenez, Secretary of the Board made a motion to accept the proposal submitted by Mr. Gonzalez for \$9,250 with any additional fees not to exceed \$100 and appoint Mr. Oscar Gonzalez as HCAD's auditor for another year. Mr. Pete Garcia, Member, seconded the motion. Motion passed unanimously.

ITEM 11. DISCUSSION AND POSSIBLE ACTION ON HCAD'S 2020 HOLIDAY SCHEDULE – Prior to the meeting, three options of the Holiday Schedules for 2020 were provided to the Board. Mr. Garza, Chief Appraiser informed the Board the amount of days had not changed from last year and remained at 11 ½ days and was recommending option 3.

Schedule 3 reflected:

New Year's Day January 1st, President's Day February 14th, Good Friday April 10th, Memorial Day May 25th, Independence Day July 3rd, Labor Day September 7th, Columbus Day October 12th, Thanksgiving Day November 26th & 27th, Christmas December 24th 1/2 day & 25th and New Year's Eve, December 31st.

After review of the holiday schedule Mr. Pete Garcia, member of the Board made a motion to approve the 2019 11 ½ holiday schedule as recommended by the Chief Appraiser. Mr. Amador Requenez, Secretary of the Board seconded motion. Motion passed unanimously.

ITEM 12. SELECTION/ELECTION OF BOARD OF DIRECTORS 2020-2021 -

a. Correspondence mailed September 27, 2019 -

The Board was provided with a copy of a letter which was mailed to all eligible voting entities.

b. Correspondence to mailed to 2020-2021 Nominee's -

The Board was provided with a copy of a letter mailed to all 2020-2021 nominees regarding their nomination.

c. Correspondence to be mailed October 18, 2019 -

The Board was provided with a copy of a letter which will be mailed to all eligible voting entities regarding the 2020-2021 Ballots.

d. Update on 2020-2021 BOD Nominee's -

The Board was provided with a list of all those individuals that had been nominated to serve on the 2020-2021 Hidalgo County Appraisal Board of Directors.

ITEM 13. UPDATE ON BOARD OF DIRECTORS CHRISTMAS DINNER - Mr. Garza, Chief Appraiser informed the Board the Christmas Dinner is scheduled for Wednesday, December 4, 2019 at Pappadeaux in Pharr at 6:30 p.m.

ITEM 14. APPRAISAL REVIEW BOARD AND ACTION IF NEEDED -

a. ARB member's attendance report -

Prior to the meeting, the Board was mailed a copy of "ARB Attendance Report" on the current ARB members. The report reflected very good attendance from the ARB.

b. Reappointment or replacement of ARB Members -

Mr. Garza informed the Board four ARB Members terms would be expiring at the end of the year. Mr. Garza stated Mrs. Norma Carrera, Place 1 and Mr. Javier Morales, Place 7 would be completing their third and final terms and would no longer be eligible to serve. Mr. Garza further stated Ms. Kellie Flores, Place 3 and Mr. Joe Barrera, Place 5 would need to be either reappointed or replaced by the end of the year.

Mr. Garza added if the Board knew of anyone that would be interested in serving on the Appraisal Review Board to visit the office and pick up a Letter of Interest and an application, which would be forwarded to the Administrative Judge prior to the end of the year for consideration.

ITEM 15. DISCUSSION AND POSSIBLE ACTION TO APPEAL ARB ORDER OF DETERMINATION ON PROTESTED ACCOUNTS- The above item is a standard item on the Board of Directors agenda.

ITEM 16. DISCUSSION AND POSSIBLE ACTION TO AMEND HCAD'S 2019 BUDGET Prior to the meeting, a copy of the 2019 Amended Budget was provided to the Board. Mr. Garza stated the overall amount of the budget had not changed and the only amendment to the budget was to transfer funds from certain line items to other line items.

After review and further discussion of the amended budget Mr. Garza, Chief Appraiser was requesting authorization to notify the taxing entities of the proposed changes to the 2019 Amended Budget. Mr. Amador Requenez, Secretary of the Board made a motion to authorize the Chief Appraiser to notify the taxing entities of the proposed changes to the 2019 Amended Budget. Mr. Pete Garcia, Member of the Board seconded the motion. Motion passed unanimously.

ITEM 17. DISCUSSION OF ITEMS TO BE PLACED ON FUTURE BOARD OF DIRECTORS AGENDA - The above item is a standard item on the Board of Directors agenda. The item is used by Board members to place items on Board of Directors agenda.

CONSENT AGENDA

ITEM 18. DEPARTMENT REPORTS - a. Property Records; b. Real Estate; c. Personal Property; d. Data Processing; e. Market Analysis; f. GIS/Mapping; g. Safety Coordinator's Report - All of the above reports were mailed to the Board prior to the meeting.

Item 18a. Property Records - Mrs. Blanca Perez, Supervisor - The Board reviewed the monthly report for the Property Records department. After review of the report, no further discussion was held.

Item 18b. Real Estate - Mr. Rolando Mejia, Supervisor - The Board reviewed the monthly report for the Real Estate department. After review of the report, no further discussion was held.

Item 18c. Personal Property - Mr. Javier Gonzalez, Supervisor - The Board reviewed the monthly report for the Personal Property department. After review of the report, no further discussion was held.

Item 18d. Data Processing - Mr. George Gandara, Data Processing Supervisor - The Board reviewed the monthly report for the Data Processing department. After review of the report, no further discussion was held.

Item 18e. Market Analysis - Mrs. Eva Quintanilla, Supervisor - The Board reviewed the monthly report for the Market Analysis department. After review of the report, no further discussion was held.

Item 18f. GIS/Mapping - Mr. Polo Olivarez, Supervisor - The Board reviewed the monthly report for the GIS/Mapping department. After review of the report, no further discussion was held.

Item 18g. HCAD Safety Coordinator's Report - Mr. Rolando Gaza, Chief Appraiser reported no activities for the month.

EXECUTIVE SESSION

ITEM 19. PERSONNEL MATTERS-EXECUTIVE SESSION AS AUTHORIZED BY SECTION 551.074 OF THE TEXAS OPEN MEETINGS ACT, TEXAS GOVERNMENT CODE - No action was taken.

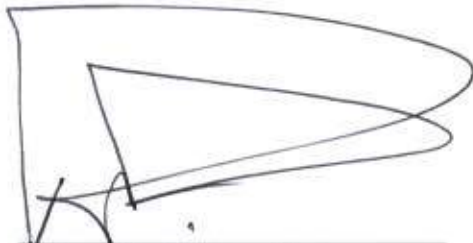
ITEM 20. PENDING LITIGATION-EXECUTIVE SESSION PURSUANT TO TEXAS GOVERNMENT CODE, SECTION 551.071 OF THE TEXAS OPEN MEETINGS ACTS - No action was taken.

REGULAR SESSION

ITEM 21. POSSIBLE ACTION ON EXECUTIVE SESSION ITEMS - No action was taken on either item 19 or 20.

ADJOURNMENT - There being no further business before the Board, meeting was adjourned at 3:35 p.m.

Board minutes approved this ~~19th~~ day of November, 2019.

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Richard A. Garza, Chairman

A handwritten signature in blue ink, featuring a prominent loop at the top and a long, sweeping horizontal stroke at the bottom.

Amador Requeñez, Secretary