

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



March 8, 2023

BOARD MEMBERS PRESENT: Albert D. Cardenas, Chairman
Joe D Olivarez, Vice-Chairman
Eddy Betancourt, Member
Pablo "Paul" Villarreal, Jr., Member
Richard A. Garza, Member

BOARD MEMBERS PRESENT (VIA WEBEX):

BOARD MEMBERS ABSENT: Amador Requenez, Secretary

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 3:00 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 FEBRUARY 8, 2023 – Mr. Eddy Betancourt, Member of the Board, made a motion to approve the minutes of the meeting held on February 8, 2023. Mr. Joe Olivarez, Member of the Board, seconded the motion. The motion passed, with Mr. Richard Garza abstaining because he was not present at the meeting.

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 February Accounting and Finance Reports.

a. Accounts Receivable – Mrs. Elizondo explained the Accounts Receivable report for the month of February, 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	EMS District #4 Kennedy Red Sands			
Cities	La Villa	Granjeno La Villa			
ISD	Lyford Progreso	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%)		
Total for the month of February 2023		
Total Year-To-Date (HCAD Penalties 5%)		\$ 19,961.94

ITEM 7. DISCUSSION AND POSSIBLE ACTION TO DECLARE ITEMS AS SALVAGED ITEMS - Mrs. Elizondo provided the Board with a list of HCAD’s salvaged items. Mr. Garza, Chief Appraiser, informed the Board that these are items the district could no longer use and would be discarded. Mr. Eddy Betancourt, Member of the Board, made a motion to approve the list of salvaged items and discard them. Mr. Joe Olivarez, Vice-Chairman of the Board, seconded the motion. The motion passed unanimously.

ITEM 8. 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 salvaged items and notify all eligible entities for pick up. Mr. Eddy Betancourt, Member 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 two Real Estate Appraisers and one Business Personal Property Appraiser. The positions hired were the Market Analysis Appraiser, one data entry operator for the Real Estate Department and one data entry operator for Market Department. Those job openings have already been advertised for and will soon be filled.

b. Letter sent to Tax Entities regarding Section 26.01 of the Property Tax Code – Mr. Garza, Chief Appraiser, provided the Board with a copy of the letter that was sent to the tax entities. As per Property Tax Code, Section 26.01 requires the Chief Appraiser to notify them of the file format that they will receive the certified totals for 2023. The letter has to be sent prior to April 1st. The copy of the letter is for information purposes only.

ITEM 10. STATUS REPORT ON PROPERTY VALUE STUDY –

a. 2022 Property Value Study – Mr. Garza, Chief Appraiser, informed the Board that Edcouch-Elsa ISD is the only pending district for the 2022 property value study. Mr. Talbert has been given the protest to file prior to the deadline. Mr. Garza is hopeful that this matter will be resolved through the informal process.

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.

b. Continuing Education – Mr. Rolando Garza, Chief Appraiser, informed the Board that the ARB Members will be attending their mandatory training on April 5 & 6, 2023, in San Antonio Tx. New member training will be on April 5, 2023, and the returning members will take their continuing course on April 6, 2023.

c. Tentative 2023 ARB hearing dates – Prior to the meeting, the Board was provided with a copy of the schedule for the 2023 ARB hearing dates. Tentatively hearings will begin on May 17th going through July 14th. It will be a busy schedule for the ARB members.

d. Discussion on approved ARB procedures – Prior to the meeting, the Board was provided with a copy of the ARB procedures packet as approved by the Arbitration Review Board. Mr. Garza informed the Board that there have been some corrections done by the Comptroller’s office so there will be an amendment to these procedures at the next ARB meeting.

ITEM 12. AGRICULTURAL ADVISORY COMMITTEE – Prior to the meeting, the Board was provided with a copy of the Ag Schedule for 2023. Mr. Rolando Garza, Chief Appraiser, reported that the rates are going up slightly. Category H is the one with the biggest increase with an increased rate from \$445 to \$480.

ITEM 13. DISCUSSION AND POSSIBLE ACTION ON HIDALGO COUNTY APPRAISAL DISTRICT RECORDS MANAGEMENT POLICY – Prior to the meeting, the Board was presented with a copy of the Records Management Policy. The annual policy needs to be approved and signed by the Board. No changes have been made. Mr. Garza requested approval from the Board for the policy. Mr. Eddy Betancourt, Member of the Board, made the motion to approve the Records Management Policy as presented. Mr. Joe Olivarez, Vice-Chairman of the Board, seconded the motion. Motion passed unanimously.

ITEM 14. DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE THE CHIEF APPRAISER TO DISPENSE WITH THE NOTICES OF APPRAISED VALUE ON THE PROPERTIES THAT INCREASED \$1,000 OR LESS AS DESCRIBED UNDER SECTION 25.19 OF THE PROPERTY TAX CODE. – Mr. Rolando Garza, Chief Appraiser, requested the authorization of the Board of Directors to dispense with all notices under \$1,000. This is also an annual process done to not send out notices on accounts that have not increased more than \$1,000. Mr. Eddy Betancourt, Member of the Board, made the motion to approve the request to dispense with the notices that increased by \$1,000 or less as per Section 25.19 of the Property Tax Code. Mr. Joe Olivarez, Vice-Chairman of the Board, seconded the motion. Motion passed unanimously.

