

**OFFICIAL MINUTES OF THE BOARD OF DIRECTORS
OF THE CAMERON APPRAISAL DISTRICT
CAMERON COUNTY, STATE OF TEXAS**

Time & Date: 5:45 p.m. - January 25, 2021

Place: 2021 Amistad Drive - San Benito, Texas

Purpose: Regular Meeting

Members present: David Argabright, Gloria Casas, Frank Davalos, Jr., David A. Garza, Jim Tipton, Dr. Prisci Roca Tipton, Jesse Villarreal, Gilbert Weaver and Tony Yzaguirre, Jr.

Members absent: Ricardo Morado

CAD staff present: Richard Molina, Loretta Salinas, Norma Jimenez, Ana Medina, Joe Orozco, Eliza Valle, Robert Romero and George Garcia

Guests: Pete Slover and John Guevara, Linebarger, Goggin, Blair & Sampson

1. Due to the Coronavirus (COVID-19) pandemic, this meeting was held via the Zoom online platform. At approximately 5:45 p.m., the Oath of Office was administered to Jim Tipton by Judge Ricardo Adobbati and to David Argabright and Gilbert Weaver by Notary Public Loretta Salinas.

In accordance with the Texas Constitution, Article XVI, '1(b) amended 2001 Statements of Appointed Officer were timely signed and are on file.

2. The Pledge of Allegiance followed by the Texas Pledge
3. Loretta Salinas established a quorum by roll call and the meeting was called to order by Vice-Chairman David Garza at 5:51 p.m.
4. Election of Officers for 2021 are: Chairperson – David Garza; Vice Chairperson – Dr. Prisci Roca Tipton; Secretary – Frank Davalos, Jr.

The election went as follows:

Chairperson

Jesse Villarreal motioned to nominate David A. Garza for the position of Chairman.

Dr. Prisci Roca Tipton motioned to nominate Frank Davalos, Jr. for the position of Chairman.

The nominations ceased and Loretta Salinas called for voting by roll-call vote. David A. Garza was declared Chairperson by majority vote.

Vice-Chairperson

Jesse Villarreal motioned to nominate David Argabright for the position of Vice-Chairperson.

Frank Davalos, Jr. motioned to nominate Dr. Prisci Roca Tipton for the position of Vice-Chairperson.

The nominations ceased and Loretta Salinas called for voting by roll-call vote. Dr. Prisci Roca Tipton was declared Chairperson by majority vote.

Secretary

Dr. Prisci Roca Tipton motioned to nominate Frank Davalos, Jr. for the position of Secretary.

Jesse Villarreal motioned to nominate David Argabright for the position of Secretary.

The nominations ceased and Loretta Salinas called for voting by roll-call vote. Mr. Frank Davalos, Jr. was elected Secretary by majority vote.

5. Roy De Los Santos was present to address the Board during public access. Mr. De Los Santos expressed his concern regarding the exemption application for the Mitte Foundation and the time it has taken to be resolved. Mr. De Los Santos commented that since signing up for public access, he had been contacted by the Chief Appraiser and would be submitting additional documentation that was required. He further commented that he wanted to appear before the board so that they would be aware of the length of time that has passed since he first submitted the application. He indicated it had been two years. He commented that perhaps the Board can look for ways to improve the response process.
6. Frank Davalos, Jr. motioned to approve the minutes of the Regular Board of Directors' meeting on December 7, 2020. Seconded by Dr. Prisci Roca Tipton.

7. Liaison Officer Ana Medina reported the following:

In response to the uncertainty surrounding the coronavirus (COVID-19), visits to the Brownsville Cameron County Tax Office remain suspended.

All ARB applications received for ARB members have been forwarded to Administrative Judge Ben Euresti for review. At this time, she indicated she had not received a response on the appointment of members.

