



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

**MINUTES
BOARD OF DIRECTORS**

October 29, 2019

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, October 29, 2019, 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 9:00 a.m. Board Chairman called roll. Members present were Michael Whitwell, Elizabeth Martinez, Deonicio Ramirez, Jr., Carle Storey, and Alfredo Zamora, Jr.. Absent was Board Member Dora A. Gonzales. **A quorum was established.**

Motion to excuse Dora A. Gonzales, Board Secretary by Ms. Elizabeth Martinez Board Vice-Chairwoman; Second by Mr. Deonicio Ramirez, Jr., Board Member. **Motion carried with unanimous consent.**

Pledge of Allegiance was led by Michael Whitwell, Chairman.

Martin Villarreal, Chief Appraiser proceeded to recognize the District's staff present, they were, Irma Ramirez, BOD/ARB Coordinator, Robert Peregoy, Deputy Chief Appraiser, Ravinder Rawat, GIS Director, Joshua Zamarripa, Appraisal Real Property Operations Coordinator, and Norma Maldonado, Business/Finance Manager. Also present was Dr. Jack Seals, Superintendent for Cotulla ISD.

B. PUBLIC COMMENTS

Mr. Michael Whitwell, Board Chairman, called for public comments, to which there were none.

Mr. Deonicio Ramirez, Jr., Board Member, asked for clarification pertaining to recent legislative changes to the Open Meetings Act, which allows anyone from the public to address the Board regarding an item on an agenda at any time during an open meeting. Mr. Villarreal, Chief Appraiser, informed the Board that on the Board's agenda there is a provision under Section B Public Comments that specifically addresses the opportunity for the public to speak on any agenda item listed. Additionally he stated, that there is an action item that will address the rules regarding the public rights to address the Board. After a brief discussion, Mr. Ramirez provided some suggestions to be added to the agenda. Mr. Michael Whitwell, Board Chairman called for questions, to which there were none.

C. PRESENTATIONS, ANNOUNCEMENTS, RECOGNITIONS AND REPORTS

ITEM #1 Communications. Mr. Martin Villarreal, Chief Appraiser, began his presentation by advising the Board to the financials through September 30, 2019 were being provided on an informational basis only, with no formal action being required as this item would be brought back at the next Board meeting for formal approval.

Mr. Villarreal then proceeded to the Chief Appraiser's Report, and provided the Board with an update regarding the Board of Director's 2019 Election process. He advised the Board that all nominations from the respective taxing units had been received and that the Official Voting Ballot had been provided to the taxing units. Mr. Villarreal continued to advise the Board that each taxing unit that is entitled to vote will cast their votes on the Official Voting Ballot before December 15th. He further advised the Board that the results of the Board of Director's 2019 Election will be delivered before December 31st to the taxing units. After a brief discussion, Mr. Villarreal asked for questions, to which there were none.

Mr. Villarreal then guided the Board to the 2018 Methods and Assistance Program (MAP) audit update report. He briefly provided the Board with a progress report on the audit items that have been completed and are currently under work in progress. He then directed the Board to a memorandum that addresses the appointment of members to the Appraisal Review Board (ARB) for the 2020-2021 year term. He informed the Board, that there are three (3) current member positions held by Mr. Thomas Pena, Mr. Jose Garcia, and Mr. John Barnes whose terms will expire on December 31, 2019 and who have expressed interest in continuing to serve as members. He advised the Board to consider replacing any of the three (3) candidates by recommending potential nominees or reappoint Mr. Thomas Pena, Mr. Jose Garcia, and Mr. John Barnes for the 2020-2021 year term. He concluded by stating that he will present an action item at the next Board meeting to appoint or reappoint members at the Boards discretion. After a brief discussion, Mr. Villarreal asked for questions, to which there were none.

Mr. Villarreal continued by advising the Board of the appointments to the Agricultural Appraisal Advisory Board (AAAB) for the 2020-2021 year term. He proceeded by stating that currently there is one (1) member vacant position and one (1) member position held by Mr. Charles V. Brown, III whose term will expire on December 31, 2020. Mr. Villarreal recommends to reappoint Mr. Charles V. Brown for the purpose of establishing staggered terms of two (2) years. He asked the Board to recommend potential candidate to fill the one (1) vacancy position on the AAAB. He concluded by stating that he will present an action item at the next Board meeting to reappoint Mr. Charles V. Brown, III and appoint a new member at the Boards discretion. After a brief discussion, Mr. Villarreal asked for questions, to which there were none.

