

MINUTES



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

January 08, 2020

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

BOARD MEMBERS ABSENT: None

OTHERS PRESENT: Rolando Garza, RPA, Chief Appraiser
Janie Espinoza, Executive Secretary
Jorge Gonzalez, Asst. Chief Appraiser
Lydia Elizondo, Finance/Personnel Director
Brent Cavazos, HCAD In-House Legal Counsel
Richard S. Talbert, HCAD Legal Counsel
Eddy Betancourt, Incoming 2020-2021 Board Member
Joe D Olivarez, Incoming 2020-2021 Board Member

ITEM 1. DECLARATION OF QUORUM AND CALL TO ORDER - Mr. Richard A. Garza, Chairman of the Board determined a quorum was present and called the meeting to order at 3:04 p.m.

ITEM 2. PLEDGE OF ALLEGIANCE – Mr. Richard A. Garza, Chairman of the Board requested for Mr. Paul Villarreal, Board member to lead the Board in the Pledge of Allegiance.

ITEM 3. REVIEW AND CONSIDER THE APPROVAL OF THE MINUTES FOR THE SPECIAL MEETING HELD ON DECEMBER 17, 2019- A motion was made by Mr. Albert Cardenas, Member of the Board to approve the minutes of the special meeting held December 17, 2019 as presented. Motion was seconded by Mr. Amador Requenez, Secretary of the Board. Motion passed unanimously.

ITEM 4. SERVICE AWARDS FOR OUTGOING BOARD MEMBERS - Mr. Richard A. Garza presented Mr. David Hernandez and Mr. Pete Garcia with a plaque and thanked and congratulated Mr. David Hernandez for his many years of service on the Board of Directors. He also thanked Mr. Pete Garcia, for his two years of service on the Board of Directors.

ITEM 5. BOARD OF DIRECTORS STATEMENT OF ELECTED/APPOINTED OFFICER -

a. Board members signatures required -

All incoming 2020-2021 Board Members signed the "Statement of Elected Officer" form before HCAD's Notary Public, Ms. Janie Espinoza. The statement will be retained in the official records of the Board of Directors located in the Chief Appraisers office.

b. Statement of Confidentiality -

All incoming 2020-2021 Board Members signed the "Statement of Confidentiality" form before HCAD's Notary Public, Ms. Janie Espinoza. The statement will be retained in the official records of the Board of Directors located in the Chief Appraisers office.

c. Oath of Office -

The Honorable Hidalgo County Judge, Mr. Richard F Cortez administered the Oath of Office to Mr. Richard A. Garza, Mr. Amador Requenez, Mr. Albert Cardenas, Mr. Eddy Betancourt and Mr. Joe D Olivarez, 2020-2021 incoming Board members for Hidalgo County Appraisal District.

ITEM 6. 2018-2019 ORGANIZATION -

a. Election of Officers -

The Board of Directors proceeded with the election of officers. Mr. Albert Cardenas, Board member made a motion for Richard A. Garza to remain as Chairman, Mr. Albert Cardenas as Vice-Chairman and Mr. Amador Requenez as Secretary of the Board for 2020-2021. Motion was seconded by Mr. Amador Requenez, Secretary of the Board. Motion passed unanimously.

b. Set day & time for Board of Directors monthly meetings -

Mr. Richard A. Garza, Chairman of the Board stated the Board of Directors monthly meetings are currently held the second Wednesday of the month at 3:00 p.m. Mr. Garza queried the Board to see if they wished to continue with the same day and time for the monthly meetings. A motion was made by Mr. Amador Requenez and seconded by Mr. Albert Cardenas to continue to hold monthly board meetings on the second Wednesday of each month at 3:00 p.m. Motion passed unanimously

c. Authorization of signatures on HCAD's bank account -

Mr. Garza, Chief Appraiser stated since there was a new board for 2020-2021 a new signature card was required.

