

COMAL APPRAISAL DISTRICT

900 S. SEGUIN AVENUE
NEW BRAUNFELS, TEXAS 78130

RUFINO H. LOZANO, RPA-RTA-CCA
CHIEF APPRAISER

BOARD OF DIRECTORS MEETING FEBRUARY 9, 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, John Tyler and Kristen Hoyt. Others present were Rufino H. Lozano, Chris Kudrna, Mayor Rusty Brockman, Ryan Dow, Jeffrey Booker, Tony Vedia, Phil Day, Rick Van Hellen, Missy Villarreal, Tanner Jones, Tersea Winzeler, Josue Arellano, Melissa Jordan, John Cox, Larry Hermance, Melanie Donelson, Kirk Swinney, Ryan James and Pam Krause.

Mr. Tyler called the meeting to order at 5:30 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 welcomed Mayor Rusty Brockman.

Mr. Tyler stated there would be a two-hour training for the Board of Directors which he would be sending out an invitation.

Mr. Tyler stated that he had received information from the cities and counties regarding payment of PTO to cover for closing for inclement weather. The board will be looking at the policy and situation.

Mr. Tyler stated that in the CoPA/MAP review that it was noted there may not have been a quorum in the June meeting last year and agenda items may need to be reapproved. He asked if we had any information back on the decision and Mr. Swinney stated that the quorum included the non-voting member per the Attorney General's opinion.

Mr. Tyler stated that he was asking the BOD to be sure to communicate any entity feedback received.

2. MEET IN CLOSED SESSION PURSUANT TO TEXAS GOV'T CODE §551.071 TO CONFER WITH DISTRICT'S ATTORNEY REGARDING ALL LITIGATION PENDING INVOLVING THE COMAL APPRAISAL DISTRICT

The Board retired into executive session with Mr. Tyler stating, "The Board of Directors on February 9, 2022, beginning at 5:36 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 8:40 p.m. on February 9, 2022". The Board immediately reconvened into regular session.

3. CONSIDERATION AND ACTION: REVIEW PREVIOUS AND CURRENT PROPERTY VALUE STUDY RESULTS AND REPORTING

Mr. Lozano reviewed the 2017, 2019, 2020 and 2021. He stated that the district was not in confidence for 2019 and 2021.

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4. CONSIDERATION AND ACTION: 2021 PROPERTY VALUE STUDY RESULTS

The Board took no action on this item. The Board wanted to know the impact on N.B.I.S.D. and C.I.S.D and a little more streamlined plan before deciding. They set an additional meeting for February 14, 2022.

5. CONSIDERATION AND ACTION: APPROVE THE TCOR/ALLIANT 3RD PARTY HR COMPLAINT PROCESS

A motion was made by Douglas Miller II; seconded by Brad Howell; to approve the TCOR/Alliant 3rd Party HR Complaint Process as presented. Motion passed unanimously by show of hands.

6. RECEIVE REPORT REGARDING A HUMAN RESOURCE MATTER; CONSIDERATION AND POSSIBLE ACTION REGARDING MATTER (WILL BE HELD IN CLOSED SESSION)

A motion was made by Nancy Pappas; seconded by Eric Couch; to approve an amount not to exceed \$15,000 to engage with Alliant Insurance to investigate complaints filed against the District as discussed in Executive Session.

Mr. Tyler stated that as these complaints are investigated, the Board gives it's full support behind the investigation, wants open communication dialogue and wants to make sure everyone understands their support of this process.

7. FINANCIAL REPORT

Mr. Dow reviewed the Profit & Loss with explanations on 8201-Postage, 8602-Legal Services and Appraisal Review Board, all of which the district will be asking for a line-item transfer. Before the audit, it looks like approximately \$438,000 will be returned to the entities. Mr. Couch asked where we were with being fully staffed. Mr. Dow stated that with the exception of the prorated position set for August, all other positions are filled. Mr. Couch asked about the ARB costs and Mr. Lozano stated that previously the ARB would handle 45 hearings per panel but were doing only 15-20 this past year. Ms. Hoyt brought up the time each hearing is taking and Mr. Lozano responded. He stated that in previous years the ARB was taking 15-25 minutes per hearing, but the past year from a half an hour to an hour per hearing. He stated that the ARB is trying to hear the taxpayer as instructed in class, but is also taking extra action on hearings that have no taxpayer evidence.

8. CONSIDERATION AND ACTION: APPROVAL OF MINUTES

A motion was made by Doug Miller II; seconded by Nancy Pappas; to approve the minutes of the Regular Meeting of January 11, 2022 as presented. Motion passed unanimously by show of hands.

9. DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE THE SECRETARY OF THE BOARD TO NOTIFY THE TAXING ENTITIES OF INTENT TO MAKE LINE-ITEM TRANSFERS IN THE 2021 BUDGET

A motion was made by Nancy Pappas; seconded by Eric Couch; to approve authorizing the secretary of the board to notify the taxing entities of intent to make line-item transfers in the 2021 budget as presented. Motion passed unanimously by show of hands.

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

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11. CHIEF APPRAISER'S REPORT

a. Next Meeting Date-April 5, 2022

The Board was still in agreement for this date. They also set a meeting for February 14, 2022 at 1:30 p.m. Mr. Lozano stated that there were 2,800 outstanding exemptions. The board requested and exemption report at each meeting along with an updated organizational chart.

12. ADJOURN MEETING

A motion was made by Nancy Pappas; seconded by Kristen Hoyt; to approve to adjourn the meeting at 9:52p.m. Motion passed unanimously by show of hands.



John Tyler, Chairman



Brad Howell, Secretary