

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



February 8, 2023

BOARD MEMBERS PRESENT: Albert D. Cardenas, Chairman
Joe D Olivarez, Vice-Chairman
Amador Requenez, Secretary
Eddy Betancourt, Member
Pablo "Paul" Villarreal, Jr., Member

BOARD MEMBERS PRESENT (VIA WEBEX):

BOARD MEMBERS ABSENT: Richard A. Garza, 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 3:02 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 JANUARY 11, 2023 – Mr. Amador Requenez, Secretary of the Board, made a motion to approve the minutes of the meeting held on January 11, 2023. Mr. Eddy Betancourt, Member of the Board, seconded the motion. The motion passed unanimously.

ITEM 4. PUBLIC COMMENTS ON APPRAISAL DISTRICT AND APPRAISAL REVIEW BOARD POLICIES AND PROCEDURES – There were no taxpayers present for public comments.

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

ITEM 6. ACCOUNTING & FINANCE REPORTS - Mrs. Lydia Elizondo, Finance & Personnel Director – The Board was provided with the January Accounting and Finance Reports.

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

Accounts Receivable					
	2022 4 TH Quarter	2023 1 ST Quarter	2023 2 ND Quarter	2023 3 RD Quarter	2023 4 TH 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 was 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%) Hidalgo County	\$ 19,961.94	
Total for the month of December 2022		\$ 19,961.94
Total Year-To-Date (HCAD Penalties 5%)		\$ 19,961.94

ITEM 7. DISCUSSION AND POSSIBLE ACTION TO DECLARE ITEMS AS SURPLUS ITEMS - Mrs. Elizondo provided the Board with a list of HCAD’s surplus items. Mr. Garza, Chief Appraiser, informed the Board that these are items the district could no longer use and would be made available at no cost to all entities. Mr. Joe Olivarez, Vice-Chairman of the Board, made a motion to approve the list of surplus items and notify all eligible entities for pick up. Mr. Amador Requenez, Secretary of the Board, seconded the motion. The motion passed unanimously.

ITEM 8. DISCUSSION AND ACTION TO REVIEW AND APPROVE THE INVESTMENT POLICY – Mr. Garza, Chief Appraiser, informed the Board of the requirement under Section 2256 Government Code to approve the investment policy. The investment policy presented applies to all financial assets of the Hidalgo County Appraisal District. Mr. Garza requested the approval of the Board for the Investment Policy. Mr. Eddy Betancourt, Member of the Board, made a motion to approve the Investment Policy. Mr. Amador Requenez, Secretary of the Board, seconded the motion. The motion passed unanimously.

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 currently there are three vacant positions those being a Market Analyst, a Real Estate Appraiser, and a Data Entry Operator for the Market Department. Two of the vacancies were created by staff being promoted to other positions. The positions hired were the Market Analysis Assistant Supervisor and the ARB Coordinator, thus creating vacancies in the market department. Mr. Garza is optimistic about having the vacancies 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 MAPS Report – The Board was provided with the 2022 Final Methods and Assistance Program Review report. The report is being submitted for information purposes only. The District passed all requirements.

ITEM 11. APPRAISAL REVIEW BOARD AND ACTION IF NEEDED-

a. 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.

ITEM 12. DISCUSSION AND POSSIBLE ACTION ON THE SELECTION OF ARCHITECTURAL FIRM FOR EXPANSION PROJECT – Mr. Rolando Garza, Chief Appraiser, reported that the selected architectural firm, ERO Architects, had failed to submit a proposed contract for the project of expansion of HCAD offices. Mr. Garza suggested waiting for the submission of the proposed contract for next month's meeting. No action was taken.

ITEM 13. LEGISLATIVE UPDATE – Prior to the meeting, the Board was presented with a copy of a report on House and Senate Bills that were submitted for legislation pertaining to appraisal district functions. The report is for information purposes only.

ITEM 14. DISCUSSION AND POSSIBLE ACTION TO APPEAL ARB ORDER OF DETERMINATION ON PROTESTED ACCOUNTS -The Chief Appraiser reported there were no accounts to be appealed.

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.

CONSENT AGENDA

ITEM 16. DEPARTMENT REPORTS – Department Reports are submitted for the month of January.

16a. Property Records - Mrs. Blanca Perez, Supervisor - The Board was provided with a copy of the monthly report for the Property Records department for their review.

16b. Real Estate - Mr. Javier A. Gonzalez Supervisor - The Board was provided with a copy of the monthly report for the Property Records department for their review.

16c. Personal Property - Mr. Rolando Mejia, Supervisor - The Board was provided with a copy of the monthly report for the Property Records department for their review.

16d. Data Processing - Mr. George Gandara, Data Processing Manager - The Board was provided with a copy of the monthly report for the Property Records department for their review.

16e. Market Analysis - Mr. Diego Espinoza, Supervisor - The Board was provided with a copy of the monthly report for the Property Records department for their review.

16f. GIS/Mapping - Mr. Polo Olivarez, Supervisor - The Board was provided with a copy of the monthly report for the Property Records department for their review.

16g. HCAD Safety Coordinator's Report - Safety Coordinator – No activities were reported for the month.

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

REGULAR SESSION

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

ADJOURNMENT - There being no further business before the Board, the meeting adjourned at 3:24 pm.

Board Minutes approved this 8th day of March, 2023.



Albert D. Cardenas, Chairman



Amador Requenez, Secretary