



LA SALLE COUNTY APPRAISAL DISTRICT  
204 NORTHEAST LANE  
COTULLA, TEXAS 78014  
PHONE: (830) 879-4756 FAX: (830) 879-4067

**MINUTES  
BOARD OF DIRECTORS**

**November 15, 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 Thursday, November 15, 2018, at the La Salle County Appraisal District's Board Room located at 204 Northeast Lane, Cotulla, Texas.

**Board Vice-Chairwoman Elizabeth Martinez called the meeting to order at 3:08 p.m.** Board Vice-Chairwoman called roll. Members present were Deonicio Ramirez Jr., Carl Storey, Alfredo Zamora, Dora A. Gonzales, and Elizabeth Martinez. Absent was Michael Whitwell. **A quorum was established.**

**Pledge of Allegiance was led by Elizabeth Martinez, Vice- Chairwoman.**

Martin Villarreal, Chief Appraiser proceeded to recognize Appraisal District staff present, they were, Isabel Ramirez, Personal Property Appraiser, 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, Ravinder Rawat, GIS Director, Ismael Ramirez, Analyst/Commercial Real Property Supervisor, Peter Gonzalez, Interim Data Management/Quality Control Manager, Irma Ramirez, BOD/ARB Coordinator & Administrative Assistant and Joshua Zamarripa, Commercial Real Property Appraiser. Also present were Dr. Jack Seal, Cotulla ISD Superintendent, Larry Dovalina, City of Cotulla City Manager, Charles Williams, President of Wardlaw Appraisal Group, Sonia Garcia, Attorney representing the Law Firm J. Cruz and Associates and Dylan Wood, Attorney representing the law firm Perdue Brandon Fielder Collins & Mott LLP.

**B. PRESENTATIONS, ANNOUNCEMENTS, RECOGNITIONS AND REPORTS**

**ITEM #1 Communications.** Mr. Martin Villarreal, Chief Appraiser, began his presentation by advising the Board that the financial report as of November 1, 2018 was being provided on an informational basis only.

**For the record Mr. Michael Whitwell, Board Chairman arrived at 3:14 p.m.**

Mr. Villarreal then proceeded to the Chief Appraiser's Report and advised the Board that Mr. Ravinder Rawat, GIS Director, and Mr. Peter Gonzales, Interim Data Management/Quality Control Manager, will provide a presentation on the Appraisal Findings Update. Mr. Rawat began his presentation by providing the Board with a summary pertaining of the appraisal findings in the La Salle County and City of Cotulla.

Aerial Maps were provided to the Board for areas of La Salle County and City of Cotulla demonstrating a variety of issues identified. Some of the issues identified were areas not identified, same account in different locations, same property identification in multiple parcels, and accounts with flat value/inequality issue. Mr. Peter Gonzales provided the Board with other aerial maps which identified areas which have land value with zero square feet, and agricultural designated land with possible rollback. He continued by providing the Board with a brief overview on the Data Records Findings which pertained to errors detected on the Electronic Appraisal Roll Submission (EARS) of the Texas Comptroller of Public Accounts and other State Classification code mismatches. After a brief discussion, Mr. Villarreal continued the Chief Appraiser's Report by introducing Mr. Charles Williams, from Wardlaw Appraisal Group, who then gave a brief presentation to the Board regarding the Oil, Gas, Utility & Industrial Appraisal Update. Mr. Williams proceeded to advise the Board that the data conversion files were received from Pritchard & Abbott, Inc. and the data is being imported into the Wardlaw system. He continued to advise the Board that Wardlaw Appraisal Group has begun initial visits to establish contact with property owners in the La Salle County. Mr. Williams then proceeded by providing the Board with the statistical data reflecting the Oil and Gas trend within the County. He then concluded his presentation by calling for questions, to which there were none.

Mr. Villarreal then proceeded by providing the Board with information regarding the Appraisal District staff training recommendations and an update of the Webb County Appraisal District and La Salle County Appraisal District Inter-Local Agreement and related meetings. He proceeded by advising the Board that the Chief Appraiser's Eligibility Submission has been completed with the Texas Comptroller pursuant to Section 6.05(c) of the Texas Property Tax Code. Mr. Villarreal continued by inviting the Board to attend the 38<sup>th</sup> Annual TAAD Conference taking place in Austin, Tx, Mr. Villarreal asked the Board to contact the District if they would like to attend so that the necessary arrangements could be made.

