



LA SALLE COUNTY APPRAISAL DISTRICT
204 NORTHEAST LANE
COTULLA, TEXAS 78014
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**MINUTES
BOARD OF DIRECTORS**

December 18, 2018

A. MEETING CALLED TO ORDER

The La Salle County Appraisal District Board of Directors convened for a regular called meeting on District business on Tuesday, December 18, 2018, at the La Salle County Appraisal District's Board Room located at 204 Northeast Lane, Cotulla, Texas.

Board Chairman Michael Whitwell called the meeting to order at 2:08 p.m. Board Chairman called roll. Members present were Deonicio Ramirez Jr., Alfredo Zamora, Dora A. Gonzales, and Michael Whitwell. Absent were Elizabeth Martinez and Carl Storey. **A quorum was established.**

Motion to excuse Elizabeth Martinez, Board Secretary and Carl Storey, Board Member Motion to excuse by Mr. Deonicio Ramirez Jr., Board Member; second by Mr. Alfredo Zamora, Board Member.

Pledge of Allegiance was led by Michael Whitwell, Chairman.

Martin Villarreal, Chief Appraiser proceeded to recognize Appraisal District staff present, they were, Joshua Zamarripa, Appraisal Real Property Operations Coordinator, Thomas Gonzalez, Appraiser/GIS/Mapping Clerk, Mary Sobrevilla-Gonzalez, Deeds Clerk, Jodie Cantu, ARB Clerk and Roxanne Frausto, Office Clerk. Also present were staff from the Webb County Appraisal District, they were Robert Peregoy, Deputy Chief Appraiser, Norma Maldonado, Business/Finance Manager, Marisela Farias, Senior Data Manager Specialist, and Peter Gonzalez, Interim Data Management/Quality Control Manager. Also present were Stephen Trautmann, Attorney representing the Law Firm J. Cruz and Associates, Dr. Jack Seal, Cotulla ISD Superintendent, and Larry Dovalina, City of Cotulla City Manager.

B. PRESENTATIONS, ANNOUNCEMENTS, RECOGNITIONS AND REPORTS

ITEM #1 Communications. Mr. Martin Villarreal, Chief Appraiser, began his presentation by guiding the Board to the Chief Appraiser's report. Mr. Villarreal advised the Board that Ms. Lori Fetterman, Texas Comptroller Property Tax Methods & Assistance Program Division Supervisor, will be providing a presentation on the State Comptroller 2018 Methods and Assistance Program (MAP) audit results for La Salle County Appraisal District (District) via telephone conference. Upon introducing Ms. Fetterman over the phone, he then turned the floor over to her. Ms. Fetterman began her presentation by providing the Board with a brief overview of the MAP audit guidelines and compliance requirements. She continued by providing the Board with information pertaining to the District's 2018 MAP audit review. She stated that the audit had numerous recommendations that the District needed to address

within the next year. She went on to say that in the 2018 MAP audit the District had twenty-four (24) recommendations. She further advised the Board that the Property Tax Division reviews different aspects of the Appraisal District and compares them to the standards set forth under the Texas Property Tax Code for compliance. Ms. Fetterman stated that the MAP audit consisted of reviewing the District's governance, taxpayer's assistance, operating procedures and appraisal standards, procedures, and methodology. She further stated that while some recommendations could be met easily, others will take some time to comply with. She mentioned that she has been working with Mr. Martin Villarreal, Chief Appraiser, to comply with the recommendations. Ms. Fetterman continued by advising the Board that the final MAP audit report will be available soon and the District has one (1) year from the date the final reports are made to comply with the recommendations. She further advised the Board that she is available to assist the District with any questions the District might have. She then asked for questions, to which there were none.

Mr. Villarreal then proceeded under the Communication Report of the agenda and provided the Board the financial report through November 30, 2018. He stated that the reports were provided to keep the Board inform on the District financial standing. He further stated that the financial report will be resubmitted at the next regularly schedule meeting. He then continued with the Chief Appraiser's Report and provided the Board with a summary regarding the Appraisal District training which staff from Webb County Appraisal District and La Salle County Appraisal District attended in Webb County. He continued to provide the Board with information pertaining the Meetings and Presentations held by the District. Lastly, Mr. Villarreal provided the Board with the second reading of the La Salle County Appraisal District Personnel Policy Manual revisions for the Board's review and consideration. Mr. Villarreal concluded his presentation by calling for questions, to which there were none.