8. Pete Slover and John Guevara of Linebarger, Goggin, Blair & Sampson were present to provide the Board with the project close-out report for the Homestead Exemption Audit Services. Mr. Slover shared a Power Point presentation with the Board.
9. Mr. Slover presented to the Board with information on the Homestead Exemption Monitoring Service project which they were offering to the District as a no-cost pilot project. The pilot program would consist of performing two mini-audits, through the same process as their full-scale audit. The first run would be conducted after closeout on the main project) and the second run would be a year after the closeout, six months after the first post-closeout run. This would give would give them an idea of how quickly bad homesteads are accumulating and help to guide them in figuring out how often the follow-up runs should be done. This pilot could be done as an amendment to the current agreement, or in a new agreement or memo of understanding, whichever the CAD attorney prefers.

Tony Yzaguirre, Jr. motioned to approve the District to participate in the Homestead Exemption Monitoring Service pilot project. Seconded by Dr. Prisci Roca Tipton.

Aye - Eight (8)
Non-Voting - One (1)

10. Mr. Molina requested the board to consider approval to re-align the 2021 budget to transfer funds from line item 6000.04 Human Resources to line item 6020.10 Professional Services for permanent security guard services. Mr. Molina further commented that the District has always contracted security officers from the Sheriff's office during the ARB season. With increasing concerns regarding security, Mr. Molina felt that it would serve the District to be able to have security services throughout the year instead of just during ARB season. Mr. Molina informed the Board that the monies that were available in this line item were due to the retirement of a clerk. Beginning next year, the District would include this position in the budget planning.

11. Ms. Casas commented that we are living in uncertain times now and felt that this was a great idea. Gloria Casas motioned to approve to re-align the 2021 budget to transfer funds from line item 6000.04 Human Resources to line item 6020.10 Professional Services for permanent security guard services. Seconded by Frank Davalos, Jr.

Aye - Eight (8)
Non-Voting - One (1)

12. David Argabright motioned to adopt the resolution (**Attachment A**) authorizing signatures for check signing purposes on bank records with the addition of the Mr. Tipton and Dr. Tipton. Seconded by Gilbert Weaver.
13. Board members were provided with the November and December 2020 financial reports in their packets. Norma Jimenez provided the board with a detailed explanation of the December report. Ms. Jimenez noted a correction that needed to be made. She will update with the changes.
14. Norma Jimenez provided directors with copies of the 4th quarter written Investment Officer's quarterly report (**Attachment B**). Ms. Jimenez elaborated on the written Investment Officer's quarterly report for the 4th quarter as follows.

The current interest rate at Lone Star National Bank is .1000% and .0829% at Texpool. As of December 31, 2020, the Lone Star National Bank account balance was \$1,253,084.24 earning an interest of \$81.74 and the Texpool Investment Fund balance was \$1,711,447.71 earning an interest of \$132.10.

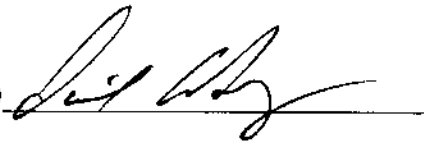
The year-to-date interest earnings for all investments equal \$9312.94.

15. The following information was provided in the Chief Appraiser's report:
 - A. 2021 Committees were selected as follows:
 - Audit/Budget – David A. Garza, Jesse Villarreal, Dr. Prisci Roca Tipton
 - Insurance – Frank Davalos, Jr., David Argabright, Jim Tipton
 - Personnel – Ricardo Morado, Tony Yzaguirre, Jr., Gloria Casas
 - B. House Bill 402, enacted in 2007, prohibits any direct or indirect communication with the chief appraiser on any matter relating to the appraisal of property by the appraisal district. Each director was provided with a copy of the opinion letter addressed to Mr. Molina from the CAD attorney Jim Evans, which relates to House Bill 402. Directors were also provided with the section of the Property Tax Code that deals with Ex Parte Communications.

