



MINUTES

VIRTUAL

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

October 14, 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 VIRTUAL REGULAR MEETING HELD SEPTEMBER 09, 2020 – Mr. Amador Requenez, Secretary of the Board motion to approve the minutes of the meeting held September 09, 2020. Mr. Eddy Betancourt, Member 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 2020-2nd and 3rd Quarter assessment fees:

September Accounts Receivable Report				
	2020 1 st Quarter	2020 2 ND Quarter	2020 3 rd Quarter	2020 4 th Quarter
Special Entities		EMS #4	EMS #4	
Cities			City of Palmview	
ISD'S				

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 September. Mrs. Elizondo stated she would answer any questions the Board had regarding the list of disbursements.

Mr. Garza, Chairman of the Board, requested additional information on check 2723 in the amount of \$92,704.74 payable to Harris Govern. Ms. Elizondo explained this was a quarterly payment for the HCAD's computer software program.

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 September:

Collection Summary Report for Unrendered Personal Property		
HCAD Penalties from Entities (5%)		
Total for the month September 2020	\$ 1,118.55	
Total Year-To-Date (HCAD Penalties (5%))		\$ 35,363.49

ITEM 7. CHIEF APPRAISERS REPORT -

7a. Employees 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 Jesus Galicia for the Appraiser position in Real Estate department. He continued to say he had also hired Ms. Mercedes Ortega for the Data Entry position in the Real Estate department. Mr. Garza informed the Board he had one vacancy available for a Commercial/Industrial Appraiser position in the Real Estate Department. He further stated, interview will take place in the following weeks ahead.

7b. Update on the Installation of traffic light on Trenton Rd. and Professional Dr.- Mr. Garza informed the Board the installation of the traffic light was already in place and the lights will be turned on by the end of the month.

ITEM 8. DISCUSSION ON HCADS 2020 METHODS & ASSISTANCE PROGRAM REVIEW (MAPS) - A copy of the 2020 Map Review Results were included in the Board packet for the Board to review. Mr. Garza, Chief Appraiser explained the district had done very well. Mr. Garza did mention there were two areas where the district had fallen below 100%.

Mr. Garza stated the first area was the district had failed to send homestead denial letters. Mr. Garza further stated this item was in the process of being corrected. Mr. Garza continued to say the second area was regarding the Board of Directors election. The district failed to place the names on the ballot in alphabetical order by sur name. The district will not have a way of rectifying this issue until the next Board of Directors election. No action was taken.

ITEM 9 DISCUSSION AND POSSIBLE ACTION TO RATIFY THE INTER-LOCAL AGREEMENT WITH HIDALGO COUNTY ON HEALTH INSURANCE COVERAGE WITH AETNA, LIFE & AD&D COVERAGE AND ON VOLUNTARY (DENTAL AND VISION) INSURANCES WITH AMERITAS- Mr. Garza, Chief Appraiser was recommending for the Boards authorization to execute the current Inter-local Agreement with Hidalgo County on Health insurance coverage with Aetna, Life & AD&D coverage and on Voluntary (Dental and Vision) Insurances with Ameritas.

After a brief discussion, Mr. Albert Cardenas, Vice-Chairman of the Board made a motion to authorize the Chief Appraiser to execute the Inter-local agreement with Hidalgo County on Health insurance coverage with Aetna, Life & AD&D coverage and on Voluntary (Dental and Vision) Insurances with Ameritas. Mr. Eddy Betancourt, Member of the Board seconded the motion. Motion passed unanimously.

ITEM 10. DISCUSSION AND POSSIBLE ACTION TO DECLARE ITEMS AS SALVAGED ITEMS– The Board was provided with a list of salvaged items. 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. Eddy Betancourt, Member of the Board, seconded the motion. Motion passed unanimously.

ITEM 11. DISCUSSION AND POSSIBLE ACTION ON TCDRS RESOLUTION - Mr. Garza Chief Appraiser informed the Board each year TCDRS requires a new resolution.

Mr. Garza continued to say the employee rate is at 12.85% and was recommending Board approval to the Resolution, which currently reflects the retirement eligibility at any age and 20 years of service.

After review of the plan, Mr. Albert Cardenas, Vice-Chairman of the Board made a motion to accept the Chief Appraiser's recommendation. Mr. Eddy Betancourt, member of the Board seconded the motion. Motion passed unanimously.

ITEM 12. DISCUSSION AND POSSIBLE ACTION ON PROPOSAL FROM MR. OSCAR GONZALEZ, CPA FOR 2020 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 2020 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. Eddy Betancourt, member 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. Amador Requenez, Secretary of the Board, seconded the motion. Motion passed unanimously.

ITEM 13. DISCUSSION AND POSSIBLE ACTION TO APPROVE APPRAISAL SERVICE CONTRACT WITH T.Y.PICKETT FOR MINERAL & OIL SERVICES FOR 2021, 2022, & 2023 YEARS - Prior to the meeting, the Board was provided with the contract with T. P. Pickett for 2021, 2022 and 2023.

Mr. Garza explained the amounts to be billed would be \$250,000, for 2021, \$252,500 for 2022 and \$255,000 for 2023. Mr. Garza was recommending for the Board to approve the contract with T. Y. Pickett for appraisal of mineral and oil services.

