

**NOTICE OF MEETING  
BOARD OF DIRECTORS  
AUGUST 11, 2020**

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, Wade Cleary, John Kunz, John Tyler and Cathy Talcott. Others present were Rufino Lozano, Ryan Dow, Jeffrey Booker, Summer Steinbach, Kristen Hoyt, Renee Leith 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**

Renee Leith from Bandera County stated there was a lawsuit and TDLR complaint with the prior Chief Appraiser of Bandera County that had been hired by Comal Appraisal District. She stated that the CAD Chief Appraiser didn't have all of the information. She expressed several concerns and handed out a packet.

**2. PRESENTATION OF SERVICE AWARDS**

Mr. Lozano stated that Summer was one of the first people on the front lines with taxpayers. He added that he thinks she does a good job and thanked her.

**3. ACTION: APPROVAL OF MINUTES**

A motion was made by Nancy Pappas; seconded by Wade Cleary; to approve the minutes of the Formal Budget Hearing for June 2, 2020, Board of Directors Meetings for June 2, 2020 and June 9, 2020 as presented. Motion passed unanimously by show of hands.

**4. PRESENTATION BY ARB CHAIRMAN OF THE 2020 PROTEST SEASON**

Mr. Slupik stated that sadly, Mr. Kay had passed away. He added that he was good ARB member and will be greatly missed.

He stated that there were approximately 15,000 protests this year, that began on June 19th and turned the records back over to the district on July 24th. He added that there are two weeks currently scheduled from August 10th through September 10th. Mr. Slupik stated that there are still tax year 2019 cases left to do that he would like to take care of.

Mr. Slupik stated that Jim Binkley is back and that he is running all three boards. He added that there had been no COVID issues and had been running fairly smoothly and reasonable.

Mr. Slupik notified the board of his request for two new projectors, if there are year end funds available.

Mr. Slupik stated that he had a concern regarding the choosing of the ARB members for next year and that he feels that May is just too late to insure all the processes necessary before hearings along with the required training. He stated that he thinks there might be a need for more than eleven members due to circumstances that arise that then effect the ability to run three boards. He added that a TLO would be helpful in the process.

**5. PRESENTATION OF INVESTMENT BALANCE RECOMMENDATION**

Mr. Dow covered during agenda item 15 Financial Report. The current balance of the investment funds is \$195,254.25. Mr. Dow reviewed each type and the balance thereof and stated that each was sufficient except for legal which Mr. Lozano would address. Mr. Lozano explained the average cost of litigation by type and recommended \$191k - \$217k should be the litigation reserve, rather than the current \$35k.

**6. ACTION: APPROVE SPECTRUM POINT TO POINT FIBER OPTIC CONNECTION CONTRACT**

Mr. Dow stated that the new contract was for a three year term instead of a five year term and the pricing went down from \$1,500 to \$1,200 per month with better technology. A motion was made by John Kunz; seconded by John Tyler; to approve the contract with Spectrum as presented. Motion passed unanimously by show of hands.

**7. ACTION: APPROVE REINSTATING CUSTOMER SERVICE TEAM LEADER POSITION**

Mr. Lozano requested to reinstate the Customer Service Team Leader position due to additional duties effective 1/1/20 and 1/1/21. He added that when Charlotte Carlson retired, he and Ms. Salazar absorbed her duties. He stated that some of these duties included scheduling, quality control and balancing supplements. He added that this would also eliminate extra work for the Tax Office. He stated that there would need to be a line item transfer but no extra funds would be needed.

A motion was made by Cathy Talcott; seconded by Nancy Pappas; to approve the reinstating of the Customer Service Team Leader position as presented. Motion passed unanimously by show of hands.

**8. ACTION: APPROVE THE TRANSFER OF FUNDS IN BUDGET FROM A REGULAR APPRAISER'S POSITION TO A TEAM LEAD POSITION**

A motion was made by John Kunz; seconded by Wade Cleary; to approve the transfer of funds in the budget from a regular appraiser's position to a Team Lead position as presented. Motion passed unanimously by show of hands.

**9. ACTION: ADOPT COMAL APPRAISAL DISTRICT 2021 BUDGET**

A motion made by Wade Cleary; seconded by John Kunz; to adopt the 2021 budget as presented and approved. Motion passed unanimously by show of hands.

**10. PRESENTATION OF TAC REFUND**

Mr. Lozano recommended returning the funds to the entities.

**11. ACTION: APPROVE 2020 – 2021 CONTRACT WITH TEXAS ASSOCIATION OF COUNTIES (TAC)**

A motion made by John Kunz; seconded by John Tyler; to approve the contract with TAC for 2020-2021 current plan as presented. Motion passed unanimously by show of hands.

**12. PRESENTATION OF 2020 ANNUAL REPORT**

Ms. Salazar highlighted the following:

Page 4	New Construction	2,765
Page 6	Timeline Delays	Notice of Appraised Value mailed 5/6, BPP 5/22
Page 13	Exemptions	Absolute=Churches/charitable organizations Partial = Homesteads
Page 13	Protests	15,257 total 8,154 still pending 844 ARB decisions
Page 15	Performance Analysis	Still waiting on results for 2020

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

No executive session needed.

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

No executive session; no action.

**15. FINANCIAL REPORT**

Mr. Dow reviewed the financial summary. There were no areas of great concern.

With regard to the investment summary, the current balance is \$195,254.25. Mr. Dow reviewed each type and the balance thereof and stated that each was sufficient except for legal which Mr. Lozano would address. Mr. Lozano explained the average cost of litigation by type and recommended \$191k - \$217k should be the litigation reserve, rather than the current \$35k.

**16. CHIEF APPRAISER'S REPORT**

**AGENDA FOR CHIEF APPRAISER'S REPORT**

**a. Comment cards**

Mr. Lozano stated that all but one comment card was positive.

**b. Pictometry update**

Mr. Lozano stated we are in a holding pattern as Lindsey Witty is currently overseeing ARB hearings

**c. Certification of roll update**

Mr. Lozano stated that there were almost 8,200 hearings pending but working toward processing them as quickly as possible.

**d. Next meeting-October 6, 2020**

**ADJOURN MEETING**

A motion was made by Cathy Talcott; seconded by John Kunz; to approve to adjourn the meeting at 6:49 p.m. Motion passed unanimously by show of hands.

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Dan Krueger, Chairman

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Nancy Pappas, Secretary