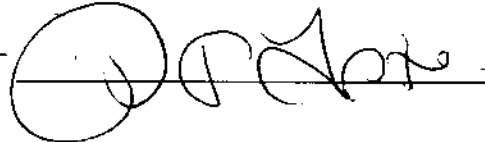
- C. The District is researching options to purchase a Deeds & Exemptions software program. One of the vendors they are looking at is Just Appraised. However, Mr. Molina commented to the Board that he would like to explore other options to see which one would be most beneficial to the District.
 - D. CAD Auditors are expected to begin the annual audit soon.
 - E. The 53rd Annual RGV TAAO Region 5 Tip-O-Tex Conference that was scheduled for February 4-6, 2021 in South Padre Island has been cancelled due to Coronavirus (COVID-19) concerns. The RGV TAAO Golf Tournament is still scheduled since it is an outdoor event. Anyone interested in participating in the Golf Tournament were asked to contact Loretta.
 - F. The next CAD Board meeting will be held on Monday, March 15.
16. No executive session was held.
17. No action was needed.
18. Dr. Prisci Roca Tipton motioned to adjourn at 7:08 p.m. Seconded by Frank Davalos, Jr..

Aye - Eight (8)
Non-Voting - One (1)

APPROVED



ATTEST



SIGN-IN REQUEST

Cameron Appraisal District
P.O. Box 1010
San Benito, Texas 78586
956-399-9322
956-541-3365
956-428-8020

I hereby request to address the Board of Directors of the Cameron Appraisal District regarding the following subjects:

1.

DocuSigned by:
Roy De los Santos
4739605AB7A64FF...

2.

3.

4.

5.

6.

7.

January 25, 2021 – Virtual ZOOM Meeting

DATE

STATE OF TEXAS §

COUNTY OF CAMERON §

RESOLUTION REGARDING BANK SIGNATORIES

WHEREAS, the Cameron Appraisal District requires two signatures on bank transactions; and

WHEREAS, the three Cameron Appraisal District signatures authorized are the Chief Appraiser (Richard Molina), Information Technology Manager (Joe Orozco); and Executive Assistant (Loretta C. Salinas); and

WHEREAS, checks written to the Chief Appraiser require one signature of an authorized member of the Cameron Appraisal District Board of Directors; and

WHEREAS, the Board of Directors has determined that in addition to the three individuals described above, certain members of the Board of Directors should also be authorized to act on behalf of the Cameron Appraisal District with regard to the banking services described below.

BE IT RESOLVED, that Staff members Richard Molina, Joe Orozco, and Loretta C. Salinas, and Board members, David Argabright, Gloria Casas, David A. Garza, Frank Davalos, Jr., Jim Tipton, Dr. Prisci Roca Tipton and Jesse Villarreal be added to all accounts (checking, depository, safekeeping, etc.) for all purposes, including authority to sign checks, as authorized to act in accordance with bank rules and Board policy.

ADOPTED this 25th day of January, 2021.

DocuSigned by: David Argabright 8E78D865EC374D8

David Argabright

DocuSigned by: David A. Garza DC4D1A07A09E4FB

David A. Garza

Ricardo Morado DocuSigned by: Prisci Roca Tipton 5B54F88E2CDD2442

Dr. Prisci Roca Tipton

DocuSigned by: Gilbert Weaver 36D9DFA0CFC4FD

Gilbert Weaver

DocuSigned by: Gloria Casas 8D1B4E037E124AC

Gloria Casas

DocuSigned by: Frank Davalos, Jr. 8F629C63A98C4D6

Frank Davalos, Jr.

DocuSigned by: JIM TIPTON 7E3C8E1883D2429

Jim Tipton

DocuSigned by: Jesse Villarreal 8FDEDBA9DBBE41A

Jesse Villarreal

CAMERON APPRAISAL DISTRICT

Richard Molina - Chief Appraiser
P.O. Box 1010, 2021 Amistad Dr.
San Benito, Texas 78586
www.cameroncad.org
(956) 399-9322
(956) 541-3365
(956) 428-8020
Fax: (956) 399-6969



MEMBERS OF THE BOARD
Vicente Mendez, Chairman
David Garza, Vice-Chairman
David Argabright, Secretary
Gloria Casas
Frank Davalos, Jr.
Ricardo Morado
Dr. Prisci Roca Tipton
Jesse Villarreal
Gilbert Weaver
Tony Yzaguirre, Jr.

