



MINUTES

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

October 20, 2021

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

BOARD MEMBERS ABSENT: Pablo "Paul" Villarreal, Jr. Non-Voting Member

OTHERS PRESENT: Rolando Garza, RPA, Chief Appraiser
Janie Espinoza, Executive Secretary
Jorge Gonzalez, Asst. Chief Appraiser
Tamara Garcia, Accountant
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 3:07 p.m.

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

ITEM 3. REVIEW AND CONSIDER THE APPROVAL OF THE MINUTES FOR THE VIRTUAL REGULAR MEETING HELD SEPTEMBER 08, 2021 – Mr. Amador Requenez, Secretary of the Board motion to approve the minutes of the meeting held September 08, 2021. Mr. Albert Cardenas, Vice-Chairman 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. Tamara Garcia, Accountant, reported to the Board no activities for the month.

ITEM 6. ACCOUNTING & FINANCE REPORTS - Mrs. Tamara Garcia, Accountant- a. Accounts Receivable –Mrs. Garcia's advised the Board there were no entities delinquent with their assessment fees.

6b. Balance Sheet -

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

6c. Budget Report -

Mrs. Garcia 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. Garcia 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. Garcia 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%)	\$ 3,366.71	
Total for the month September 2021	\$ 3,366.71	
Total Year-To-Date (HCAD Penalties (5%))		\$ 52,053.81

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 Oswaldo Cantu for the Analyst position in the Personal Property department, and Wendy Cantu for the Mineral Clerk/DEO position in the Personal Property department. Mr. Garza informed the Board he had four vacancies available for an Appraiser position in the Real Estate and Personal Property department, and two Data Entry Operators positions in the Property Records Department. He further stated, vacancies had been advertised and interviews will be taken place in the near future.

ITEM 8. DISCUSSION ON HCADS 2021 METHODS & ASSISTANCE PROGRAM REVIEW

(MAPS) - Mr. Rolando Garza, Chief Appraiser informed the Board the district is currently in the process of receiving a Methods and Procedures Review for 2021 by the State Comptroller's Office. The district is in the process in getting all the information ready. They will be coming down to our office around February or March of 2022 to conduct the Map Review.

ITEM 9 DISCUSSION AND POSSIBLE ACTION ON HCAD'S 2022 HOLIDAY SCHEDULE –

Prior to the meeting, three options of the Holiday Schedules for 2022 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 1.

Schedule 1 reflected:

Martin Luther King Jr. Day, January 17th, President's Day February 21st, Good Friday April 15th, Memorial Day May 30th, Independence Day, July 4th, Labor Day September 5th, Veteran's Day, November 11th, Thanksgiving Day November 24th & 25th, Christmas December 23rd 1/2 day & 26th and New Year's Eve, December 30th.

After review of the holiday schedule Mr. Albert Cardenas, Vice-Chairman of the Board made a motion to approve the 2022 11 ½ holiday schedule as recommended by the Chief Appraiser. Mr. Amador Requenez, Secretary of the Board seconded the motion. Motion passed unanimously.

ITEM 10. SELECTION/ELECTION OF BOARD OF DIRECTORS 2022-2023 -

a. Correspondence mailed September 27, 2021 -

The Board was provided with a copy of a letter which was mailed to all eligible voting entities.

b. Correspondence to mailed to 2022-2022 Nominee's -

The Board was provided with a copy of a letter mailed to all 2022-2022 nominees regarding their nomination.

c. Correspondence to be mailed October 20, 2021 -

The Board was provided with a copy of a letter mailed to all eligible voting entities regarding the 2022-2023 Ballots.

d. Update on 2022-2022 BOD Nominee's -

The Board was provided with a list of all those individuals that had been nominated to serve on the 2022-2023 Hidalgo County Appraisal Board of Directors.

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 "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 two ARB Members terms would be expiring at the end of the year. Mr. Garza stated Mrs. Kellie Flore, Place 3 and Mr. Joe Barrera, Place 5 would be completing their 3rd and final terms at the end of the year and would no longer be eligible to serve on the Appraisal Review Board therefore, requiring replacement. Also, Mr. Eloy Barrientes, Place 2, Ms. Rosa Helena Ybarra, Place 4 and Mr. John David Flores, Place 6 would be completing their second 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 12. DISCUSSION AND POSSIBLE ACTION ON RESTRUCTURING OF HIDALGO COUNTY APPRAISAL REVIEW BOARD BY EXPANDING NUMBER OF MEMBERS, TERMINATING AUXILIARY MEMBERS AND REALLOCATING SERVICE TERMS-Mr. Rolando Garza was recommending for the Boards authorization to increase the number of full-time members of the Appraisal Review Board from 7 members to 10 members, thus terminating the Auxiliary members and re-designating them to full time ARB members.

After a brief discussion, Mr. Amador Requenez, Secretary of the Board made a motion to accept the Chief Appraisers recommendation, and in accordance with the provisions of Section 6.41(b-1) of the Texas Property Tax Code, the Hidalgo County Appraisal Review Board (HCARB) be modified as follows effective January 1, 2022: [1] Increase the number of full-time members of the HCARB from 7 members to 10 members, [2] Re-designate the 3 current auxiliary members [Ramona Barron, Oscar Cuellar, Jr., and Erica Perez] of the HCARB as full-time members with the same rights, duties and responsibilities as any full-time member with the current term of such existing auxiliary members [which terms expire December 31, 2022] to be designated as the term in their capacity as a full-time member, and [3] The term designation of the existing 7 full-time members shall remain as currently exists.

ITEM 13. 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 14. 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 15. 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 15 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 15 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 15 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 15 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 15 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 15 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 15 g. HCAD Safety Coordinator's Report – Mr. Rolando Garza, Chief Appraiser reported no activities for the month.

EXECUTIVE SESSION

ITEM 16. 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. Richard Garza recommended for the Board to table Item 16 and place it back on the agenda in November.

ITEM 17. PENDING LITIGATION-EXECUTIVE SESSION PURSUANT TO TEXAS GOVERNMENT CODE, SECTION 551.071 OF THE TEXAS OPEN MEETINGS ACTS – No Action taken.

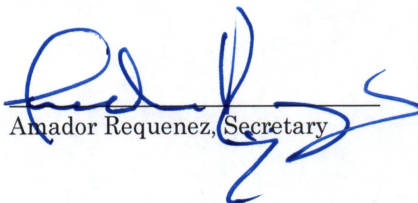
ITEM 18. POSSIBLE ACTION ON EXECUTIVE SESSION ITEMS - No action taken on either Item 16 or 17.

ADJOURNMENT - There being no further business before the Board, meeting adjourned at 3:40 p.m.

Board minutes approved this 17th day of November 2021.



Richard A. Garza, Chairman



Amador Requenez, Secretary