

COMAL APPRAISAL DISTRICT

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

BOARD OF DIRECTORS MEETING October 11, 2023

The Board of Directors of the Comal Appraisal District met at the appraisal district office located at 900 S. Seguin Avenue, New Braunfels, Texas.

Board members present were Eric Couch, Douglas Miller II, Nancy Pappas, Bob Slupik, John Tyler and Kristen Hoyt. Quorum was present.

Staff members in attendance were Jeffrey J. Booker, Tanner Jones, Melissa Jordan, Michelle Klecan, Danyel Jaynes, Abby Barefield and Pam Krause.

Others in attendance were Kurt Andersen-Vie, John Cox and Lloy Pope.

Mr. Tyler called the meeting to order at 5:37p.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 Pledge 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

Mr. Slupik stated that he had a conversation with the CFO and Treasurer from ESD #2 and that there seemed to be some confusion about using the certified versus pending values to determine their tax collection rate. Discussion was held about ways to help educate the taxing entities about ARB certifications and approximate valuations. Mr. Booker and Ms. Hoyt will meet to discuss next steps.

Discussed that a letter had been received by a taxpayer insinuating that there were some agreements made with the previous Chief Appraiser relating to value. Mr. Tyler and Mr. Booker will investigate, determine next steps and report back to the Board.

3 - RECOGNITION OF PAST ARB MEMBERS

John Cox recognized Kurt Andersen-Vie and Lloy Pope for their service on the Appraisal Review Board.

4 - CHIEF APPRAISER'S REPORT

A. Update of the status of 2023 Protests

- a. The total number of protests are up due to late filed protests as allowed by the tax code. The district is aiming to be done by end of November 2023.

B. Operational Status Report

- a. The district has 37 employees and 2 open positions (Residential Appraiser & Commercial position).
- b. Mr. Booker shared of an incident with a district employee and vehicle and fence of property owner. Mr. Booker reached out to property owner several times and filed with insurance. The property owner has not responded.
- c. Mr. Booker will be meeting with Ms. Rougeux on October 31 to go over the employee handbook. There are several items that need to be updated.

C. Reported on Board of Directors Election

- a. Nominations from taxing entities were due October 15. The district only heard from two. CISD submitted one nomination. City of New Braunfels replied that they did not have any nominations. Ballots will be sent October 30 asking the taxing entities how they want to disburse their votes. Taxing entities have until December 13 to make their decisions.

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- D. 2023 Property Value Study preliminary update
 - a. The district is reviewing what the comptroller is testing us on and we are conducting our own analysis. Numbers show that we are passing in the residential and vacant land categories but need to keep working on the commercial ratios. Goal is to be 95-105% which is the best case scenario for all categories.
- E. Next meeting December 13, 2023
 - a. There was a request from the board to have calendar invites sent out again for meetings.

5 - TAXPAYER LIAISON OFFICER REPORT

Mr. Andersen-Vie reported that the September 11, 2023 outreach event with the NB Mission Hill Republicans was well received.

No formal complaints have been received since last meeting.

He presented an Issues and Actions chart showing that all actions have been resolved.

Danyel Jaynes was recognized for her experience and high level of customer service.

Abigail Barefield was acknowledged for receiving many positive comment cards with her name on them.

6 - PRESENTATION OF 2023 COMAL APPRAISAL DISTRICT MASS APPRAISAL REPORT

Mr. Jones presented the Mass Appraisal Report stating there is one correction on page 15 which is that the CAD no longer uses the CAVS system. This has been corrected and the final copy was updated.

A Board member suggested that we put this report on the CAD website. It was confirmed during the meeting that the Reappraisal Plans and Mass Appraisal reports (for current and previous years) are available online.

7 - CONSIDERATION AND POSSIBLE ACTION: APPROVAL OF MINUTES

Motion made by Nancy Pappas; seconded by Douglas Miller II; to approve the minutes of the Regular Meeting of August 9, 2023 as presented. The motion passed unanimously with a show of hands.

8 - CONSIDERATION AND POSSIBLE ACTION: APPROVE COMAL COUNTY WATER IMPROVEMENT DISTRICT 3 AS A NEWLY FORMED ENTITY

Motion made by Nancy Pappas; seconded by Douglas Miller II; to approve Comal County Water Improvement District 3 as a newly formed entity as presented. The motion passed unanimously with a show of hands.

9 - CONSIDERATION AND POSSIBLE ACTION: APPROVE CANYON RANCH MUD AS A NEWLY FORMED ENTITY

Motion made by Douglas Miller II; seconded by Nancy Pappas; to approve Canyon Ranch MUD as a newly formed entity as presented. The motion passed unanimously with a show of hands.

10 - CONSIDERATION AND POSSIBLE ACTION: APPROVE CENTRAL COMAL COUNTY MUD AS A NEWLY FORMED ENTITY

Motion made by Bob Slupik; seconded by Nancy Pappas; to approve Central Comal County MUD 1 as a newly formed entity as presented. The motion passed unanimously with a show of hands.

11 - CONSIDERATION AND POSSIBLE ACTION: APPROVE BY RESOLUTION AGREEMENT WITH CENTRAL COMAL COUNTY MUD 1 FOR BUDGET ALLOCATION

Motion made by Nancy Pappas; seconded by Eric Couch; to approve by resolution agreement with Central Comal County MUD I for budget allocation as presented. The motion passed unanimously with a show of hands.

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12 - DISCUSSION: UNSOLICITED PROPOSAL TO PROVIDE LEGAL REPRESENTATION

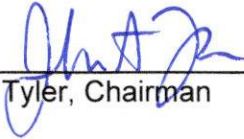
Discussion held regarding legal representation for the district. There is no contract with the current attorney. Board directed Mr. Booker to solicit attorney bids to present to the Board.

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

The Board did not retire into executive session.

14 - ADJOURN MEETING

Motion made by Eric Couch; seconded by Bob Slupik; to approve to adjourn the meeting at 6.55 p.m. The motion passed unanimously with a show of hands.



John Tyler, Chairman



Eric Couch, Secretary