Mr. Garza informed the Board that two of three signatures are required on all checks issued by Hidalgo County Appraisal District and currently the Chief Appraiser, Assistant Chief Appraiser and the Secretary of the Board are listed on the signature card.

Mr. Garza continued to say that since the Board of Directors Officers did not change from last year he was recommending for the signatures to remain the same.

A motion was made by Mr. Albert Cardenas, Vice Chairman of the Board to accept the Chief Appraisers recommendation authorizing the Chief Appraiser, Assistant Chief Appraiser and the Secretary of the Board to sign any checks issued by the district. Motion was seconded by Mr. Amador Requenez, Secretary of the Board. Motion passed unanimously

ITEM 7. PUBLIC COMMENTS ON APPRAISAL DISTRICT AND APPRAISAL REVIEW BOARD POLICIES AND PROCEDURES – The Chairman of the Board was informed there were no taxpayers present for public comments.

ITEM 8. REPORT FROM LIAISON OFFICER Mrs. Lydia Elizondo reported to the Board no activities for the month.

ITEM 9. ACCOUNTING & FINANCE REPORTS - Mrs. Lydia Elizondo, Personnel & Finance Director - The Board was provided with the **November** and **December** Accounting and Finance Reports. Mr. Richard Garza, Chairman, requested only the report for December be explained to them.

a. Accounts Receivable -

Mrs. Elizondo explained the report for **December**. The report reflected the following entities delinquent with their 4th quarter 2019 assessment fees:

December 2019 Accounts Receivable				
	2019 1st Quarter	2019 2nd Quarter	2019 3rd Quarter	2019 4th Quarter
Special Entities				EMS District #3 EMS District #4, Red Sands GCD
Cities				City of Mercedes, City of Palmview, City of Penitas
ISD'S				Progreso ISD, Weslaco ISD

b. Balance Sheet - Mrs. Elizondo explained the report in detail. After further review of the report, no discussion was held.

c. Budget Report -

Mrs. Elizondo 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 of December. Mrs. Elizondo stated she would answer any questions the Board had regarding the list of disbursements. After further review of the list of disbursements no discussion was held.

e. Collection Summary Report for Un-rendered Personal Property -

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

December Collection Summary Report for Unrendered Personal Property		
HCAD Penalties from Entities (5%) County of Hidalgo	\$0	\$ 0.00
Total for month of December 2019		\$ 0.00
Total Year-To-Date (HCAD Penalties 5%)		\$ 39,654.21

ITEM 10. CHIEF APPRAISERS REPORT, Mr. Rolando Garza, Chief Appraiser -

a. Employees Hired & Vacant Positions

Prior to the meeting, the Board was provided with a list of Hidalgo County Appraisal District vacant positions. Mr. Garza provided the Board with an update on the vacant positions. Mr. Garza stated he hired Ms. Deahna Garcia for the Appraiser position in the Personal Property department.

Mr. Garza continued to say he also had vacancies available in the Market Analysis Department for an Appraiser position, and a Data Entry Operator position in the Real Estate Department.

ITEM 11. UPDATE AND DISCUSSION ON THE INSTALLATION OF TRAFFIC LIGHT ON TRENTON RD AND PROFESSIONAL DR.

Mr. Garza informed the Board he had met with the City Engineer, Mr. Mardoqueo Hinojosa and was provided with a timeline for the project of the traffic light installation on Trenton Rd and Professional Drive. The City Council will meet February 4, 2020, and are looking at going into construction early March 2020 with an estimated completion at the end of September 2020. He further stated that he will keep the Board informed on this project.

ITEM 12. 2019 PROPERTY VALUE STUDY - Mr. Rolando Garza, Chief Appraiser, informed the Board the Texas Comptroller's Office had conducted a Property Value Study for 2019 in Hidalgo County and should be receiving the finalized report study by January 31, 2019. He further stated he would update the Board on the results of the study at the next board meeting in February.