MEMORANDUM

TO: Board of Directors

CC: Chief Appraiser

FROM: Norma Jimenez, Investment Officer

DATE: January 19, 2021

SUBJECT: 4th Quarter 2020 Investment Report

The Public Funds Investment Act, Section 2256.023, *Internal Management Reports*, requires that “not less than quarterly, the investment officer shall prepare and submit to the governing body of the entity a written report of investment transactions for all funds covered by the Public Investment Act for the preceding reporting period.” Accordingly, the 4th Quarter Investment Report for 2020 is submitted for the Board of Directors’ review and approval.

All Appraisal District Funds are invested in Public Fund accounts. At Lone Star National Bank, the Appraisal District’s bank depository’s holds approximately 1/2 of district’s funds, and the TexPool Investment Pool holds the remaining funds (approximately 1/2 of total funds). All investment instruments in use are authorized under the Appraisal District’s current Investment Policy and all applicable provisions of the Public Funds Investment Act

All funds on deposit with Lone Star National Bank, except those amounts covered by the FDIC, were fully collateralized as required by the Public Funds Investment Act. Lone Star National Bank submits monthly reports to the Cameron Appraisal District identifying the securities pledged as collateral securing the District’s Funds. The pledged collateral is kept in safekeeping by an independent third party (FHN Financial) in the Appraisal District’s name. On a monthly basis, FHN Financial will provide the Appraisal District a separate report validating the securities held for Lone Star National Bank on behalf of the Appraisal District. Funds were, at minimum, collateralized at 100% of the required amount during the period of this report. Shares in the TexPool Investment Pool were valued at an average of \$1.00 per share during the quarter reported. Investments in TexPool are not insured or guaranteed by the Federal Deposit Insurance Corporation or any other governmental agency. The goal of the TexPool Investment Pool, as required by the Public Funds Investment Act, is to maintain an average share value of \$1.00.

As of the last day of the reporting period (December 31, 2020), the Cameron Appraisal District's funds were invested as follows:

LSNB & WELLS FARGO BANK (Checking Accts.)

<u>Month</u>	<u>Ending Balance</u>	<u>Interest Earned</u>	<u>Interest Rate</u>
Oct 2020	\$ 705,264.45	\$ 142.97	0.1000%
Nov 2020	\$ 303,462.04	\$ 59.27	0.1000%
Dec 2020	\$ 1,253,084.24	\$ 81.74	0.1000%

TEXPOOL INVESTMENT FUND

<u>Month</u>	<u>Ending Balance</u>	<u>Interest Earned</u>	<u>Interest Rate</u>
Oct 2020	\$1,711,142.47	\$ 193.98	0.2281%
Nov 2020	\$1,711,315.61	\$ 173.14	0.1625%
Dec 2020	\$1,711,447.71	\$ 132.10	0.0909%

OTHER INVESTMENTS (CD'S and/or T-Bills)

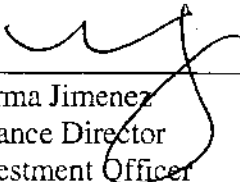
<u>Description</u>	<u>Issue Date</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Term</u>	<u>Maturity Date</u>
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None during this Period

Note: The current interest rate at Lone Star is .1000%, and today's rate at Texpool is 0.0829%.

The Year-to-Date interest earnings for all investments equal \$9,312.94.

The Appraisal District staff submits the 2020 4th Quarter Investment Report. Please let me know if you have any questions.



 Norma Jimenez
 Finance Director
 Investment Officer