

MAVERICK COUNTY
APPRAISAL DISTRICT

CHIEF APPRAISER

Maggie Mata-Duran, RPA



MEMBERS OF THE BOARD

Lupita Fuentes – Chairperson

Luis Sifuentes - Secretary

Isamari Villarreal

Christopher Hiller

Hilda P. Martinez

Isidro De Los Santos, IV

MINUTES
OF THE MARCH 12, 2019 MEETING
OF THE BOARD OF DIRECTORS
OF THE MAVERICK COUNTY APPRAISAL DISTRICT

The Board of Directors of the Maverick County Appraisal District held a public meeting on Tuesday, March 12, 2019 at 12:29 p.m. in the conference room of the Maverick County Appraisal District, located at 2243 N. Veterans Blvd., Eagle Pass, Texas.

Ms. Fuentes recognized a quorum was present. Board members present were Hilda P. Martinez; Christopher Hiller; Isamari Villarreal; Luis Sifuentes, Secretary and Lupita Fuentes, Chairperson. Isidro De Los Santos IV was absent from the meeting. Also, present were Maggie Mata-Duran, Chief Appraiser; Raul Fuentes, Deputy Chief Appraiser and Brenda Mejia, Secretary/Records Retention Liaison.

Item No. 3 – Recognize Visitors. There being no public comments, the Board moved on to item No. 4.

Item No. 4 – Public Comments. There being no public comments, the Board moved on to item No. 5.

Item No. 5 – Election of Officers for 2019.

- a. Chairperson – **MR. LUIS SIFUENTES NOMINATED MS. LUPITA FUENTES TO REMAIN CHAIRPERSON FOR 2019. MR. CHRISTOPHER HILLER SECONDED THE NOMINATION AND THE MOTION TO REAPPOINT MS. LUPITA FUENTES FOR CHAIRPERSON FOR 2019 PASSED UNANIMOUSLY.**
- b. Secretary – **MRS. HILDA P. MARTINEZ NOMINATED MR. LUIS SIFUENTES TO REMAIN SECRETARY FOR 2019. MS. LUPITA FUENTES SECONDED THE NOMINATION AND THE MOTION TO REAPPOINT MR. LUIS SIFUENTES FOR SECRETARY FOR 2019 PASSED UNANIMOUSLY.**

Item No. 6 – Approve Minutes from December 20, 2018. **MR. CHRISTOPHER HILLER MADE A MOTION TO APPROVE THE MINUTES OF DECEMBER 20, 2018. MR. LUIS SIFUENTES SECONDED AND THE MOTION TO APPROVE MINUTES OF DECEMBER 20, 2018 CARRIED UNANIMOUSLY.**

Item No. 7 – Discussion and Possible Action on 2018 Budget Revision. Mrs. Mata Duran informed the Board that there could be an estimated \$70, 748 leftover which will be verified by audit. **MRS. HILDA MARTINEZ MADE A MOTION TO APPROVE THE 2018 BUDGET REVISION. MR. CHRISTOPHER HILLER SECONDED AND THE MOTION TO APPROVE THE 2018 BUDGET REVISION PASSED UNANIMOUSLY.**

Item No. 8 – Discussion and Possible Action to accept the resignation of Mrs. Yolanda Mauricio from the Appraisal Review Board. Ms. Brenda Mejia informed the Board that Mrs. Mauricio notified the District that due to her husband's health; she would not be able to serve on the Appraisal Review Board. **MR. LUIS SIFUENTES MOVED TO ACCEPT THE RESIGNATION OF MRS. YOLANDA MAURICIO FROM THE APPRAISAL REVIEW BOARD. MR. CHRISTOPHER HILLER SECONDED AND THE MOTION TO ACCEPT THE RESIGNATION OF MRS. YOLANDA MAURICIO FROM THE APPRAISAL REVIEW BOARD PASSED UNANIMOUSLY.**