ITEM 13. UPDATE ON HCAD'S 2019 MAP REVIEW - Mr. Rolando Garza, Chief Appraiser informed the Board the district would be undergoing a MAPS Review for 2019 and continued to say Mr. Gary Nunez and HCAD staff are currently working on getting information together for the MAP Review in March by the State Comptroller's Office.

ITEM 14. DISCUSSION AND POSSIBLE ACTION TO DECLARE ITEMS AS SURPLUS ITEMS - Mr. Garza, Chief Appraiser informed the Board there are no Surplus items for this month. No Action taken.

ITEM 15. DISCUSSION AND POSSIBLE ACTION ON HCAD'S CONTRACTS

a. Contracts that do not require ratification -

The Board was provided with a list of HCAD contracts signed by the Chief Appraiser for the Board information and briefly reviewed the contracts with the Board. The contracts are either annual or monthly contracts and do not require ratification by the Board.

b. Contracts requiring ratification -

Mr. Garza informed the Board there are two contracts that currently need to be ratified, Thos. Y. Pickett & Company and Pictometry International Corp. Mr. Garza briefly explained the services provided by T Y Pickett relating to mineral and oil accounts and the services provided by Pictometry International Corp.

Mr. Eddy Betancourt, Board Member, then made a motion to ratify the contracts with T. Y. Pickett and Pictometry International Corp. Motion was seconded by Mr. Amador Requenez, Secretary of the Board. Motion passed unanimously.

Minutes

Board of Directors Meeting - January 08, 2020

Page 5

ITEM 16. APPRAISAL REVIEW BOARD AND ACTION IF NEEDED -

a. ARB member's attendance report -

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

b. Update on appointment of ARB member's and officer appointments by the Administrative District Judge - Mr. Rolando Garza, Chief Appraiser stated he received a letter from Judge Mario E. Ramirez, Jr., relating to the individuals he appointed to serve on the Appraisal Review Board. Judge Mario E. Ramirez, Jr. had re-appointed Ms. Kelly Flores to Place 3 and Mr. Joe D Barrera to Place 5 to serve their final two year term (2020-2021). He also appointed Ms. Graciela Farias to Place 1 and Ms. Annette M Valadez to Place 7 to serve their first term in office (2020-2021).

Mr. Garza continued to say that as of January 1, 2020 the local Administrative District Judge would now appoint the ARB officers, rather than the Board of Directors of the Appraisal District.

Judge Mario E Ramirez, Jr. had appointed Ms. Kelly Flores as Chairman, Mr. Joe D Barrera as Vice-Chairman and Ms. Rosa Helena Ybarra as Secretary.

ITEM 18. CONFERENCES -

a. 39th Annual Texas Association of Appraisal Districts, February 23, 2020 thru February 26, 2020-

Mr. Rolando Garza, Chief Appraiser informed the Board the 39th Annual Texas Association of Appraisal Districts Conference would be held in Dallas, TX the week of February 23, 2020 thru February 26, 2020. Mr. Garza, advised Board members wishing to attend, please contact the Chief Appraiser or Ms. Espinoza for registration.

ITEM 19. 2019 AMENDED BUDGET -

a. Discussion and action on 2019 Amended Budget -

Mr. Rolando Garza, Chief Appraiser informed the Board the reason for amending the 2019 Budget was to transfer funds to overspent line items and close the 2019 year. Mr. Garza continued to say the amount of the budget had not changed and remained at \$8,704,876 was therefore requesting Board approval of the 2019 Amended Budget. Mr. Garza explained the changes to the amended budget as follows:

