

**BOARD OF DIRECTORS MEETING  
DECEMBER 14, 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, Wade Cleary, John Kunz, John Tyler and Kristen Hoyt. Others present were Rufino H. Lozano, Jennifer Salazar, Chris Kudrna, Jeffrey Booker, Melissa Jordan, Tony Vedia, Ryan Dow, Hanna Garcia, Jim Aulbaugh, Rick Van Hellen, Michelle Sifuentes, Phil Day, Tanner Jones, Brandon Pape, Brandon Voigt, Missy Villarreal, Guy Anderson, Larry Hermance, Melanie Donelson, Eric Couch, Douglas Miller II, 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. SPECIAL AWARDS PRESENTATION**

Mr. Lozano recognized Dan Krueger, Wade Cleary & John Kunz as Board of Directors with a plaque and a flag that had been flown over the capital. He then recognized Jennifer Salazar for her 15 years of service to the District. Ms. Salazar stated that the time had gone by fast, and been very interesting. She said she was thankful, had learned a lot working under three Chief Appraisers. She added that she was excited about the new chapter of her life. Mr. Krueger stated that she would be missed and had done a great job.

Ms. Salazar introduced Chris Kudrna, her replacement to the Board and audience.

Ms. Pappas said it had been a pleasure working with Dan Krueger, Wade Cleary and John Kunz.

**3. ACTION: APPOINT BANK DEPOSITORY FOR MARCH 1, 2022 THROUGH FEBRUARY 29, 2024**

Mr. Lozano stated that there were two bids, one from Frost Bank and one from Broadway Bank.

Mr. Dow recapped the similarities and differences. Frost Bank offered a slightly higher interest rate and sweep accounts. Mr. Krueger asked Mr. Dow what his recommendation was and he said Frost Bank.

A motion was made by John Kunz; seconded by Wade Cleary; to approve Frost Bank as the bank depository as presented. Motion passed unanimously by show of hands.

**4. PRESENTATION BY ARB CHAIRMAN OF THE 2021 PROTEST SEASON**

Mr. Anderson stated that today was the last hearing date of 2021 and there were 27 protests left to

do. He reviewed the ARB accomplishments. He also stated that the addition of Larry Hermance as the TLO had been a great addition for the taxpayers. He stated that over the last year there had been some rough edges, but none were meant to be personal, just trying to get the job done. He added that he, over 2 sessions of being on the ARB, had learned a lot from Jennifer Salazar.

Ms. Hoyt stated she was appreciative of all the ARB had caught up on and processed both prior year and current. Mr. Krueger also offered his thanks and appreciation as well.

5. **TAXPAYER LIAISON OFFICER REPORT**

Mr. Hermance stated there were zero surveys, 35 good/excellent comment cards for October and November. He stated that the District's rating on the internet was over the 3-star mark now. He stated that he calls all commentors that he can locate, but most do not respond. He added that there were no formal complaints.

With regard to the ARB appointments, he stated that there were six new members appointed by the Judge and that the Chairman and Secretary should be appointed by next week. He mentioned that there was no requirement for a three-member panel any longer.

Mr. Hermance recognized Hanna Garcia as the newest RPA on staff. He also recognized Brandon Pape and Brandon Voigt as the newest Senior Appraisers.

6. **CONSIDERATION AND ACTION: APPROVAL OF MINUTES**

A motion was made by Nancy Pappas; seconded by John Tyler; to approve the minutes of the meeting of October 11, 2021 and November 15, 2021 as presented. Motion passed unanimously by show of hands.

7. **CONSIDERATION AND ACTION: APPROVE 2022 HOLIDAY SCHEDULE**

A motion was made by John Tyler; seconded by John Kunz; to approve the 2022 Holiday Schedule as presented. Motion passed unanimously by show of hands.

8. **CONSIDERATION AND ACTION: APPROVE THIRD PARTY HUMAN RESOURCE CONTRACTOR FOR ANONYMOUS COMPLAINTS**

Mr. Lozano stated that this resource would allow anonymous complaints and lessen the fear about retaliation. He stated that complaints allow us to work to correct issues. He added that the District would distribute the information to the staff as soon as possible. Mr. Lozano stated that Pam Krause would contact the individual to get reporting set up on a monthly basis.