Mr. Villarreal then proceeded with the Chief Appraiser's Report, and guided the Board to meetings and presentations report and handed the floor to Mr. Robert Peregoy, Deputy Chief Appraiser. Mr. Peregoy began his presentation with a brief overview of the District's Agricultural Appraisal Advisory Board (AAAB) meetings held on September 7, 2019 and October 23, 2019. He also provided the Board with copies of the information provided at the AAAB meetings for the Board's review and consideration. Mr. Villarreal concluded by asking the Board to recommend any candidates to fill the one (1) member vacancy position. After a brief discussion, Mr. Villarreal then called for questions, to which there were none.

D. CLOSED SESSION

The Board convened in Closed Session at 9:28 a.m. as authorized by the Texas Government Code, Chapter 551, et. seq. (Texas Government Code 551.074 Discussion of Personnel)

1. 551.074 Discussion of Personnel
 - a. Discussion, including consultation with legal counsel, regarding Chief Appraiser's Evaluation.

No Action was taken.

E. OPEN SESSION

The Board reconvened in Open Session at 10:02 a.m. and took action on items discussed in Closed Session.

1. Motion by Mr. Alfredo Zamora, Jr., Board Member, to approve the Chief Appraiser 2019 Evaluation as discussed in Closed Session; Second by Ms. Elizabeth Martinez, Board Vice-Chairwoman. **Motion Carried with Unanimous Consent.**

F. DISCUSSION/ACTION ITEMS

ITEM #1 Approval of the Minutes for August 15, 2019 and September 5, 2019 Board Meetings. Motion to approve by Mr. Deonicio Ramirez, Jr., Board Member; second by Ms. Elizabeth Martinez, Board Vice-Chairwoman. **Motion carried with unanimous consent.**

ITEM #2 Approval of the District's Year 2019 Financial Reports through July 31, 2019. Motion to approve by Ms. Elizabeth Martinez, Board Vice-Chairwoman; second by Mr. Alfredo Zamora, Jr., Board Member. **Motion carried with unanimous consent.**

ITEM #3 Approval of the 2020 Charts of Account for expenditures and financial reporting. Motion to approve by Ms. Elizabeth Martinez, Board Vice-Chairwoman; second by Mr. Deonicio Ramirez, Jr., Board Member. **Motion carried with unanimous consent.**

ITEM #4 Discussion and possible action to approve LSCAD Annual Investment Policy. Motion to approve by Mr. Deonicio Ramirez, Jr., Board Member; second by Mr. Alfredo Zamora, Jr., Board Member. **Motion carried with unanimous consent.**

ITEM #5 Discussion and possible action to approve Qualified Training Institutions and Authorized Investment Financial Institutions and Agents in accordance with LSCAD Investment Policy. Motion to approve by Mr. Deonicio Ramirez, Jr., Board Member; second by Ms. Elizabeth Martinez, Board Vice-Chairwoman. **Motion carried with unanimous consent.**

ITEM #6 Approval of additions/revisions to the LSCAD Personal Policy Manual Chapter 21-Board of Directors Policy. Motion to approve by Mr. Deonicio Ramirez, Jr., Board Member; second by Mr. Carle Storey, Board Member. **Motion carried with unanimous consent.**

ITEM #7 Discussion and possible action to authorize the District to extend the La Salle CAD Building Lease Agreement with Cotulla Independent School District. Motion to approve the Extension of the Agreement for the Lease of the Wellhausen School from Cotulla ISD for five (5) additional years beginning October 14, 2019 through October 14, 2024 and to authorize the Chief Appraiser and Board Officers to finalize and Execute all documents by Ms. Elizabeth Martinez, Board Vice-Chairwoman; second by Mr. Carle Storey, Board Member. **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 for Thursday, December 5, 2019 at 2:00 p.m..

Mr. Villarreal advised the Board that on the next meeting the District would like to Recognize Mrs. Mary Sobrevilla-Gonzalez, for her years of service to the La Salle Appraisal District. Mrs. Sobrevilla-Gonzalez will be retiring at the end of December 2019. He also advised the Board that the District would like to Recognize Mr. Michael Whitwell and Mr. Carle Storey with a plaque for their support and service on the La Salle Appraisal District Board of Directors.


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

ADJOURN TIME: 10:31 A.M.

APPROVED THIS 5TH DAY OF DECEMBER, 2019



MICHAEL WHITWELL
CHAIRMAN, BOARD OF DIRECTORS



DORA A. GONZALES
SECRETARY, BOARD OF DIRECTORS