

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



March 10, 2021

BOARD MEMBERS PRESENT: Richard A. Garza, Chairman  
Albert D. Cardenas, Vice-Chairman  
Amador Requenez, Secretary  
Eddy Betancourt, Member  
Joe D Olivarez, Member

BOARD MEMBERS ABSENT: Pablo "Paul" Villarreal, Jr.

OTHERS PRESENT: Rolando Garza, RPA, Chief Appraiser  
Jorge Gonzalez, RPA, Asst. 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 3:02 p.m.

ITEM 2. REVIEW AND CONSIDER THE APPROVAL OF THE MINUTES FOR THE REGULAR SCHEDULED MEETING HELD FEBRUARY 10, 2021 - Mr. Albert Cardenas, Vice-Chairman of the Board made a motion to approve the minutes of the meeting held February 10, 2021. Mr. Eddy Betancourt, Member of the Board seconded the motion. Motion passed unanimously.

ITEM 3. PUBLIC COMMENTS ON APPRAISAL DISTRICT AND APPRAISAL REVIEW BOARD POLICIES AND PROCEDURES – There were no taxpayers present for public comments.

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

**ITEM 5. ACCOUNTING & FINANCE REPORTS - Mrs. Lydia Elizondo, Finance & Personnel Director** – The Board was provided with the **February** Accounting and Finance Reports.

**a. Accounts Receivable –**

Mrs. Elizondo explained the Accounts Receivable report for **February**. Mrs. Elizondo’s report reflected the following entities delinquent with their assessment fees as follows:

Accounts Receivable					
	2021 1st Quarter	2021 2nd Quarter	2021 3rd Quarter	2021 4th Quarter	2020 4th Quarter
Special Entities	EMS District #4, Kennedy Co GCD, Red Sands GCD				
Cities	City of Donna, City of Edinburg, City of Progreso				City of Palmview
ISD’S	Edcouch Elsa ISD				

**b. Balance Sheet –**

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

**c. Budget Report -**

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

**d. Disbursements -**

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

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

Mrs. Elizondo explained the Collection Summary Report for Un-rendered Property in detail to the Board. Mrs. Elizondo’s report reflected there were no penalty fees collected for the month.

Collection Summary Report for Un-rendered Personal Property		
HCAD Penalties from Hidalgo County (5%)	\$11,648.98	
Total for month of February 2021		\$ 11,648.98
Total Year-To-Date (HCAD Penalties 5%)		\$ 11,648.98

ITEM 6. CHIEF APPRAISERS REPORT, Mr. Rolando Garza, Chief Appraiser -  
6a. Report on Employee's Hired and Vacant Positions -

Mr. Garza informed the Board he currently has two vacancies for Data Entry Operators in the Real Estate Department and Property Records Department. Advertising will be posted in the next few days and hiring will be in the next few weeks.

ITEM 7. 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. Eddy Betancourt, Member of the Board made a motion to notify all eligible entities of the items available for pick up. Mr. Richard Garza, Chairman of the Board, seconded the motion. Motion passed unanimously.

ITEM 8. DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE THE CHIEF APPRAISER TO DISPENSE WITH NOTICES OF APPRAISED VALUE ON THOSE PROPERTIES THAT INCREASED \$1,000 OR LESS, AS DESCRIBED UNDER SECTION 25.19 OF THE TEXAS PROPERTY TAX CODE – Mr. Rolando Garza, Chief Appraiser informed the Board Section 25.19 of the Texas Property Tax Code allows the Chief Appraiser, with the authorization of the Board, to dispense with notices of appraised value on all properties that have increased in value by \$1,000.00 or less. Mr. Garza stated he was therefore requesting authorization from the Board to dispense with notices of appraised value on those properties that increased in value by \$1,000 or less.

After a brief discussion, Mr. Eddy Betancourt, Member of the Board made a motion to authorize the Chief Appraiser to dispense sending the required notice on properties where the value had increased by \$1,000 or less as required by Section 25.19(g) of the Texas Property Tax Code. Mr. Albert Cardenas, Vice-Chairman of the Board seconded the motion. Motion passed unanimously.

