



MINUTES

VIRTUAL

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

September 9, 2020

BOARD MEMBERS PRESENT: Richard A. Garza, Chairman  
Albert Cardenas, Vice-Chairman  
Amador Requenez, Secretary  
Eddy Betancourt, Member  
Joe D. Olivarez, Member  
Pablo “Paul” Villarreal, Jr. Non-Voting Member

BOARD MEMBERS ABSENT: None

OTHERS PRESENT: Rolando Garza, RPA, Chief Appraiser  
Janie Espinoza, Executive Secretary  
Lydia Elizondo, Finance/Personnel Director  
Richard S. Talbert, HCAD Legal Counsel

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 3:00 p.m.

ITEM 2. PLEDGE OF ALLEGIANCE – Pledge of Allegiance not performed due to non-in person presence.

ITEM 3. REVIEW AND CONSIDER THE APPROVAL OF THE MINUTES FOR THE REGULAR MEETING HELD AUGUST 12, 2020 – Mr. Eddy Betancourt, Member of the Board motion to approve the minutes of the meeting held August 12, 2020. 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- This is a standard item on the agenda. I know of no public comments at this time.

ITEM 5. REPORT FROM LIAISON OFFICER – Mrs. Lydia Elizondo, Liaison Officer, reported to the Board no activities for the month.

ITEM 6. ACCOUNTING & FINANCE REPORTS - Mrs. Lydia Elizondo, Personnel & Finance Director - a. Accounts Receivable –Mrs. Elizondo’s report reflected the following entities as delinquent with their 2020-2<sup>nd</sup> and 3<sup>rd</sup> Quarter assessment fees:

August Accounts Receivable Report				
	2020 1 <sup>st</sup> Quarter	2020 2 <sup>ND</sup> Quarter	2020 3 <sup>rd</sup> Quarter	2020 4 <sup>th</sup> Quarter
Special Entities		EMS #4	Drainage Dist. #1, EMS #3, EMS #4	
Cities			City of Palmview City of Pharr	
ISD'S				

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6b. Balance Sheet -

Mrs. Elizondo explained the Balance Sheet in detail to the Board. After further review of the report, no discussion held.

6c. Budget Report -

Mrs. Elizondo explained the Budget Report in detail to the Board. After further review of the report, no discussion held.

6d. Disbursements -

The Board was provided with a list of disbursements for the month of July. 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 held.

6e. Collection Summary Report for Unrendered Personal Property -

Mrs. Elizondo explained the Collection Summary Report in detail to the Board. The report reflected the following penalty fees collected for the month of August:

<b>Collection Summary Report for Unrendered Personal Property</b>		
HCAD Penalties from Entities (5%)		
Total for the month August 2020	\$ 1,211.47	
Total Year-To-Date (HCAD Penalties (5%))		\$ 34,244.94

ITEM 7. CHIEF APPRAISERS REPORT -

7a. Employees hired & vacant positions -

Mr. Garza informed the Board he had two vacancies, one position available for a Data Entry Operator and an Appraiser position both in the Real Estate Department. He further stated, interview had taken place and will be hiring in the next couple of days.

ITEM 8. DISCUSSION AND POSSIBLE ACTION TO DISPENSE WITH PERSONAL LEAVE POLICY ALLOWING AN EMPLOYEE TO CARRY OVER 80 HOURS-

Mr. Rolando Garza, Chief Appraiser is asking for approval to dispense with the Personal Leave policy for 2020 due to pandemic to carry over a maximum of 120 hours to be used prior to December 31, 2021.

Mr. Talbert, HCAD legal counsel informed the Board he had advised Mr. Garza that after Board discussion to allow Mr. Garza further review this policy and get the specific language that covers the temporary extension. Mr. Rolando Garza recommended for the Board to table Item 8 and place it back on the agenda in October with the actual language for Board Approval.

ITEM 9. DISCUSSION AND POSSIBLE ACTION TO DECLARE ITEMS AS SURPLUS ITEMS --

The Board was provided with a list of surplus inventory. Mr. Garza, Chief Appraiser was requesting authorization to notify all eligible entities of the items available to see if they wished to pick up any of the items.

Mr. Joe Olivarez, member of the Board made a motion to notify all eligible entities of the items available for pick up. Mr. Albert Cardenas, Vice-Chairman of the Board, seconded the motion. Motion passed unanimously.

ITEM 10. 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 three ARB Members terms would be expiring at the end of the year. Mr. Garza stated Mr. Eloy Barrientes, Place 1, Ms. Rosa Helena Ybarra, Place 4 and Mr. John David Flores, Place 6 would be completing their first term and would need to be either reappointed or replaced by the end of the year. Mr. Garza further stated the 3 Auxiliary members, Ms. Ramona Barron, Mr. Oscar Cuellar and Ms. Erica Perez 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 11. 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 12. 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

1. Discussion and possible action to amend HCAD's 2019 Financial Audit
2. Evaluation of Performance, Salary & Benefits of HCAD's Chief Appraiser

## CONSENT AGENDA

ITEM 13. 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 13 a. 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 13 b. Real Estate - Mr. Javier Gonzalez, Supervisor - The Board reviewed the monthly report for the Real Estate department. After review of the report, no further discussion was held.

Item 13 c. Personal Property - Mr. Rolando Mejia, Supervisor - The Board reviewed the monthly report for the Personal Property department. After review of the report, no further discussion was held.

Item 13 d. 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 13 e. 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 13 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 13 g. HCAD Safety Coordinator's Report – Mr. Rolando Garza, Chief Appraiser reported no activities for the month.

## EXECUTIVE SESSION

ITEM 14. PERSONNEL MATTERS-EXECUTIVE SESSION AS AUTHORIZED BY SECTION 551.074 OF THE TEXAS OPEN MEETINGS ACT, TEXAS GOVERNMENT CODE –

16a. Evaluation of Performance, Salary & Benefits of HCAD's Chief Appraiser-  
Mr. Rolando Garza recommended for the Board to table Item 14 and place it back on the agenda in October.

ITEM 15. PENDING LITIGATION-EXECUTIVE SESSION PURSUANT TO TEXAS GOVERNMENT CODE, SECTION 551.071 OF THE TEXAS OPEN MEETINGS ACTS – No Action taken.

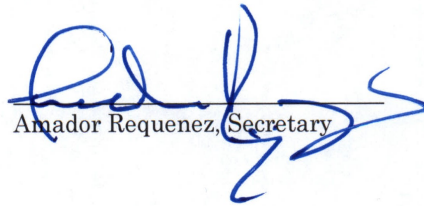
ITEM 16. POSSIBLE ACTION ON EXECUTIVE SESSION ITEMS - No action taken on either Item 14 or 15.

ADJOURNMENT - There being no further business before the Board, meeting adjourned at 3:27 p.m.

Board minutes approved this 14<sup>th</sup> day of **October** 2020.



Richard A. Garza, Chairman



Amador Requenez, Secretary