

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



January 11, 2023

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

BOARD MEMBERS PRESENT (VIA WEBEX):

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

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

ITEM 1. DECLARATION OF QUORUM AND CALL TO ORDER - Albert D. Cardenas, Chairman of the Board, determined a quorum was present and called the meeting to order at 3:01 p.m.

ITEM 2. PLEDGE OF ALLEGIANCE – Albert D. Cardenas, Chairman of the Board, lead the Board in the Pledge of Allegiance.

ITEM 3. REVIEW AND CONSIDER THE APPROVAL OF THE MINUTES FOR THE REGULAR SCHEDULED MEETING HELD ON NOVEMBER 9, 2022 – Mr. Richard Garza, Member of the Board, made a motion to approve the minutes of the meeting held on November 9, 2022. Mr. Amador Requenez, Secretary of the Board, seconded the motion. Motion passed unanimously.

ITEM 4. REVIEW AND CONSIDER THE APPROVAL OF THE MINUTES FOR THE SPECIAL SCHEDULED MEETING HELD ON December 15, 2022 – Mr. Amador Requenez, Secretary of the Board, made a motion to approve the minutes of the special meeting held on December 15, 2022. Mr. Eddie Betancourt, Member of the Board, seconded the motion. Motion passed with one abstention.

ITEM 5. 2022-2023 ORGANIZATION –

a. Election of Officers. – Mr. Eddie Betancourt, Member of the Board, made a motion to keep the same officers for the 2023 Board of Directors as follow: Albert D. Cardenas as Chairman, Joe D. Olivarez as Vice Chairman and Amador Requenez as Secretary. Mr. Joe D. Olivarez, Vice Chairman of the Board, seconded the motion. Motion passed unanimously.

b. Set day & time for Board of Directors monthly meetings. – Mr. Eddie Betancourt, Member of the Board, made a motion to keep the monthly meetings scheduled on the second Wednesday of the month at 3:00 p.m. Mr. Joe D. Olivarez, Vice Chairman of the Board, seconded the motion. Motion passed unanimously.

c. Authorization of Signatures on HCAD Bank Accounts. – Mr. Eddie Betancourt, Member of the Board, made a motion that based on the motion to keep the same Board of Directors Officers for 2023 that the bank signatures also remain the same, since those officers are already authorized signatures on the bank accounts. Mr. Joe D. Olivarez, Vice Chairman of the Board, seconded the motion. Motion passed unanimously.

ITEM 6. PUBLIC COMMENTS ON APPRAISAL DISTRICT AND APPRAISAL REVIEW BOARD POLICIES AND PROCEDURES – There were no taxpayers present for public comments.

ITEM 7. REPORT FROM LIAISON OFFICER – Mrs. Lydia Elizondo reported no activities for the month.

ITEM 8. ACCOUNTING & FINANCE REPORTS - Mrs. Lydia Elizondo, Finance & Personnel Director – The Board was provided with the November and December Accounting and Finance Reports. Mr. Albert Cardenas, Chairman of the Board, requested only the December report be reviewed.

a. Accounts Receivable – Mrs. Elizondo explained the Accounts Receivable report for the month of December, the report reflected the following entities delinquent with their assessment fees.

	Accounts Receivable				
	2023 1st Quarter	2023 2nd Quarter	2023 3rd Quarter	2022 4th Quarter	
Special Entities				EMS District #4 Brush Country Red Sands	
Cities				La Villa	
ISD				Lyford Progreso	

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 Monthly Disbursements. 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. The report reflected the following penalty fees collected for the month:

Collection Summary Report for Un-rendered Personal Property		
HCAD Penalties from Entities (5%)	\$ 0.00	
Total for month of December 2022		\$ 0.00
Total Year-To-Date (HCAD Penalties 5%)		\$ 47,887.21

ITEM 9. CHIEF APPRAISER REPORT -

a. Report on Employee Hire and Vacant Positions – Mr. Garza, Chief Appraiser, provided the Board with an update on the vacant and hire positions report. Mr. Garza reported that one data entry in real estate had been filled, so that department is now complete on data entry positions. Also, Mr. Rolando Mejia, has returned from retirement to fill the same Personal Property Supervisor position he had vacated. Currently there is only one vacancy for the Market Department Assistant Supervisor. Mr. Garza is optimistic of having the vacancy filled soon.

ITEM 10. STATUS REPORT ON PROPERTY VALUE STUDY –

a. 2022 Property Value Study – Mr. Garza, Chief Appraiser, reminded the Board that the Comptroller’s office is conducting the 2022 property value study for the School District of Edcouch-Elsa, the only entity that did not pass the 2022 value study. Mr. Garza anticipates the study being a success.

b. 2022 Preliminary MAPS Report – Mr. Garza, Chief Appraiser, reminded the Board of the preliminary summary report submitted last month that reflected HCAD passed all mandatory requirements. We are now waiting for the final MAPS report which will be issued on January 31st.