ITEM 9. DISCUSSION AND ACTION ON HCAD'S COVID PROTECTION MEASURES – Mr. Rolando Garza, Chief Appraiser informed the Board the Governor announced a new executive order effective March 10<sup>th</sup> lifting the statewide mandates regarding COVID-19 restrictions. At this time, we are under no directive from the State, therefore I am asking for the Board to allow me to continue and strongly recommending everyone entering our facility to wear masks/use facial coverings, continue taking temperatures and asking taxpayers whether they have been infected recently or have come in contact with someone that has had COVID-19 before entering building. After further discussion and to help combat the spread of the virus, it was the consensus of the Board to allow Mr. Rolando Garza to continue to require and practice safety measures already in place.

Mr. Richard Talbert, HCAD Legal Counsel informed the Board this item does not require action from the Board.

ITEM 10. APPRAISAL REVIEW BOARD & 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 Appraisal Review Board (ARB) members. The report reflected very good attendance from the ARB.

b. ARB discussion on 2021 Protest Period- Mr. Garza, Chief Appraiser briefly explained to the Board the 2021 Protest Period. As soon as there are procedures in place on the handling of the hearings, Mr. Garza will be updating the Board of the outcome.

c. ARB discussion on 2021 Protest Period- Prior to the meeting the Board was provided with a copy of the 2021 ARB hearing dates. Mr. Garza informed the Board the 2021 ARB hearings would begin on May 17, 2021 with the last of the hearings and approval of records being July 15, 2021.

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 AND ACTION ON DATE & PLACE FOR BOARD OF DIRECTORS CHRISTMAS DINNER - Mr. Garza, Chief Appraiser, stated it was early in the year and he was recommending a date and place be selected to reserve for the Board of Directors Christmas Dinner.

After discussion among the Board, it was the consensus of the Board to hold the Board of Directors Christmas Dinner on December 8, 2021, the second Wednesday in December at Pappadeaux in Pharr.

ITEM 13. 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.

**CONSENT AGENDA**

ITEM 14. 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 14 a. Property Records - Mrs. Blanca Perez, Supervisor - The Board was provided with copies of the monthly reports for February for the Property Records department for their review.

Item 14 b. Real Estate - Mr. Javier A. Gonzalez Supervisor - The Board was provided with copies of the monthly reports for February for the Property Records department for their review.

Item 14 c. Personal Property - Mr. Rolando Mejia, Supervisor - The Board was provided with copies of the monthly reports for February for the Property Records department for their review.

Item 14 d. Data Processing - Mr. George Gandara, Data Processing Manager - The Board was provided with copies of the monthly reports for February for the Property Records department for their review.

Item 14 e. Market Analysis - Mrs. Eva Quintanilla, Supervisor - The Board was provided with copies of the monthly reports for February for the Property Records department for their review.

Item 14 f. GIS/Mapping - Mr. Polo Olivarez, Supervisor - The Board was provided with copies of the monthly reports for February for the Property Records department for their review.

Item 14 g. HCAD Safety Coordinator's Report - Safety Coordinator – No activities were reported for the month.

### **EXECUTIVE SESSION**

ITEM 15. PERSONNEL MATTERS-EXECUTIVE SESSION AS AUTHORIZED BY SECTION 551.074 OF THE TEXAS OPEN MEETINGS ACT, TEXAS GOVERNMENT CODE – No action was taken on this item.

ITEM 16 PENDING LITIGATION-EXECUTIVE SESSION-PURSUANT TO THE TEXAS GOVERNMENT CODE, SECTION 551.071 OF THE TEXAS OPEN MEETINGS ACT – Mr. Talbert provided the Board with a list of all pending litigation.

### **REGULAR SESSION**

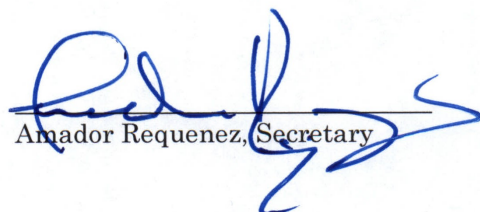
ITEM 17. POSSIBLE ACTION ON EXECUTIVE SESSION ITEMS - No action taken on either Item 15 or 16.

ADJOURNMENT - There being no further business before the Board, Meeting adjourned at 3:40 pm.

Board Minutes approved this 14<sup>th</sup> day of April 2021.



Richard A. Garza, Chairman



Amador Requenez, Secretary