

**BOARD OF DIRECTORS
MARCH 9, 2021**

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 Dan Krueger, Nancy Pappas, John Kunz, John Tyler, Wade Cleary and Kristen Hoyt. Others present were Rufino Lozano, Jennifer Salazar, Jeffrey Booker, Tony Vedia Ryan Dow, Tanner Jones, Brandon Voigt, Belia Quidachay, Summer Steinbach, Lisa Stone, Guy Anderson, Wendy Grams, Lindsey Witty, Jeffrey Booker, Larry Hermance and Pam Krause.

Mr. Krueger 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.

2. **ACTION: APPROVAL OF MINUTES**

A motion was made by Nancy Pappas; seconded by Wade Cleary; to approve the minutes of the meetings of January 12, 2021 and February 9, 2021 with corrections. Motion passed unanimously by show of hands.

3. **PRESENTATION OF 2020 MAP REVIEW**

Ms. Salazar went over the MAP Review with the Board. She stated that the District passed for 2020 and had no recommendations. Mr. Krueger asked if there was an in between answer between yes or no and Ms. Salazar said there was not. Mr. Kunz asked about #62 regarding third party information. Ms. Salazar stated that during protest season the District gets information from property owners and realtors. She added that the District also obtains information from deed transfers and survey letters. Mr. Lozano stated that the staff was doing a great job and Mr. Krueger stated the board was very proud of the staff.

4. **PRESENTATION OF 2020 PVS RESULTS**

Ms. Salazar stated that in 2019 PVS the District had issues with commercial and multifamily properties. Due to this we were put into a grace period and re-evaluated for 2020. For 2020 PVS the District passed and would go back to the normal schedule of odd years for 2021. There were no questions from the Board.

5. **CONSIDERATION AND POSSIBLE ACTION: EXTEND THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT FOR 2021**

Mr. Lozano stated that 5 employees were able to take advantage of the extended FFCRA so far this year.

A motion was made by John Kunz; seconded by John Tyler; to approve to extend the Families First Coronavirus Response Act for 2021 effective 3/9/21; lasting until 6/8/21 as presented. Motion passed unanimously by show of hands.

6. **CONSIDERATION AND POSSIBLE ACTION: APPROVE SECTION 5.7 OF THE PERSONNEL POLICY EXEPTION REGARDING INCLEMENT WEATHER FOR NON-EXEMPT PERSONNEL**

Mr. Lozano presented the request to pay non-exempt employees for the winter storm week in which we were closed down. The County paid their employees without the use of PTO. For CAD it was 20 employees and \$15,584.96.

A motion was made by Nancy Pappas; seconded by Wade Cleary; to approve the exception to Section 5.7 of the Personnel Policy to extend to non-exempt employees as presented.

Motion passed unanimously by show of hands.

7. **ACTION: APPROVE AND DIRECT CHIEF APPRAISER TO ENTER INTO CONTRACT WITH BIS FOR ONLINE FORMS**

Mr. Lozano stated the cost is \$10,000 annually and \$2,000 for setup.

A motion was made by John Kunz; seconded by John Tyler; to approve and direct chief appraiser to enter into a contract with BIS for online forms as presented. Motion passed unanimously by show of hands.

8. **2022 BUDGET WORKSHOP**

Mr. Lozano reviewed the preliminary budget with the Board.

Operations- is up \$32k	Parcel Count 2019 – 99,300
Projects- are down \$150k	2020 – 102,200
Payroll- is up \$155,600	2021 – 105,200

Mr. Lozano recommended getting TREPP which calculates Cap rates. The Comptroller uses TREPP. The cost of it is \$40k per year. Mr. Krueger requested information on TREPP. Several subjects were discussed including sentinel gates, ARB service days and pay and additional staff.

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

The Board did not retire into executive session.

10. **IF NECESSARY, DISCUSS AND TAKE ACTION ON ANY AND ALL MATTERS DISCUSSED IN EXECUTIVE SESSION**

No action taken, since there was no executive session.

11. **TAXPAYER LIAISON OFFICER REPORT**

Mr. Hermance reviewed the new TLO information on the website. He also introduced the new ARB Chairman Guy Anderson along with the other newly appointed members. Mr. Hermance reviewed the results on the Comptroller Survey and CAD comment cards.

Mr. Hermance stated that there was an issue brought by Eric Couch. He stated that he and Mr. Lozano went out to the property and spoke with the taxpayer. There were also customer service issues which are being addressed now by weekly customer training. Mr. Hermance stated that he everything had been resolved and a letter was sent to Mr. Couch. John Kunz and Dan Krueger requested a copy of the reply letter to Mr. Couch. A copy was given to both board members at the meeting.

Mr. Hermance closed his report with upcoming events which included more website updates for FAQs and CAD Survey Results.

12. **FINANCIAL REPORT**

Mr. Dow reviewed the Profit & Loss Statement. He explained the new entity Lake Dunlap and the affect it had on contributions. There were no questions on either of the reports given.

13. **CHIEF APPRAISER'S REPORT**

a. Next meeting-June 8, 2021

Mr. Lozano reviewed Eagleview Pictometry. He stated the following:

Reappraisal Area #2 – 25,864 buildings in 2017	30,075 in 2021
Reappraisal Area #3 – 30,944 buildings in 2018	34,443 in 2021
Reappraisal Area #1 - 52,553 buildings in 2019	55,592 in 2021

He also reviewed total structure increase was 109,361 to 120,830 almost 10.5% increase. There were 3,450 structures that changed, 10,318 new structures, 1,890 buildings demolished and 808 buildings unknown.

Mr. Lozano offered a Zoom meeting to Ms. Hoyt for the June 8th meeting that includes the budget since she will be at a tax assessor's conference. Ms. Pappas request budget information well prior to the BOD meeting.

Mr. Lozano reminded the Board about the Comptroller's Property Tax Conference in December to see if there was any interest.

Tony Vedia, Commercial Team Leader, thanked the Board of Directors for their support of the staff on behalf of himself, Jeffrey Booker, Lindsey Witty, Wendy Grams and Pam Krause. He stated how great it was to see the staff smiling and laughing as they walked out. Mr. Vedia stated that it makes a tremendous difference. He added that thanks to Mr. Lozano and Ms. Salazar we have a group of hard-working staff. Mr. Krueger stated that the staff makes their job easier.

14. **ADJOURN MEETING**

A motion was made by John Kunz; seconded by John Tyler; to approve to adjourn the meeting at 6:48 p.m. Motion passed unanimously by show of hands.

Dan Krueger, Chairman

Nancy Pappas, Secretary