Item No. 9 – Discussion and Possible Action to Appoint a Replacement to the Appraisal Review Board of the Maverick County Appraisal District for Recently Resigned Appraisal Review Board Member Mrs. Yolanda Mauricio. Mrs. Mata Duran presented the two applicants that were still interested in serving on the Appraisal Review Board. **MR. LUIS SIFUENTES MOVED TO APPOINT ROSALINDA GONZALEZ TO THE APPRAISAL REVIEW BOARD. MR. CHRISTOPHER HILLER SECONDED AND THE MOTION TO APPOINT ROSALINDA GONZALEZ TO THE APPRAISAL REVIEW BOARD PASSED UNANIMOUSLY.**

Item No. 10 – Discussion and Possible Action on Resolution for Capital Improvements. Mrs. Mata Duran informed the Board that the Appraisal District needed to expand the building to accommodate the staff. She stated that there is more work that needs to be completed and the building space has been exhausted in every which way. Mrs. Mata Duran explained that she would like to utilize the leftover money after the audit has been done for the expansion of the building. **MR. LUIS SIFUENTES MADE A MOTION TO APPROVE THE RESOLUTION FOR CAPITAL IMPROVEMENTS. MR. CHRISTOPHER HILLER SECONDED AND THE MOTION TO APPROVE THE RESOLUTION FOR CAPITAL IMPROVEMENTS PASSED UNANIMOUSLY.**

Item No. 11 - Quarterly Financial Report. Mrs. Mata Duran informed the Board that there were no major changes.

Item No. 12 - Any other business to come before the board. There being no other business, the Board moved to item no. 13.

Item No. 13 - Adjournment. **MR. LUIS SIFUENTES MOVED TO ADJOURN THE MEETING. MR. CHRISTOPHER HILLER SECONDED AND THE MOTION CARRIED UNANIMOUSLY. MS. LUPITA FUENTES ADJOURNED THE MEETING AT 12:41 P.M.**


Luis Sifuentes, Secretary

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**MINUTES
OF THE JUNE 12, 2019 MEETING
OF THE BOARD OF DIRECTORS
OF THE MAVERICK COUNTY APPRAISAL DISTRICT**

The Board of Directors of the Maverick County Appraisal District held a public meeting on Wednesday, June 12, 2019 at 12:12 p.m. in the conference room of the Maverick County Appraisal District, located at 2243 N. Veterans Blvd., Eagle Pass, Texas.

Ms. Fuentes recognized a quorum was present. Board members present were Christopher Hiller; Hilda P. Martinez; Luis Sifuentes, Secretary and Lupita Fuentes, Chairperson. Isidro De Los Santos IV and Isamari Villarreal were absent from the meeting. Also, present were Maggie Mata-Duran, Chief Appraiser; Brenda Mejia, Secretary/Records Retention Liaison and Raul Fuentes, Deputy Chief Appraiser.

Item No. 3 – Recognize Visitors. There being no visitors, the Board moved on to item no. 4.

Item No. 4 – Public Comments. There being no public comments, the Board moved on to item No. 5.

Item No. 5 – Approve Minutes of March 12, 2019. **MR. LUIS SIFUENTES MADE A MOTION TO HAVE THE MINUTES OF MARCH 12, 2019 Tabled. MR. CHRISTOPHER HILLER SECONDED AND THE MOTION TO TABLE THE MINUTES OF MARCH 12, 2019 CARRIED UNANIMOUSLY.**

Item No. 6 – Presentation of the 2020 Maverick County Appraisal District Budget, as mandated by Sec. 6.063 (a) of the Property Tax Code. Mrs. Mata-Duran presented to the Board the 2020 proposed budget. She informed the Board that a new position of System Administrator Assistant was created and the vacant appraiser position will be changed to Appraiser Apprentice. Mrs. Mata Duran explained that the System Administer Assistant was offered in-house with a starting salary of \$27,469 and a new person was hired for the Appraiser Apprentice position with a starting salary of \$30,000. The Office Clerk position was also increased to \$20,100. Raul Fuentes explained that it's been difficult to find a suitable candidate for the office clerk position at minimum wage. The best thing is to increase the pay rate to encourage new hire to stay. She explained that the salaries were increased by 3% across the board for the rest of the staff with the exception of the Chief Appraiser's salary and the Office Clerk. Mrs. Mata-Duran is also recommending an increase in the budget for office supplies, newspaper ads, apparel, property & liability insurance, cell phones, bookkeeping and computer software and repair.