Lastly, Mr. Villarreal provided the Board with a brief summary of the proposed La Salle County Appraisal District Personal Policy Manual which was being presented as a first reading for the Board's review and consideration. He further stated that he will present the policy at a later date for formal approval. Mr. Villarreal then called for questions, to which there were none, and his presentation concluded.

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

**Motion to move up on the agenda Action Item # 5 before Closed Session.**

Motion to move up Action Item # 5 by Ms. Elizabeth Martinez, Vice-Chairwoman; second by Mr. Carle Storey, Board Member. **Motion carried with unanimous consent.**

## **C. CLOSED SESSION**

The Board convened in Closed Session at 4:55 p.m. as authorized by the Texas Government Code, Chapter 551, et. seq. (Texas Government Code 551.071 Consultation with Legal Counsel)

1. 551.071 Consultation with Legal Counsel

- a. Discussion, including consultation with legal counsel, regarding duties and responsibilities of District appraiser and clerk.

The Board reconvened in Open Session at 5:35 p.m..

No Action was taken

#### **D. DISCUSSION/ACTION ITEMS**

1. **Approval of the minutes for October 2, 2018 Board Meeting.** Motion to approve by Mr. Alfredo Zamora, Board Member; second by Mr. Deonicio Ramirez, Jr., Board Member. **Motion carried with unanimous consent.**
2. **Discussion and possible action to restrict the Fund Balance of \$85,981 dollars as reported by the Auditor during Tuesday, October 2, 2018 Board meeting.** Motion to approve by Ms. Elizabeth Martinez, Vice-Chairwoman; second by Mr. Alfredo Zamora, 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 Ms. Elizabeth Martinez, Vice-Chairwoman; second by Mr. Deonicio Ramirez, Jr., Board Member. **Motion carried with unanimous consent.**
4. **Discussion and possible action, by Resolution, to authorize participation in the Texas Comptroller of Public Accounts Cooperative Purchasing Program (Texas SmartBuy Membership Program), to designate Administrative Staff as the Agents of Record, and to authorize Board Officers to execute and sign all necessary documentation.** Motion to approve by Mr. Deonicio Ramirez, Board Member; second by Ms. Elizabeth Martinez, Vice-Chairwoman. **Motion carried with unanimous consent.**
5. **Discussion and possible action, by Resolution, to authorize the agreements for Legal Services with Perdue, Brandon, Fielder, Collins & Mott, LLP and J. Cruz & Associates, LLC in accordance with Section 13 Legal Services of the Inter-Local Contract between Webb County Appraisal District and La Salle County Appraisal District, effective date November 15, 2018.** Motion to approve by Mr. Alfredo Zamora, Board Member; second by Ms. Elizabeth Martinez, Vice-Chairwoman. **Motion carried with unanimous consent.**
6. **Discussion and possible action, by Resolution, to authorize participation in the Region VIII Education Service Center, The Inter-Local Purchasing System (TIPS).** Motion to approve by Ms. Elizabeth Martinez, Vice-Chairwoman; second by Mr. Alfredo Zamora, Board Member. **Motion carried with unanimous consent.**
7. **Discussion and possible action to approve the lease of two (2) vehicles for La Salle County Appraisal District.** Motion to approve by Mr. Deonicio Ramirez, Jr., Board Member; second by Mr. Carl Storey, Board Member. **Motion carried with unanimous consent.**

8. Discussion and possible action to approve the 2018 Proposed Budget Amendments and authorize the Secretary of the Board to deliver written notification of the Budget Amendments to the presiding officer of the governing body of each taxing unit. Motion to approve by Mr. Alfredo Zamora, Board Member; second by Ms. Elizabeth Martinez, Vice-Chairwoman. **Motion carried with unanimous consent.**
9. Discussion and possible action to approve the 2019 Proposed Budget Amendments and authorize the Secretary of the Board to deliver written notification of the Budget Amendments to the presiding officer of the governing body of each taxing unit. Motion to approve by Mr. Alfredo Zamora, Board Member; second by Ms. Elizabeth Martinez, Vice-Chairwoman. **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, December 18, 2018 at 2:00 p.m..

**ITEM #2 Adjournment:** Motion to adjourn by Ms. Elizabeth Martinez, Vice-Chairwoman; second by Mr. Deonicio Ramirez, Jr., Board Member. **Motion carried with unanimous consent.**

**ADJOURN TIME: 6:25 P.M.**

**APPROVED THIS 18<sup>TH</sup> DAY OF DECEMBER, 2018**

  
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**MICHAEL WHITWELL**  
**CHAIRMAN, BOARD OF DIRECTORS**

  
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**DORA A. GONZALES**  
**SECRETARY, BOARD OF DIRECTORS**