

MINUTES

VIRTUAL



REGULAR BOARD OF DIRECTORS MEETING
HIDALGO COUNTY APPRAISAL DISTRICT

4405 South Professional Drive
Edinburg, Texas

January 20, 2021

BOARD MEMBERS PRESENT: Richard A. Garza, Chairman
Albert Cardenas, Vice-Chairman
Amador Requenez, Secretary
Eddy Betancourt, Member
Joe D. Olivarez, Member
Paul "Pablo" Villarreal, Jr., 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 3:05 p.m.

ITEM 2 REVIEW AND CONSIDER THE APPROVAL OF THE MINUTES FOR THE REGULAR MEETING HELD ON DECEMBER 09, 2020- A motion was made by Mr. Eddy Betancourt, Member of the Board to approve the minutes of the meeting held December 09, 2020 as presented. Motion was seconded by Mr. Joe D. Olivarez, Member of the Board. Motion passed unanimously.

ITEM 3. 2021 ORGANIZATION -
a. Election of Officers -

Mr. Rolando Garza, Chief Appraiser informed the Board the Tax Code indicates that every calendar year the Board shall elect officers. Mr. Garza asked the Board if they so desired, they could keep the same officers for 2021. After further discussion, Mr. Eddy Betancourt, 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 2021. Motion was seconded by Mr. Joe D. Olivarez, Board member. 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. Eddy Betancourt 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 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. Amador Requenez, Secretary 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. Eddy Betancourt, Member of the Board. Motion passed unanimously

ITEM 4. 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 5. REPORT FROM LIAISON OFFICER Mrs. Lydia Elizondo reported to the Board no activities for the month.

ITEM 6. 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 2020 Accounts Receivable				
	2020 1st Quarter	2020 2nd Quarter	2020 3rd Quarter	2020 4th Quarter
Special Entities				
Cities			City of Palmview	City of Edinburg City of Palmview, City of Progreso, City of Weslaco
ISD'S				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	\$ 2,352.46
Total for month of December 2020		\$ 2,352.46
Total Year-To-Date (HCAD Penalties 5%)		\$ 43,350.89

ITEM 7. 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 continued to say he had 2 vacancies available for Data Entry Operators, one in the Real Estate Department and the other one in the Property Records Department.

ITEM 8. 2019 PROPERTY VALUE STUDY - Mr. Garza, Chief Appraiser informed the Board that 2019 Property Value Study for Mission CISD were being disputed by the Appraisal District. Mr. Garza informed the Board Lowe, Swinney, Evans & James Law firm was assisting the District with this appeal. He further stated he would update the Board on the results of this appeal.

ITEM 9. DISCUSSION AND POSSIBLE ACTION TO DECLARE ITEMS AS SURPLUS ITEMS – The Board was provided with the surplus inventory list. 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. Amador Requenez, Secretary 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. 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 the four contracts provided to the Board did not require ratification. Thos. Y. Pickett & Company, Pictometry International Corp, Just Appraised, Inc., and Linebarger Goggan Blair & Sampson, LLP had already been approved and/or ratified by the Board in 2020.

After review of the contracts, no further discussion was held.

ITEM 11. 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. Appointment of ARB Offices, Chairman, Vice-Chairman& Secretary -

Mr. Garza also added the ARB Chairman, Vice-Chairman and Secretary would need to be appointed by the Board and recommended the Board take action on this item.

After discussion among the Board, Mr. Eddy Betancourt, Member of the Board made a motion to appoint Ms. Kellie Flores, as Chairman, Mr. Joe Barrera as Vice-Chairman and Ms. Rosa Ibarra, as Secretary. Motion was seconded by Mr. Joe D Olivarez, Member of the Board. Motion passed unanimously.

