

# COMAL APPRAISAL DISTRICT

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

## BOARD OF DIRECTORS MEETING JULY 12, 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, John Cox, Larry Hermance, Charlotte Dycus, Suzie Hartman, Martha Ayala and Pam Krause.

Mr. Tyler called the meeting to order at 5:34 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. CITIZENS COMMUNICATIONS**

No one wished to speak.

### **2. TAX CODE SECTION 6.15 COMMUNICATION**

John Tyler stated that there was a lot going on in legislation in March of 2024 and that some of the changes were pretty significant.

### **3. APPOINT PERSON TO FILL VACATED POSITION OF BRAD HOWELL EFFECTIVE JULY 12, 2023**

Ms. Ayala spoke about living in new Braunfels and being a realtor. She highlighted some experience she thought would be helpful to the District. She then thanked the Board for their consideration. Ms. Pappas stated that since Mr. Howell's vacated position was CISD's nomination, she felt it was only right to choose their nomination of Bob Slupik for his replacement.

A motion was made by Nancy Pappas; seconded by Eric Couch; to approve the appointment of Bob Slupik to fill the vacated position of Brad Howell effective July 12, 2023 at 5:42p.m. as presented. Motion passed unanimously by show of hands.

### **4. ADMINISTER OATH OF OFFICE**

Mr. Slupik was not in attendance. Oath will be given at next Board of Directors meeting.

### **5. DISCUSSION AND POSSIBLE ACTION: APPROVE CONTRACT WITH ARMSTRONG, VAUGHAN & ASSOCIATES, P.C. FOR 2023 FINANCIAL AUDIT**

A motion was made by Douglas Miller II; seconded by Eric Couch; to approve the Audit Engagement Letter from Armstrong, Vaughan & Associates, P.C. for 2023 financial audit as presented. Motion passed unanimously by show of hands.

### **6. DISCUSSION AND POSSIBLE ACTION: APPROVE CONTRACT WITH JUST APPRAISE**

Mr. Booker stated that the vendor had not provided the needed documents and recommended that the Board of Directors table this agenda item until the next meeting.

A motion was made by Nancy Pappas; seconded by Douglas Miller II; to table the contract with Just Appraise as presented. Motion passed unanimously by show of hands.

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## 7. DISCUSSION AND POSSIBLE ACTION: ADOPT COMAL APPRAISAL DISTRICT 2024 BUDGET

Mr. Booker stated that there were no disapprovals or any feedback from the entities.

A motion was made by Eric Couch; seconded by Nancy Pappas; to adopt the Comal Appraisal District 2024 Budget as presented at \$5,597,330.64. Motion passed unanimously by show of hands.

## 8. CHIEF APPRAISER'S REPORT

### AGENDA FOR CHIEF APPRAISER'S REPORT

#### a. 2023 Protest Season Update

Total 2023 Protests	27,382
Seen Before ARB	761
No Shows	868
Closed out informally	9,000
Withdraw/Cancelled	800
Toplines	1,566
Pending	14,436
Online Filing	3,394
Reschedule Requests	1,462

As of 7/12/23:

Accounts closed out	13,034
Certification percentage	82.96%

As of 7/12/22

Accounts closed out	9,403
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#### b. Next meeting August 9, 2023

Mr. Booker stated the next meeting was August 9<sup>th</sup> at 5:30 p.m.

## 9. DISCUSSION AND POSSIBLE ACTION REGARDING TCDRS PLAN ASSESSMENT FOR PLAN YEAR 2024

Mr. Booker presented the options to the Board. There was some discussion of the provided documentation. Mr. Booker stated that he was taught that we should always take care of those employees who took care of us. Mr. Tyler reiterated that sentiment and said he agreed.

A motion was made by Eric Couch; seconded by Nancy Pappas; to approve the TCDRS Plan Assessment for plan year 2024 with 30% CPI COLA as presented. Motion passed unanimously by show of hands.

## 10. DISCUSSION AND POSSIBLE ACTION: APPROVAL OF MINUTES

A motion was made by Eric Couch; seconded by Douglas Miller II; to approve the minutes of the meetings of May 24, 2023 with a correction as presented. Motion passed unanimously by show of hands.

## 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

There was no executive session necessary.

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

Not needed, as there was no executive session held.

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## 13. ADJOURN MEETING

Mr. Tyler stated that the letter Mr. Hermance had handed him earlier during the BOD nomination was his resignation letter as of July 27, 2023. Mr. Tyler asked that we post the position and put this on the August 9<sup>th</sup> meeting agenda. Mr. Tyler also asked that the litigation update be given at the next meeting of August 9<sup>th</sup>, 2023.

A motion was made by Douglas Miller II; seconded by Nancy Pappas; to approve to adjourn the meeting at 6:25 p.m.

  
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John Tyler, Chairman

  
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Eric Couch, Secretary