Item No. 7 - Quarterly Financial Report. No questions regarding the quarterly financial report, the Board moved on to item no. 8.

Item No. 8 – Any other business to come before the board. Mrs. Mata Duran stated that the notices of appraisal value for 2019 were mailed out on April 30TH.

Item No. 9 - Adjournment. **MR. LUIS SIFUENTES MOVED TO ADJOURN THE MEETING. MR. CHRISTOPHER HILLER SECONDED AND THE MOTION CARRIED UNANIMOUSLY. MS. LUPITA FUENTES ADJOURNED THE MEETING AT 12:31 P.M.**



Luis Sifuentes, Secretary

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**MINUTES
OF THE PUBLIC HEARING
OF THE 2020 PROPOSED BUDGET
OF THE MAVERICK COUNTY APPRAISAL DISTRICT**

The Board of Directors of the Maverick County Appraisal District held a public hearing on Friday, September 13, 2019 at 12:07 p.m. in the conference room of the Maverick County Appraisal District, located at 2243 N. Veterans Blvd., Eagle Pass, Texas.

Ms. Fuentes recognized a quorum was present. Board members present were Christopher Hiller; Hilda P. Martinez; Isamari Villarreal; Luis Sifuentes, Secretary and Lupita Fuentes, Chairperson. Isidro De Los Santos IV was absent from the meeting. Also, present were Maggie Mata-Duran, Chief Appraiser; Raul Fuentes, Deputy Chief Appraiser and Brenda Mejia, Secretary.

Item No. 3 – Recognize Visitors. The Board recognized Donna Jones, auditor from Ede & Co.

Item No. 4 – Hearing on the 2019 Proposed Budget for the Maverick County Appraisal District. Hearing for public comment started at 12:08 p.m. and closed at 12:11 p.m. with no public comments.

Item No. 5 - Adjournment. **MR. LUIS SIFUENTES MOVED TO ADJOURN THE MEETING. MR. CHRISTOPHER HILLER SECONDED AND THE MOTION CARRIED UNANIMOUSLY. MS. LUPITA FUENTES ADJOURNED THE MEETING AT 12:12 P.M.**


Luis Sifuentes, Secretary

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**MINUTES
OF THE SEPTEMBER 13, 2019 MEETING
OF THE BOARD OF DIRECTORS
OF THE MAVERICK COUNTY APPRAISAL DISTRICT**

The Board of Directors of the Maverick County Appraisal District held a public meeting on Friday, September 13, 2019 at 12:12 p.m. in the conference room of the Maverick County Appraisal District, located at 2243 N. Veterans Blvd., Eagle Pass, Texas.

Ms. Fuentes recognized a quorum was present. Board members present were Christopher Hiller; Hilda P. Martinez; Isamari Villarreal; Luis Sifuentes, Secretary and Lupita Fuentes, Chairperson. Isidro De Los Santos IV was absent from the meeting. Also, present were Maggie Mata-Duran, Chief Appraiser; Raul Fuentes, Deputy Chief Appraiser and Brenda Mejia, Secretary/Records Retention Liaison.

Item No. 3 – Recognize Visitors. The Board recognized Donna Jones, auditor from Ede & Co.

Item No. 4 – Public Comments. There being no public comments, the Board moved on to item no. 5.