ITEM 12. 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 13. 2020 AMENDED BUDGET - Discussion and action on 2020 Amended Budget -

Mr. Rolando Garza, Chief Appraiser informed the Board the reason for amending the 2020 Budget was to transfer funds to overspent line items and close the 2020 year. Mr. Garza continued to say the amount of the budget had not changed and remained at \$9,228,046 was therefore requesting Board approval of the 2020 Amended Budget. Mr. Garza explained the changes to the amended budget as follows:

		2020 Approved Budget		2020 Amended Budget
1.01	Salaries	\$5,079,046	(\$190,000)	\$4,889,046
1.02	Overtime	\$30,000	\$9,000	\$39,000
1.03	Medicare (1.45% of gross wages per emp. Hired after Mar 1986)	\$75,000	(\$6,810)	\$68,190
1.04	Unemployment Insurance (\$9,000 Reportable per employee)	\$25,000	(\$9,000)	\$16,000
1.05	Worker’s Compensation (1.02 per \$100 of annual salary for appraisers (0.45 per \$100 of annual salary for Administrative Personnel And Clerical Personnel \$4.97 per \$100 of annual salary for Custodians)	\$27,000	(\$15,000)	\$12,000
1.06	Temporary/Part Time Employees	\$30,000	(\$24,000)	\$6,000
2.03	Life Insurance (Life \$28.00 per emp. Per mo.)	\$36,000	(\$5,000)	\$31,000
2.04	Disability Insurance (Disability – .68% of Salaries	\$32,000	\$1,100	\$33,100
3.01	Professional Travel & Education (BOD)	\$26,000	(\$6,000)	\$20,000
3.03	Professional Travel & Education (Staff) Required by law that District provide personnel with educational courses	\$82,000	(\$30,000)	\$52,000
3.05	Car Allowance - \$600 mthly-Chief Appraiser; \$450 mthly Asst Chief Appraiser and \$500 mthly Quality Control Specialist	\$18,600	\$4,800	\$23,400
3.06	Gasoline Expense	\$30,000	(\$5,000)	\$25,000
4.07	Appraisal Review Board Expenses (Meetings/Supplies/Legal Fees - \$150 for every 4 hours)	\$90,000	\$58,000	\$148,000
5.02	Utilities and Services (Water, electricity, garbage pickup)	\$70,000	(\$5,000)	\$65,000
5.04	Building and Grounds Maintenance	\$20,000	(\$8,000)	\$12,000
5.04.1	Building and Grounds Fixtures/Repairs	\$100,000	(\$70,000)	\$30,000
5.07	Wireless Internet	\$8,000	(\$2,000)	\$6,000
5.09	Postage Meter Rent	\$15,000	\$6,000	\$21,000

		2020 Approved Budget		2020 Amended Budget
5.10	Postage	\$150,000	\$180,000	\$330,000
5.11	Copiers Lease	\$28,000	(\$5,000)	\$23,000
5.12	Office Supplies	\$90,000	(\$5,000)	\$85,000
5.13	Safety Equipment & Training	\$12,000	\$24,000	\$36,000
5.14	Forms and Printing	\$75,000	\$70,000	\$145,000
5.16	Landscaping and Lawn Expense	\$15,000	(\$3,000)	\$12,000
5.17	Office Remodeling (<i>Architectural Services and Remodeling</i>)	\$30,000	(\$29,500)	\$500
5.19	Uniform Expense (<i>Shirts with logo</i>)	\$24,000	(\$24,000)	\$ -
5.24	Parking Lot Expense	\$40,000	(\$39,340)	\$660
5.26	Vehicle – Purchase	\$50,000	(\$50,000)	\$ -
6.02	Software Maintenance – Technical Assistance Plan	\$271,000	\$80,200	\$351,200
6.03	Hardware Maintenance - <i>Servers</i>	\$2,000	(\$400)	\$1,600
6.04	Hardware Maintenance - <i>Printers</i>	\$1,500	(\$500)	\$1,000
6.07	GIS Services (<i>Pictometry</i>)	\$285,000	(\$1,000)	\$1,000
6.08	Other Maintenance (<i>Virus software and upgrades of peripheral equipment not under contract</i>)	\$190,000	(\$2,000)	\$188,000
7.01	Digital Cameras	\$4,000	(\$400)	\$3,600
7.02	Document Imaging(<i>Converting Records into Digital Imaging</i>)	\$25,000	(\$6,000)	\$19,000
8.01	Legal (<i>est expenses for BOD/ARB meetings and litigations</i>)	\$142,000	(\$16,800)	\$125,200
8.03	Other consulting fees – <i>Appraisal on lawsuits</i>	\$49,800	\$6,400	\$56,200
8.04	Arbitration	\$500	(\$500)	\$ -
9.01	Liability Coverage – <i>Auto Coverage, General Liability, Errors & Omissions</i>	\$21,000	(\$200)	\$20,800
GRAND TOTALS		\$9,228,046		\$9,228,046