ITEM # 2 Public Comments. Mr. Michael Whitwell, Board Chairman, called for public comments, to which there were none.

C. PUBLIC HEARING ON 2019-2020 AMENDED REAPPRAISAL PLAN

1. Action to open the Public Hearing on the 2019-2020 Amended Reappraisal Plan.

Motion by Mr. Deonicio Ramirez, Jr., Board Member and second by Mr. Alfredo Zamora, Board Member. **Motion carried with unanimous consent.**

a. Presentation of the 2019-2020 Amended Reappraisal Plan by the Deputy Chief Appraiser.

b. Public Hearing on the 2019-2020 Amended Reappraisal Plan for the Appraisal District with comments from the general public.

2. Action to close the Public Hearing on the 2019-2020 Amended Reappraisal Plan.

Motion by Mr. Deonicio Ramirez, Jr., Board Member and second by Mr. Alfredo Zamora, Board Member. **Motion carried with unanimous consent.**

D. DISCUSSION/ACTION ITEMS

1. Approval of the minutes for November 15, 2018 Board Meeting. Motion to approve by Mr. Deonicio Ramirez, Jr., Board Member and second by Mr. Alfredo Zamora, Board Member. **Motion carried with unanimous consent.**

2. Approval of the District's Year 2018 Financial Reports as of November 1, 2018. Motion to approve by Mr. Alfredo Zamora, Board Member; second by Mr. Deonicio Ramirez, Jr., Board Member. **Motion carried with unanimous consent.**

3. **Discussion and possible action, by Resolution, regarding appointment of the Chief Appraiser for banking and signature authority on financial transactions.** Motion to approve by Mr. Deonicio Ramirez, Jr., Board Member; second by Mr. Alfredo Zamora, Board Member. **Motion carried with unanimous consent.**
4. **Discussion and possible action to approve the La Salle County Appraisal District's 2018 Budget Amendments.** Motion to approve by Mr. Deonicio Ramirez, Jr., Board Member; second by Mr. Alfredo Zamora, Board Member. **Motion carried with unanimous consent.**
5. **Discussion and possible action to approve the La Salle County Appraisal District's 2019 Budget Amendments.** Motion to approve by Mr. Alfredo Zamora, Board Member; second by Mr. Deonicio Ramirez, Jr.. **Motion carried with unanimous consent.**
6. **Discussion and possible action to grant authority to the Chief Appraiser to manage La Salle County Appraisal District appraisal related litigation.** Motion to approve by Mr. Alfredo Zamora, Board Member; second by Mr. Deonicio Ramirez, Jr.. **Motion carried with unanimous consent.**
7. **Approval, by resolution, of Appraisal Review Board members for the 2019-2020 year term.** Motion to reappoint Ricardo Garza for the ARB 2019-2020 term and establish staggered terms for ARB member Thomas Pena, Jose Garcia, and John Barnes for the 2018-2019 term by Mr. Deonicio Ramirez, Jr., Board Member; second by Mr. Alfredo Zamora, Board Member. **Motion carried with unanimous consent.**
8. **Approval, by resolution, of Agricultural Appraisal Advisory Board members for the 2019-2020 term.** Motion to appoint Charles Winfield, Thomas Childers, Chris Hinojosa, IV, and George Diggans for the AAAB 2019-2020 term by Mr. Alfredo Zamora, Board Member; second by Mr. Deonicio Ramirez, Jr.. **Motion carried with unanimous consent.**

E. OTHER BUSINESS AND ADJOURNMENT

ITEM #1 Next Board Meeting Date: It was established that the Board would schedule their next meeting in for Tuesday, January 29, 2018 at 2:00 p.m.

ITEM #2 Adjournment: Motion to adjourn by Mr. Deonicio Ramirez, Jr.; second by Mr. Alfredo Zamora, Board Member. **Motion carried with unanimous consent.**

ADJOURN TIME: 4:01 P.M.

APPROVED THIS 29TH DAY OF JANUARY, 2019



MICHAEL WHITWELL
CHAIRMAN, BOARD OF DIRECTORS



DORA A. GONZALES
SECRETARY, BOARD OF DIRECTORS