Item No. 5 – Approve Minutes of the Meeting from March 12, 2019. **MR. LUIS SIFUENTES MADE A MOTION TO APPROVE THE MINUTES OF MARCH 12, 2019. MRS. HILDA MARTINEZ SECONDED AND THE MOTION TO APPROVE MINUTES OF MARCH 12, 2019 CARRIED UNANIMOUSLY.**

Item No. 6 – Approve Minutes of the Meeting from June 12, 2019. **MR. LUIS SIFUENTES MADE A MOTION TO APPROVE THE MINUTES OF JUNE 12, 2019. MR. CHRISTOPHER HILLER SECONDED AND THE MOTION TO APPROVE MINUTES OF JUNE 12, 2019 CARRIED UNANIMOUSLY.**

Item No. 7 – Discussion and Possible Action to Approve the 2018 Audit as Presented by Ede & Company. Mrs. Donna Jones from Ede & Company, CPA presented the 2018 Audit of the Maverick County Appraisal District. She explained that the Independent Auditor's Report was an unmodified opinion of the appraisal district. Mrs. Jones explained pages 4-8 in the audit report were the Management Discussion and Analysis, which was the communication of the appraisal district and the financial statements. The appraisal district's total combined net position was \$151,488 at December 31, 2018. During the year, the District's expenses were \$12,840 more than the \$1,075,761 generated in service fees and other revenues for governmental activities. The total cost of the District's programs increased somewhat from last year, and no new programs were added this year. The District's total revenues were \$1,135,881. A significant portion, 100 percent, of the District's revenue comes from tax appraisal services. Mrs. Jones informed the Board that actual unexpended interest and miscellaneous revenue total is \$9,558.80, which is non-refundable to the tax entities. The appraisal district adopted a 2018 budget of \$1,131,007 with appropriations budgeted at \$1,062,919. Mrs. Jones informed the Board that the committed fund balance total is \$68,087.17. Mrs. Jones informed the Board that the committed fund balance is for the capital improvements the District would like to do. She commented that she has not encountered any problems with the appraisal district's financials. **MRS. HILDA MARTINEZ MADE A MOTION TO**

APPROVE THE 2018 AUDIT. MR. CHRISTOPHER HILLER SECONDED AND THE MOTION TO APPROVE THE 2017 AUDIT CARRIED UNANIMOUSLY.

Item No. 8 – Discussion and Possible Action of the 2020 Maverick County Appraisal District Budget, As Mandated by Sec. 6.063 (a) of Texas Property Code. Mrs. Mata Duran presented the final budget to the Board. She informed the Board that there was reduction in the salary of the appraiser apprentice since David Herrera left the District and Juan Morales is the new hire. Mrs. Mata-Duran explained to the Board that the new position, System Administrator Assistant was added to help with all the requirements that the State Comptroller is requiring for the District to implement. She explained the rest of the staff got the annual 3% increase. The total increase from last year's budget was 3.99%. **MR. CHRISTOPHER HILLER MADE A MOTION TO APPROVE THE 2020 MAVERICK COUNTY APPRAISAL DISTRICT BUDGET. MRS. HILDA MARTINEZ SECONDED AND THE MOTION TO APPROVE THE 2020 MAVERICK COUNTY APPRAISAL DISTRICT BUDGET CARRIED UNANIMOUSLY.**

Item No. 9 – Quarterly Financial Report. No questions, the Board moved on to item no. 10.

Item No. 10 – Any Other Business to Come Before the Board. Mrs. Mata-Duran informed the Board that the estimate for the capital improvements was \$145,980.00 for 780 sq. ft. She explained that with the audit reveals the amount in unspent funds. The Board made a recommendation to request the remaining amount from the tax entities to get started on the capital improvements.

Item No. 11 - Adjournment. **MRS. HILDA MARTINEZ MOVED TO ADJOURN THE MEETING. MR. CHRISTOPHER HILLER SECONDED AND THE MOTION CARRIED UNANIMOUSLY. MS. LUPITA FUENTES ADJOURNED THE MEETING AT 12:40 P.M.**



Luis Sifuentes, Secretary

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**MINUTES
OF THE NOVEMBER 14, 2019 MEETING
OF THE BOARD OF DIRECTORS
OF THE MAVERICK COUNTY APPRAISAL DISTRICT**

The Board of Directors of the Maverick County Appraisal District held a public meeting on Thursday, November 14, 2019 at 12:14 p.m. in the conference room of the Maverick County Appraisal District, located at 2243 N. Veterans Blvd., Eagle Pass, Texas.