		2017 Approved Budget		2017 Amended Budget
2.01	Retirement (12.60% for 2019)	\$612,000	(\$1,000)	\$611,000
2.02	Health Insurance	\$712,500	\$1,000	\$713,500
3.03	Professional Travel & Education (Staff)	\$65,000	(\$5,500)	\$59,500
3.06	Gasoline Expense	\$25,000	(\$5,000)	\$20,000
4.04	Library and Appraisal Manuals (Subscriptions/Publications/etc)	\$30,000	\$5,000	\$35,000
5.05	Miscellaneous Office Expense	\$18,850	(\$3,000)	\$15,850
5.06	Telephone Expense	\$20,800	\$2,000	\$22,800
5.09	Postage Meter Rent	\$15,000	\$3,000	\$18,000
5.12	Office Supplies	\$88,000	\$2,500	\$90,500
5.14	Forms and Printing	\$76,500	\$2,000	\$78,500

Minutes

Board of Directors Meeting-January 08, 2020

Page 6

5.18	Security Services (<i>Officer/Argus Security/Surveillance</i>)	\$38,000	\$2,500	\$40,500
5.23	Vehicle Expense (<i>Maintenance, Repairs, etc</i>)	\$24,500	(\$5,000)	\$19,500
6.04	Hardware Maintenance (<i>Servers</i>)	\$5,000	\$ 5,000	\$ -
6.08	Other Maintenance- <i>Virus software and upgrades of peripheral equipment not under contract</i>	\$25,000	\$4,500	\$29,500
8.03	Other Consulting Fees <i>Appraisal on lawsuits</i>	\$25,000	\$2,000	\$27,000

A motion was made by Mr. Amador Requenez, Secretary of the Board to approve the 2019 Amended Budget as submitted by the Chief Appraiser. Motion was seconded by Mr. Eddy Betancourt, Board Member. Motion passed unanimously.

ITEM 20. 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. This item is for Board members use to place items on Board of Directors agenda.

The Board requested the Chief Appraiser to place the following items on the agenda for next month's Board of Director's meeting:

1. Discussion on Bank Depository for HCAD

CONSENT AGENDA

ITEM 21. DEPARTMENT REPORTS – a. Property Records; b. Real Estate; c. Personal Property; d. Data Processing; e. Market Analysis; f. GIS/Mapping; g. HCAD Safety Coordinator's Report –

Item 21 a. Property Records – Mrs. Blanca Perez, Supervisor - The Board was provided with copies of the monthly reports for November and December for the Property Records department for their review.

Item 21 b. Real Estate - Mr. Rolando Mejia, Supervisor - The Board was provided with copies of the monthly reports for November and December for the Real Estate department for their review.

Item 21 c. Personal Property - Mr. Javier Gonzalez, Supervisor - The Board was provided with copies of the monthly reports for November and December for the Personal Property department for their review.

Item 21 d. Data Processing - Mr. George Gandara, Data Processing Manager - The Board was provided with copies of the monthly reports for November and December for the Data Processing department for their review.

Item 21 e. Market Analysis – Mrs. Eva Quintanilla, Supervisor - The Board was provided with copies of the monthly reports for November and December for the Market Analysis department for their review.

Minutes

Board of Directors Meeting – January 08, 2020

Page 7

Item 21 f. 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 21 g. HCAD Safety Coordinator's Report - Safety Coordinator – No activities were reported for the months of November or December

EXECUTIVE SESSION

ITEM 22. PERSONNEL MATTERS-EXECUTIVE SESSION AS AUTHORIZED BY SECTION 551.074 OF THE TEXAS OPEN MEETINGS ACT, TEXAS GOVERNMENT CODE –

ITEM 23. PENDING LITIGATION-EXECUTIVE SESSION-PURSUANT TO THE TEXAS GOVERNMENT CODE, SECTION 551.071 OF THE TEXAS OPEN MEETINGS ACT-
Mr. Talbert, HCAD legal counsel provided the Board with a list of cases under pending litigation.

REGULAR SESSION

ITEM 24. POSSIBLE ACTION ON EXECUTIVE SESSION ITEMS - No action was taken on Items 22 or 23.

ITEM 25. ADJOURNMENT - There being no further business before the Board, meeting was adjourned at 3:55 pm.

Board Minutes approved this **12th** day of **February**, 2020.

Richard A. Garza, Chairman

Amador Requenez, Secretary