

# COMAL APPRAISAL DISTRICT

900 S. SEGUIN AVENUE  
NEW BRAUNFELS, TX 78130

JEFFREY J. BOOKER  
INTERIM CHIEF APPRAISER

## BOARD OF DIRECTORS MEETING JULY 25, 2022

The Board of Directors of Comal Appraisal District met at the appraisal district office located at 900 S. Seguin Avenue, New Braunfels, TX. Members present were Eric Couch, Brad Howell, Douglas Miller II, Nancy Pappas and John Tyler. Others present were Jeffrey Booker, Ryan Dow, Jeffrey Booker, Tony Vedia, Melissa Villareal, Brandon Pape, John Cox, Larry Hermance, Angela Friesenhahn, Michelle Sifuentes, Brandon Voigt, Tanner Jones and Pam Krause.

Mr. Tyler called the meeting to order at 11:54 p.m. by stating, "This meeting is being held in open session in accordance with Chapter 551 of the Texas Government Code and business as conducted by the Board will be done so in open session. We will start each regular session with prayer and pledges to the flags. All persons in attendance are welcome and free to participate or not at their personal discretion."

The Pledges of Allegiance to the American and Texas flags were recited. Pam Krause led the prayer.

### **1. CITIZENS COMMUNICATIONS**

No one wished to speak.

Mr. Couch asked who mail out the hearing notices and what happens if they don't receive it. Mr. Booker stated that the district sends them out on behalf of the ARB and if the taxpayer doesn't receive their notice, the Property Tax Code says that once the notice is mailed it is assumed delivered. He added the responsibility is on them to prove they didn't receive it but are allowed one reschedule for any reason. After that they can write a letter to the ARB. There was some discussion regarding a 10% penalty but did not have all the information to come to a conclusion. Mr. Couch stated that he told the taxpayer to contact Mr. Booker or Larry Hermance.

### **2. CLOSED EXECUTIVE SESSION: THE BOARD MAY RETIRE TO EXECUTIVE SESSION ANYTIME DURING THE MEETING AS AUTHORIZED IN CHAPTER 551 OF THE TEXAS GOVERNMENT CODE**

A. Discuss personnel matters under Texas Government Code § 551.074, specifically interviewing chief appraiser applicants and deliberating the appointment of a permanent chief appraiser.

The Board retired into executive session with Mr. Tyler stating, "The Board of Directors on July 25, 2022, beginning at 12:00 p.m. convened in executive session in accordance with Chapter 551 of the Open Meetings Act."

Mr. Tyler stated, "The Board ends its executive session at 1:25 p.m. on July 25, 2022". The Board immediately reconvened into regular session.

Mr. Tyler stated that the Board solicited for applicants for the Chief Appraiser position and received a total of six and from that group, selected three to interview. One candidate rescinded their application. The Board took the top candidate from the group selected to come back and do a formal presentation based on some questions and some Q & A that came up in the previous meeting. He asked if there were questions or comments from the Board. There were none.

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**3. DISCUSSION AND POSSIBLE ACTION TO APPOINT PERMANENT CHIEF APPRAISER OF THE COMAL APPRAISAL DISTRICT**

A motion was made by Douglas Miller II; seconded by Brad Howell, to approve Jeffrey Booker to be named as permanent Chief Appraiser of the Comal Appraisal District as discussed in executive session and authorize Board Chairman to enter into employment agreement negotiations. Motion passed unanimously by show of hands.


All Board of Directors offered Mr. Booker their congratulations.

**4. NEXT MEETING DATE – AUGUST 23, 2022**

Mr. Tyler stated that the tentative date is now August 23, 2022 based on scheduling conflicts. He confirmed with the Board and the District regarding the date.

**5. ADJOURN MEETING**

Motion was made by Brad Howell; seconded by Eric Couch; to approve table to adjourn the meeting at 1:30 p.m.

  
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John Tyler, Chairman

  
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Brad Howell, Secretary