A motion was made by Nancy Pappas; seconded by John Tyler; to approve the third-party human resource contractor, TCOR, as presented. Motion passed unanimously by show of hands.

9. **CONSIDERATION AND ACTION: APPROVE BY RESOLUTION THE 2022 INVESTMENT POLICY**

Mr. Dow stated that this approval by resolution is required yearly and that there were no changes made to the plan.

A motion was made by Wade Cleary; seconded by John Kunz; to approve by resolution the investment policy as presented. Motion passed unanimously by show of hands.

10. **ACTION: APPROVE COMAL APPRAISAL DISTRICT JOB DESCRIPTIONS**

Mr. Lozano stated there were no huge changes, that it was more standardizing the descriptions and that the biggest change was field operations. Mr. Tyler asked for more information on how all these job descriptions fit in the organization, where the holes are and an integrated salary chart. The explanation was a chart showing each job description, how many supervisors, how many people each position supervises, with an integrated salary chart.

A motion was made by Nancy Pappas; seconded by John Tyler; to approve the job descriptions as presented. Motion passed unanimously by show of hands.

11. **ACTION: APPROVE 2022 SALARY SCHEDULE**

Ms. Pappas stated she thought 1.2% was low. Mr. Tyler, after speaking with Ms. Hoyt stated that the County was providing a 4% increase bi-annually, not including any cost of living. Mr. Couch stated that the County was doing a 4% in the same manor that Mr. Dow was talking about, on pay scale, every two years.

When asked if this was included in the budget, Mr. Dow explained that he budgets 1.5 COL

plus 3.5% totaling 5% built in except on employees who are maxed out or on levels that don't receive merit raises. Mr. Tyler asked if the Board did a 4% across the board increase, is that built into the budget. Mr. Dow stated that based on the raises given in the last year, that if we were fully staffed, he was not confident we would have the money in the budget. Item was approved as presented and asked that it be on the next agenda with additional information.

A motion was made by John Kunz; seconded by Wade Cleary; to approve the 2022 Salary Schedule as presented. Motion passed unanimously by show of hands.

**12. CONSIDERATION AND ACTION: APPROVE AMENDMENTS TO EMPLOYEE**

**HANDBOOK**

The Compensable Travel Policy For Non-Exempt Employees was added to the employee handbook.

A motion was made by Nancy Pappas; seconded by John Kunz; to approve the amendments to the Employee Handbook with updates and additions as presented. Motion passed unanimously by show of hands.

**13. PRESENTATION OF THE FINANCIAL REPORT**

Mr. Dow reviewed the financial report and stated that there was nothing new over budget. He highlighted the ARB, Postage and Contract Services line items. He stated that we were waiting on 2 months of attorney bills.

**14. 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. Administer Chief Appraiser's Evaluation

B. Discuss and consider Chief Appraiser's Salary for 2022

The Board retired into executive session with Mr. Krueger stating, "The Board of Directors on December 14, 2021, beginning at 6:46 p.m. convened in executive session in accordance with Chapter 551 of the Open Meetings Act."

Mr. Krueger stated, "The Board ends its executive session at 7:42 p.m. on December 14, 2021". The Board immediately reconvened into regular session.

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

None.

**16. APPROVE CHIEF APPRAISER'S SALARY FOR 2022**

A motion was made by Wade Cleary; seconded by John Kunz; to approve the Chief Appraiser's salary to be set to \$112,200 beginning 1/1/2022.

**17. CHIEF APPRAISER'S COMMENTS**

a. Comment cards

Mr. Lozano stated he believed the staff was very customer friendly

b. Report on Board of Directors Election

Congratulations to Douglas Miller II, Brad Howell and Eric Couch as our newly elected Board members. He added that returning members would be Nancy Pappas, John Tyler and Kristen Hoyt. He stated it had been a pleasure working with Dan Krueger, Wade Cleary and John Kunz on the board as well.

c. Report on Chief Appraiser Eligibility

Mr. Lozano stated he had done the education required for his designations and his programming degree.

d. Discuss proposed 2022 Meeting Dates

The Board set the January 2022 date and stated that the new Board should set their meeting dates in the January meeting.

18. **ADJOURN MEETING**

A motion was made by John Kunz; seconded by Wade Cleary; to approve to adjourn the meeting at 7:53 p.m. Motion passed unanimously by show of hands.

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Chairman

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Secretary