A motion was made by Albert Cardenas, Vice-Chairman of the Board to accept the Chief Appraiser's recommendation and approve the contract with T. Y. Pickett for the 2021, 2022 and 2023 in the amounts provided in the contract. Mr. Eddy Betancourt, member of the Board seconded the motion. Motion passed unanimously.

ITEM 14. DISCUSSION ON THE IMPLEMENTATION OF CORONAVIRUS (COVID-19) DISTRICT POLICY AND FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) - Prior to the meeting, the Board was provided with a packet of the Coronavirus (COVID-19) District Policy and Families First Coronavirus Response Act (FFCRA). Mr. Rolando Garza, Chief Appraiser further discussed how the district was adhering to for the operation of the office during this pandemic.

Mr. Joe Olivarez, member of the Board made a motion to accept the implementation of Coronavirus (COVID-19) District Policy and Families First Coronavirus Response Act (FFCRA). Mr. Eddy Betancourt, Member of the Board, seconded the motion. Motion passed unanimously.

ITEM 15. DISCUSSION AND POSSIBLE ACTION TO DISPENSE WITH PERSONAL LEAVE POLICY ALLOWING AN EMPLOYEE TO CARRY OVER 80 HOURS- Prior to the meeting, the Board was provided with the amended Personnel Policy for Personal Leave. Mr. Rolando Garza informed the Board Mr. Talbert, HCAD legal counsel had come up with the language included in the Personnel Policy for Personal Leave. Mr. Rolando Garza, Chief Appraiser asked the Board to approve and 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. Eddy Betancourt, member of the Board made a motion to accept the Chief Appraisers recommendation and dispense with personal leave policy allowing an employee to carry over a maximum of 120 hours to be used prior to December 31, 2021. Mr. Joe Olivarez, member of the Board, seconded the motion. Motion passed unanimously.

ITEM 16. DISCUSSION AND POSSIBLE ACTION ON HCAD'S 2021 HOLIDAY SCHEDULE – Prior to the meeting, two options of the Holiday Schedules for 2021 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 2.

Schedule 2 reflected:

New Year's Day January 1st, President's Day February 15th, Good Friday April 2nd, Memorial Day May 31st, Labor Day September 6th, Columbus Day October 11th, Thanksgiving Day November 25th & 25th, Christmas December 23rd 1/2 day & 24th and New Year's Eve, December 31st.

After review of the holiday schedule Mr. Albert Cardenas, Vice-Chairman of the Board made a motion to approve the 2021 11 ½ holiday schedule as recommended by the Chief Appraiser. Mr. Joe Olivarez, member of the Board seconded motion. Motion passed unanimously.

ITEM 17. DISCUSSION AND POSSIBLE ACTION ON HOMESTEAD EXEMPTION AUDIT – Mr. Rolando Garza, Chief Appraiser explained the Homestead Exemption Audit Service to the Board. He further requested the approval of this service to help verify if there are property owners claiming homestead and Over 65 exemptions on more than one property and in more than one county in the United States.

After review discussion, Mr. Albert Cardenas, Vice-Chairman of the Board made a motion approve the Homestead Exemption Audit Service as recommended by the Chief Appraiser. Mr. Amador Requenez, member of the Board seconded motion. Motion passed unanimously.

ITEM 18. 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 "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 19. 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 20. 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, Chief Appraiser explained the overall amount of the budget remained the same. Mr. Garza was requesting to ratify the amended budget to reflect the correct amount of \$393,184 instead of \$131,545 as the refundable amount to the governmental entities.

After a brief discussion, Mr. Amador Requenez, Secretary of the Board made a motion to approve the Chief Appraiser's request to amend the 2019 Amended Budget as submitted. Mr. Eddy Betancourt seconded motion. Motion passed unanimously.

ITEM 21. 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. Evaluation of Performance, Salary & Benefits of HCAD's Chief Appraiser

CONSENT AGENDA

ITEM 22. 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 22 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 22 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 22 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 22 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 22 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 22 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 22 g. HCAD Safety Coordinator's Report – Mr. Rolando Garza, Chief Appraiser reported no activities for the month.

EXECUTIVE SESSION

ITEM 23. PERSONNEL MATTERS-EXECUTIVE SESSION AS AUTHORIZED BY SECTION 551.074 OF THE TEXAS OPEN MEETINGS ACT, TEXAS GOVERNMENT CODE –

- 23a. Evaluation of Performance, Salary & Benefits of HCAD's Chief Appraiser-
Mr. Rolando Garza recommended for the Board to table Item 23 and place it back on the agenda in November.

ITEM 24. PENDING LITIGATION-EXECUTIVE SESSION PURSUANT TO TEXAS GOVERNMENT CODE, SECTION 551.071 OF THE TEXAS OPEN MEETINGS ACTS – No Action taken.

ITEM 25. POSSIBLE ACTION ON EXECUTIVE SESSION ITEMS - No action taken on either Item 23 or 24.

ADJOURNMENT - There being no further business before the Board, meeting adjourned at 3:38 p.m.

Board minutes approved this 18th day of November 2020.



Richard A. Garza, Chairman



Amador Requenez, Secretary