A motion was made by Mr. Eddy Betancourt, Member of the Board to approve the 2020 Amended Budget as submitted by the Chief Appraiser. Motion was seconded by Mr. Albert Cardenas, Vice-Chairman of the Board. Motion passed unanimously.

ITEM 14. CONFERENCES -

a. 40th Annual Texas Association of Appraisal Districts, February 21, 2021 thru February 24, 2021- Mr. Rolando Garza, Chief Appraiser informed the Board the 40th Annual Texas Association of Appraisal Districts Conference was transitioned from a face to face conference to a virtual conference. Mr. Garza, advised Board members wishing to attend, please contact the Chief Appraiser or Ms. Elizondo for registration.

ITEM 15. 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.

CONSENT AGENDA

ITEM 16. 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 16 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 16 b. Real Estate - Mr. Javier Gonzalez, Supervisor - The Board was provided with copies of the monthly reports for November and December for the Real Estate department for their review.

Item 16 c. Personal Property - Mr. Rolando Mejia, Supervisor - The Board was provided with copies of the monthly reports for November and December for the Personal Property department for their review.

Item 16 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 16 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.

Item 16 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 16 g. HCAD Safety Coordinator’s Report - Safety Coordinator – No activities were reported for the months of November or December

EXECUTIVE SESSION

ITEM 17. PERSONNEL MATTERS-EXECUTIVE SESSION AS AUTHORIZED BY SECTION 551.074 OF THE TEXAS OPEN MEETINGS ACT, TEXAS GOVERNMENT CODE –

ITEM 18. PENDING LITIGATION-EXECUTIVE SESSION-PURSUANT TO THE TEXAS GOVERNMENT CODE, SECTION 551.071 OF THE TEXAS OPEN MEETINGS ACT-

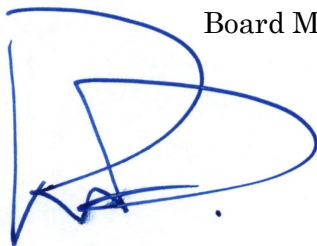
Mr. Talbert, HCAD legal counsel provided the Board with a list of cases under pending litigation. He further informed the Board there were 82 cases on January 1, 2020, which 52 cases were settled from January 1, 2020 to current date. Thirty-six new cases were filed after January 1, 2020, which brings the total to 66 active cases. No new cases have been filed for 2021 year.

REGULAR SESSION

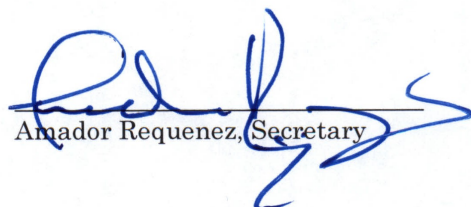
ITEM 19. POSSIBLE ACTION ON EXECUTIVE SESSION ITEMS - No action was taken on Items 17 or 18.

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

Board Minutes approved this **10th** day of **February**, 2021.



Richard A. Garza, Chairman



Amador Requenez, Secretary