

COMAL APPRAISAL DISTRICT

900 S. SEGUIN AVENUE
NEW BRAUNFELS, TX 78130
JEFFREY J. BOOKER, RPA
CHIEF APPRAISER

BOARD OF DIRECTORS MEETING MARCH 9, 2023

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, Douglas Miller II, Nancy Pappas, John Tyler and Kristen Hoyt. Others present were Jeffrey J. Booker, Tanner Jones, Melissa Jordan, Michelle Sifuentes, Chris Zygmunt, Alice Reynolds, Shelagh Lowe, Kayla Briseno, Angela Friesenhahn, Tony Vedia, Darla Moore, John Cox, Larry Hermance, Kirk Swinney and Pam Krause.

Mr. Tyler called the meeting to order at 5:38 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."

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

1. OATH OF OFFICE

Mr. Howell was not in attendance due to preexisting conflict and not available by Zoom.

2. CITIZENS COMMUNICATIONS

No one wished to speak.

3. TAX CODE SECTION 6.15 COMMUNICATION

There was no communication from the Board.

4. ACTION: APPROVAL OF MINUTES

A motion was made by Nancy Pappas; seconded by Douglas Miller II; to approve the minutes of the meeting of January 10, 2023 as presented. Motion passed unanimously by show of hands.

5. CHIEF APPRAISER'S REPORT

a. Update of 2022 Protests

Mr. Booker stated that there were 2,720 remaining protests of which 2,395 are timely and scheduled.

b. Special Appraisals

• WCID #6

Mr. Booker stated that the two previous special requests were completed. He added that the WCID #6 project was due by March 13th but would be delivered tomorrow.

c. Update on Homestead Exemptions

Mr. Booker reviewed the presentation stating that 711 exemptions remain with only 3 outside the 90 days but they have been contacted. Ms. Jordan explained the process of receiving and processing exemptions. Mr. Booker stated that Ms. Jordan had implemented training and that there would be a new process that should be more advantageous for the district and the taxpayer. Mr. Booker explained that the reapplication would now be quarterly instead of all at the end of the year. Mr. Couch expressed great appreciation for the changes, that he applauded the return to the pro taxpayer attitude. Ms. Jordan stated that the new staff's desire to learn and process work properly is through the roof and this new team has made a difference for the department as well as the other staff members and taxpayers.

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d. Update of 2021 & 2022 Financial Audit Scheduling

The audit is scheduled to be April 3rd – 6th and should be completed by the May meeting in order to return the money to the entities.

e. Next meeting May 16, 2023

Mr. Booker added that there were educational presentations scheduled with Corridor Title on March 23rd and Four Rivers on April 4th.

Mr. Couch also gave his approval on the new letters Mr. Booker had updated to be more transparent, clear and truthful. Mr. Booker stated that it was a group effort, many people had a hand in this letter update. Ms. Hoyt asked if there were any upcoming bills that were gaining traction. Mr. Swinney stated there was one that would radically expose districts to attorney fees. He stated he would get the bill number. Ms. Hoyt mentioned a few items she was concerned about and what those changes would mean.

6. TAXPAYER LIAISON OFFICER REPORT

a. Comment cards

Mr. Herman commended Customer Service staff and stated that he relies on them more than any other department. He stated that the culture is very different than it was a couple of years ago. He added that he can go directly to Mr. Booker and is helped positively. Mr. Couch concurred and stated that all the comment card and comments from the public echo this.

Mr. Hermance presented his report. He also recognized Angela Martin and Kayla Briseno for their great teamwork, professionalism and leadership. Mr. Tyler asked what was their favorite part of the job. Ms. Martin said hers was the people and learning more and being challenged each day. Ms. Briseno said she loved the people, laughs a lot and loves wrapping up/completing her work or project. Mr. Tyler commended the district on the change and congratulated the leadership team. Mr. Hermance also complemented Mr. Booker on a great team. Mr. Couch wrapped up with comments about how employee morale and the office culture had greatly improved.

7. FINANCIAL REPORT

Mr. Jones reviewed the Profit & Loss statement and the investment summary.

8. PRESENTATION OF 2022 MAP REVIEW

Mr. Booker stated that he had basically already reviewed this with the Board in the December 14, 2022 meeting and that this report was the final findings. He stated that there were no recommendations and the all the categories were "Meets All". He gave credit to the staff and stated they deserved applause. He explained that this was a great achievement for the staff and the district.

9. PRESENTATION OF TEXAS COMPTROLLER OF PUBLIC ACCOUNTS PRELIMINARY 2022 PROPERTY VALUE STUDY UPDATE PER GOVERNMENT CODE SECTION 403.302(K)

Mr. Jones presented the preliminary PVS report.

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

A motion was made by Douglas Miller II; seconded by Eric Couch; to approve the exception to the handbook to pay hourly employees for inclement weather day as presented. Motion passed unanimously by show of hands.

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

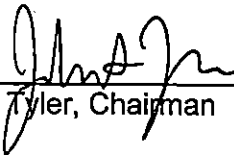
The Board retired into executive session with Mr. Tyler stating, "The Board of Directors on March 9, 2023, beginning at 6:44 p.m. convened in executive session in accordance with Chapter 551 of the Open Meetings Act."

Mr. Tyler stated, "The Board ends its executive session at 7:48 p.m. on March 9, 2023". The Board immediately reconvened into regular session.

12. ADJOURN MEETING

Mr. Booker noted that Mr. Jones had brought printouts for all the board members of the strata as requested by Mr. Couch.

A motion was made by Nancy Pappas; seconded by Eric Couch; to approve to adjourn the meeting at 7:49p.m. Motion passed unanimously by show of hands.



John Tyler, Chairman



Eric Couch, Secretary