ITEM 15. DISCUSSION AND POSSIBLE ACTION ON THE CONTRACT FROM THE ARCHITECTURAL FIRM SELECTED FOR THE EXPANSION PROJECT. – A copy of the ERO Architects—Hidalgo County Appraisal District AIA Agreement – Draft was included in the Board of Directors packet. A copy of such has also been forwarded to HCAD Attorney Mr. Richard Talbert for review. Mr. Brian Godinez of ERO Architects was present to briefly review the contract. The expansion project consists of an addition to the north side of the current building. This addition will allow for a board room, panel rooms, offices, waiting area, lobby, new entrance, and restrooms. The current board room would be renovated to be the Chief Appraiser's office and additional spaces, the current lobby would be renovated to become more office space and/or cubicles. Also, the expansion project includes a shell space to be added to the south side of the current building for future growth and future construction finish out.

ERO Architects proposes to divide the scope of work into two phases. Phase 1 would be the Preliminary design phase. ERO will review how to site the buildings, work with codes, how to connect or not connect the buildings, review internal access or not, and look into the layout within the new space and the renovation of the current building as well as the shell building. Determine what the cost will be and determine what the parting schedule will look like from design to construction to finish out. ERO will provide Phase 1 Preliminary Design (three months or less) services for a lump sum of \$25,000. Once ERO has a cost dollar number they will present that cost to the Board of Directors for their agreement or work around that cost amount. Once the cost is agreed upon, that will be the basis for a percentage to proceed to begin the construction documents. After the agreement of the cost dollar amount, ERO will deliver (four to six months) a construction document set, permit ready, to enable HCAD to take out for construction bidding.

Phase 2, ERO proposes a 7% fee against the agreed cost estimate to go from construction documents thru the construction administration phase to get the building(s) to completion.

To sum it all up, ERO foresees the following schedule: approximately 2-3 months for the preliminary design; 4-5 months for construction documents; 2 months for bidding and negotiations; and then 10-12 months for construction.

Mr. Albert Cardenas, the Chairman, suggested the possibility of having an alternate plan for the expansion to the south side of the building. Maybe have an alternate building plan for the potential of maybe finishing it out now if the cost of the project comes in under budget. Mr. Godinez agreed to draw such plans if the administration knows exactly what the layout will be for that area. Mr. Cardenas also suggested placing a contingency on the budget.

Discussion ensued about what was included in the 7% fee and if there was any adjustment possible to that percentage. The fee includes every discipline required to get the drawing permit ready, on-site civil work, and fire suppression. Mr. Godinez offered to adjust the 7% to 6.75%.

Motion made by Eddy Betancourt, Member of the Board, to agree to phase 1 of the contract agreement to a fee of \$25,000 for the preliminary design and a 6.75% fee of the construction cost. Mr. Joe D. Olivarez, Vice-Chair of the Board, seconded the motion. Motion passed unanimously.

ITEM 16. LEGISLATIVE UPDATE- Prior to the meeting, the Board was provided with a copy of an article and some bills that have been presented to the Legislature. The biggest bill that will probably be passed is increasing the Homestead Exemption from \$40,00 to \$50,000, \$55,000, and \$60,000. The one with the biggest possibility to pass is increasing to \$70,000. Another bill is removing the term year for the ARB Members.

ITEM 17. DISCUSSION AND ACTION ON THE DATE AND PLACE FOR THE Board of DIRECTORS CHRISTMAS DINNER- After some discussion the Board was in agreement to host the 2023 Christmas Dinner at Pappadeaux on Thursday, December 7, 2023.

ITEM 18. 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 19. 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 20. DEPARTMENT REPORTS – Department Reports are submitted for the month of February.

20a. 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.

20b. 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.

20c. 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.

20d. 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.

20e. 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.

20f. 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.

20g. HCAD Safety Coordinator's Report - Safety Coordinator – No activities were reported for the month.

EXECUTIVE SESSION

ITEM 21. PERSONNEL MATTERS-EXECUTIVE SESSION AS AUTHORIZED BY SECTION 551.074 OF THE TEXAS OPEN MEETINGS ACT, TEXAS GOVERNMENT CODE

ITEM 22 PENDING LITIGATION-EXECUTIVE SESSION-PURSUANT TO THE TEXAS GOVERNMENT CODE, SECTION 551.071 OF THE TEXAS OPEN MEETINGS ACT

REGULAR SESSION

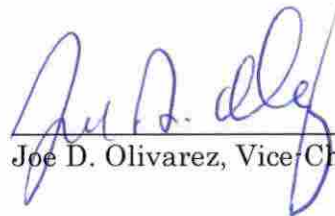
ITEM 23. POSSIBLE ACTION ON EXECUTIVE SESSION ITEMS - No action was necessary on Items 21 and 22.

ADJOURNMENT - There being no further business before the Board, the meeting adjourned at 3:44 pm.

Board Minutes approved this 12th day of April 2023.



Albert D. Cardenas, Chairman



Joe D. Olivarez, Vice Chairman