ITEM 11. APPRAISAL REVIEW BOARD AND ACTION IF NEEDED-

a. Appointment of ARB Members and selection of ARB Offices for 2023 – Mr. Garza, Chief Appraiser, made reference to the letter submitted by the Honorable Judge Noe Gonzalez on the appointment of the ARB Members for 2023. The following members are being re-appointed: Ms. Ramona Barron, Mr. Oscar Cuellar Jr., Mr. Eloy Barrientes and Mr. John David Flores. New members are: Mr. Jose Guillermo Aguilar and Ms. Maria Regalado. It was noted that originally Mrs. Chauran Caye “C.C.” Wilkins had been appointed as a new member, but was later disqualified.

Mr. Garza made a recommendation to the Board of Directors that the following members be appointed as the 2023 Officers: Mr. Oscar Cuellar Jr. as Chairman, Mr. John David Flores as Vice Chairman, and Ms. Annette M. Valadez as Secretary. Mr. Joe D. Olivarez, Vice Chairman of the Board, made a motion to approve the recommendation by Mr. Garza for the 2023 ARB Officers. Mr. Amador Requenez, Secretary of the Board, seconded the motion. Motion passed unanimously.

b. ARB Member Attendance Report – Prior to the meeting, the Board was provided with a copy of the ARB Attendance Report of the current Appraisal Review Board (ARB) members. The report reflects very good attendance by the ARB members.

c. Correction to Appraisal Roll under Section 25.25(b)- Mr. Garza, Chief Appraiser briefly explained to the Board that as required by the Texas Property Tax Code Section 25.25(b), a list of accounts that require corrections on the Appraisal Roll are submitted on a quarterly basis. A list of such accts has been submitted for correction.

ITEM 12. DISCUSSION AND POSSIBLE ACTION ON HCAD CONTRACTS.

a. Contracts that do not require ratification. – The Board was provided with a list of HCAD contracts for their information and review. The contracts are either annual or monthly contracts that do not require ratification by the Board.

b. Contracts that require ratification. – The Board was provided with a list of HCAD long term contracts that require ratification by the Board. The current contracts that need to be ratified are for the following: Thos. Y. Pickett & Company, Inc., Pictometry International Corp. (Eagleview), Just Appraised Inc., and Linebarge Goggan Blair & Sampson, LLP. Mr. Eddy Amador, Member of the Board, made the motion to ratify the contracts. Mr. Amador Requenez, Secretary of the Board, seconded the motion. Motion passed unanimsously.

ITEM 13. DISCUSSION AND ACTION ON AMENDING THE 2022 BUDGET - Mr. Garza, Chief Appraiser, reviewed the amended 2022 budget with the Board. He noted the different line items that were adjusted in order to balance the budget. Despite these changes the Total Budget for the 2022 year remained at \$10,518,475.00. The adjustments made were as follows:

ITEM DESCRIPTION		2022 Approved Budget		2022 Amended Budget
	Appraisal Expenses (4.00)			
4.02	Maps & Mapping Supplies	\$8,000.00	(\$5,000.00)	\$3,000.00
4.03	Appraisal Supplies (<i>Measuring Equipment</i>)	\$7,300.00	(\$1,500.00)	\$5,800.00
4.04	Library and Appraisal Manuals (<i>Subscriptions/Publications/etc.</i>)	\$40,000.00	(\$2,000.00)	\$38,000.00
4.05	Professional Membership Fees & Dues	\$12,000.00	(\$2,000.00)	\$10,000.00
4.08	Other Professional Services	\$260,000.00	\$100,000.00	\$360,000.00
	Facility & Operational Expenses (5.00)			
5.02	Utilities and Services (<i>Water, electricity, garbage pickup</i>)	\$75,000.00	(\$10,000.00)	\$65,000.00
5.03	Building and Grounds Supplies	\$20,000.00	\$2,000.00	\$22,000.00
5.04	Building and Grounds Maintenance	\$28,400.00	(\$1,500.00)	\$26,900.00
5.10	Postage	\$360,000.00	(\$5,000.00)	\$355,000.00

5.13	Safety Equipment & Training	\$8,000.00	(\$3,000.00)	\$5,000.00
	Forms and Printing	\$153,000.00	(\$2,000.00)	\$151,000.00
5.18	Security Services (Officer/Argus Security/Surveillance)	\$40,000.00	\$3,000.00	\$43,000.00
5.20	GPS System Expense	\$20,000.00	(\$2,000.00)	\$18,000.00
	Computer Costs (6.00)			
6.02	Software Maintenance-Technical Assistance Plan	\$265,000.00	(\$50,000.00)	\$215,000.00
6.04	Hardware Maintenance - Servers	\$6,000.00	(\$5,000.00)	\$1,000.00
6.08	Other Maintenance-Virus software and upgrades of peripheral	\$44,600.00	(\$13,000.00)	\$31,600.00
	Legal & Audit (8.00)			
8.01	Legal-est expenses for BOD/ARB meetings and litigation	\$199,000.00	(\$1,400.00)	\$197,600.00
8.03	Other Consulting Fees-Appraisal on lawsuits	\$36,000.00	(\$2,000.00)	\$34,000.00
8.04	Arbitration	\$5,000.00	(\$2,000.00)	\$3,000.00

Mr. Eddy Betancourt, Member of the Board, made a motion to approve the 2022 Amended Budget as presented by the Chief Appraiser. Mr. Amador Requenez, Secretary of the Board, seconded the motion. Motion passed unanimously.