Ms. Fuentes recognized a quorum was present. Board members present were Christopher Hiller; Hilda P. Martinez; Luis Sifuentes, Secretary and Lupita Fuentes, Chairperson. Isidro De Los Santos IV and Isamari Villarreal were absent from the meeting. Also, present were Maggie Mata-Duran, Chief Appraiser; Raul Fuentes, Deputy Chief Appraiser and Brenda Mejia, Secretary/Records Retention Liaison.

Item No. 3 – Recognize Visitors. The Board recognized Kelly Kerr, from Kerr Wealth Management Group.

Item No. 4 – Public Comments. There being no public comments, the Board moved on to item no. 5.

Item No. 5 – Approve Minutes of the Public Hearing from September 13, 2019. **MR. LUIS SIFUENTES MADE A MOTION TO APPROVE THE MINUTES OF PUBLIC HEARING FROM SEPTEMBER 13, 2019. MR. CHRISTOPHER HILLER SECONDED AND THE MOTION TO APPROVE MINUTES OF THE PUBLIC HEARING FROM SEPTEMBER 13, 2019 CARRIED UNANIMOUSLY.**

Item No. 6 – Approve Minutes of the Meeting from September 13, 2019. **MR. LUIS SIFUENTES MADE A MOTION TO APPROVE THE MINUTES OF SEPTEMBER 13, 2019. MRS. HILDA MARTINEZ SECONDED AND THE MOTION TO APPROVE MINUTES OF SEPTEMBER 13, 2019 CARRIED UNANIMOUSLY.**

Item No. 7 – Presentation by John Hancock Retirement Services. Mr. Kelly Kerr, from RBC Wealth Management, made a presentation to the Board regarding John Hancock retirement services. Mr. Kerr assured the Board that the third party administrators and the investment advisors would not be changing. He explained that John Hancock focuses on “net investment cost” to lower fees for participants and to have confidence for plan sponsors. It reduces fees on stable value option by approximately by 2.35% annually. Mr. Kerr informed the Board that John Hancock retirement plan services will replace fixed account paying approximately 1.65% with stable value fund paying approximately 2.68%. The John Hancock retirement plan services will be reducing the total fees of approximately \$7,400 annually.

Item No. 8 – Discussion and Possible Action to approve the recommendation of change the record keeping systems from Mass Mutual to John Hancock Retirement Services. **MR. LUIS SIFUENTES MADE A MOTION TO APPROVE THE CHANGE OF RECORD KEEPING SYSTEM TO JOHN HANCOCK RETIREMENT SERVICES. MR. CHRISTOPHER HILLER SECONDED AND THE MOTION TO APPROVE THE CHANGE OF RECORD KEEPING SYSTEM TO JOHN HANCOCK RETIREMENT SERVICES CARRIED UNANIMOUSLY.**

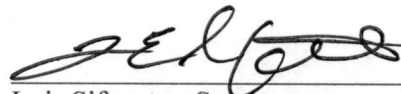
Item No. 9 – Discussion and Possible Action to approve the contract for service with True Prodigy. **MR. CHRISTOPHER HILLER MADE A MOTION TO APPROVE THE CONTRACT FOR SERVICES WITH TRUE PRODIGY. MRS. HILDA MARTINEZ SECONDED AND THE MOTION TO APPROVE THE CONTRACT FOR SERVICES WITH TRUE PRODIGY CARRIED UNANIMOUSLY.**

Item No. 10 – *Executive Session*: Employment matter relating to the Elimination of Data Clerk positions due to automation.

The Board adjourned into executive session at 1:04 p.m. and reconvened into open session at 1:28 p.m.

Item No. 11 – Any Other Business to Come Before the Board. Mrs. Mata-Duran informed the Board that the Wal-Mart lawsuit has been settled.

Item No. 11 - Adjournment. **MR. CHRISTOPHER HILLER MOVED TO ADJOURN THE MEETING. MR. LUIS SIFUENTES SECONDED AND THE MOTION CARRIED UNANIMOUSLY. MS. LUPITA FUENTES ADJOURNED THE MEETING AT 1:33 P.M.**



Luis Sifuentes, Secretary