ITEM 14. DISCUSSION AND POSSIBLE ACTION ON THE SELECTION OF ARCHITECTURAL FIRM FOR EXPANSION PROJECT – Mr. Rolando Garza, Chief Appraiser, reminded and reviewed with the Board of the two presentations that were made in the past two months from the firms of ERO Architects and Gignac Architects. After some discussion of the qualifications by the two firms, Mr. Garza, Chief Appraiser, made the recommendation to select ERO Architects as the possible firm to undertake the expansion project. Mr. Amador Requenez, Secretary of the Board, made the motion to accept the recommendation of the Chief Appraiser and authorize him to begin the cost negotiations with ERO Architects. Mr. Joe D. Olivarez, Secretary of the Board, seconded the motion. Motion passed with one abstention.

ITEM 15. CONFERENCES –

a. Texas Association of Appraisal District (TAAD) 42nd Annual Conference. – Mr. Rolando Garza, Chief Appraiser, informed the Board of the 42nd Annual Texas Association of Appraisal District Conference. The Conference will take place on February 19-22, 2023, at the Renaissance Dallas Hotel in Dallas, Texas. All of the Board members have been registered to attend and room have been reserved, however is anyone is not able to attend please advise him.

b. RGV-TAAO Tip-O-Tex Conference. - Mr. Rolando Garza, Chief Appraiser, informed the Board of the RGV-TAAO Tip-O-Tex Conference that will take place on February 3-4, 2023, at the Holiday Inn Resort in South Padre Island, Texas. Any member of the Board interested in attending, please let him know so that arrangements can be made.

ITEM 16. DISCUSSION AND POSSIBLE ACTION TO APPEAL ARB ORDER OF DETERMINATION ON PROTESTED ACCOUNTS -The Chief Appraiser reported there was no accounts to be appealed.

ITEM 17. DISCUSSION OF ITEMS TO BE PLACED ON FUTURE BOARD OF DIRECTORS AGENDA – Per the request of the Board, Mr. Garza, Chief Appraiser, will add a line item for Legislative Update on the Agenda, to stay abreast of any changes to the appraisal laws brought forth in this coming session.

CONSENT AGENDA

ITEM 18. DEPARTMENT REPORTS – Department Reports submitted for the months of November and December.

18a. 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.

18b. Real Estate - Mr. Javier A. Gonzalez Supervisor - The Board was provided with copies of the monthly reports for November and December for the Property Records department for their review.

18c. Personal Property - Mr. Brent Cavazos Associate Chief Appraiser - The Board was provided with copies of the monthly reports for November and December for the Property Records department for their review.

18d. Data Processing - Mr. George Gandara, Data Processing Manager - The Board was provided with copies of the monthly reports for November and December for the Property Records department for their review.

18e. Market Analysis - Mr. Diego Espinoza, Supervisor - The Board was provided with copies of the monthly reports for November and December for the Property Records department for their review.

18f. GIS/Mapping - Mr. Polo Olivarez, Supervisor - The Board was provided with copies of the monthly reports for November and December for the Property Records department for their review.

18g. HCAD Safety Coordinator's Report - Safety Coordinator – No activities were reported for the months of November and December.

EXECUTIVE SESSION

The Board entered into Executive Session at 3:45 p.m. to discuss Item 19a, Evaluation of Performance, Salary and Benefit of HCAD Chief Appraiser.

ITEM 19. 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 20 PENDING LITIGATION-EXECUTIVE SESSION-PURSUANT TO THE TEXAS GOVERNMENT CODE, SECTION 551.071 OF THE TEXAS OPEN MEETINGS ACT – No action was taken on this item.

The Board reconvened into Regular Session at 3:53 p.m.

REGULAR SESSION

ITEM 19. POSSIBLE ACTION ON EXECUTIVE SESSION ITEMS - Mr. Richard Garza, Member of the Board, made a motion to increase the Chief Appraiser base pay to \$212,000 effective January 2023 and to keep the same current benefits. Mr. Amador Requenez, Secretary of the Board, seconded the motion. Motion passed unanimously.

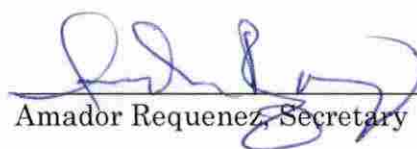
ITEM 20. POSSIBLE ACTION ON EXECUTIVE SESSION ITEMS – Mr. Richard Talbert submitted a Pending Litigation Status Report for information and review by the Board. In January 2022 there was 71 cases open, 46 of those have been settled, 38 new cases came in during the year, therefore as of January 1, 2023, there is 63 cases remaining. Mr. Talbert does not foresee any complications with those pending cases, they just need to run its course. No action needed on this line item.

ADJOURNMENT - There being no further business before the Board, Meeting adjourned at 3:56 pm.

Board Minutes approved this 8th day of **February, 2023**.



Albert D. Cardenas, Chairman



Amador Requenez, Secretary