

COMAL APPRAISAL DISTRICT

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

January 10, 2024 Meeting Board of Directors

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, Kristen Hoyt, James Long, Douglas Miller II, Bob Slupik and John Tyler. Quorum was present.

Others Present were Judge Sherman Krause, Jeffrey Booker, Tanner Jones, Pam Krause, Ryan Dow, Michelle Klecan, Brandon Voigt, Sami Paradeaux, John Cox and Kurt Andersen-Vie.

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 Pledge of Allegiance to the American and Texas flags were recited. Michelle Klecan led the prayer.

1 - ADMINISTER OATH OF OFFICE

Judge Sherman Krause issued the Oath of Office to all six directors. Jeffrey Booker thanked Judge Krause for taking the time to come to our meeting to administer the oath.

2 - ELECTION OF OFFICERS

A motion was made by Kristen Hoyt for John Tyler for Chairman; seconded by Eric Couch. The motion passed unanimously by a show of hands.

A motion was made by Bob Slupik for Eric Couch for Vice-Chairman; seconded by Douglas Miller II. The motion passed unanimously by a show of hands.

A motion was made by Eric Couch for Bob Slupik for Secretary; seconded by Kristen Hoyt. The motion passed unanimously by a show of hands.

3 - CITIZENS COMMUNICATIONS

No one wished to speak.

4 - TAX CODE SECTION 6.15 COMMUNICATION

Mr. Tyler explained Tax Code section 6.15 to Mr. Long. The purpose of this section is to provide an open forum to share with the board anything that a community member has approached a board member with, such as questions about values or feedback for Mr. Booker. These items must be discussed in an open session.

Ms. Hoyt shared that about 2500 tax bills were affected by the new legislation and this was having an impact on both the tax office and appraisal district personnel. The benefit was applied and the correction was made but some bills went up when the second bill went out. The taxpayers primarily affected by this are those who are over 65 and qualified for their ceiling in 2022 and some exemptions had not been applied correctly. Overall, the 2023 bills have been lower than the 2022 bills.

5 - DISCUSSION AND POSSIBLE ACTION: APPROVAL OF MINUTES

A motion was made by Douglas Miller II; seconded by Eric Couch; to approve the minutes of the Regular Meeting of December 13, 2023 as presented. The motion passed unanimously by a show of hands.

6 - CHIEF APPRAISER'S REPORT

a. Update on the RFQ for legal representation

The RFQs were sent out to four law firms on January 8, 2024 and is posted on our website.

The due date for proposals is January 29, 2024. The BOD briefly discussed how they wanted to

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handle reviewing the RFQs. Ultimately, they decided to wait until they knew how many were submitted.

b. Update on the Employee Handbook

There is nothing to present at this time because we have not heard from Natalie Rougeux. She has been sick and has one lawyer out on sabbatical.

c. Next meeting - February 27, 2024

Mr. Booker confirmed the next meeting of February 27, 2024.

d. Additional Information

~Mr. Booker shared that he has been looking at getting quotes regarding modifying our meeting space to accommodate the newly elected board members joining us July 2024. Mr. Friesenhahn will give Mr. Booker the specifications of what needs to be done for the boardrooms so we can put out requests for bids. In the meantime, he is looking at finding larger spaces to meet in and has talked with Jared Werner to discuss options within city buildings and Judge Krause about options within county buildings.

~There are 1600 protests left to schedule. We are still at 95% and the ARB records have been turned over. It is not unusual to have carryover with this number of protests.

~During the Chief Appraiser Evaluation meeting, it was suggested that the Chief Appraiser and the Board meet for a workshop to discuss setting short-term (next 18 months) and long-term (2-5 years) goals for the CAD to adapt to the new tax laws as well as improve and accommodate for the growth of the county.

~Mr. Booker wanted the board to know that the staff was appreciative of the salary increases! They were grateful that Mr. Dow took the time to research and present to the board and that the board approved the salary schedule.

e. Mr. Booker then gave a brief overview of how the CAD runs for Mr. Long who is new to the board.

He introduced the staff present, explained the typical appraisal year including the protest season, the budget process, PVS and MAPS review schedules.

7 - DISCUSSION AND POSSIBLE ACTION: MOTION TO DIRECT CHIEF APPRAISER TO ENTER INTO UPDATED INTERLOCAL AGREEMENT WITH COMAL COUNTY

A motion was made by Eric Couch; seconded by Bob Slupik; to approve to direct the Chief Appraiser to enter into the updated interlocal agreement with Comal County as presented. The motion passed unanimously by a show of hands.

8 - DISCUSSION AND POSSIBLE ACTION: APPROVE JUST APPRAISED CONTRACT

The board expressed concern about the timeline for launching this product. They were concerned about paying for a product that we will not benefit from for 2-3 months but understood that in the long run this will benefit the CAD.

A motion was made by Eric Couch; seconded by Bob Slupik; to approve the Just Appraised contract as presented. The motion passed unanimously by a show of hands.

9 - DISCUSSION AND POSSIBLE ACTION: APPROVE THE (REVISED) ORDER FOR ELECTION FOR OTHER POLITICAL SUBDIVISIONS

An Elections Advisory email came out on December 14, 2023 clarifying that the At-Large Member positions should be placed as positions #1, #2 and #3. This form is required for the Board to officially call for the election and has been revised per the Advisory.

Mr. Couch asked if a director would have to resign from the board to be able to run for the elected board member position.

A motion was made by Bob Slupik; seconded by Eric Couch; to approve the revised Order for General Election for Other Political Subdivisions as presented. The motion passed unanimously by a show of hands.

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10 - DISCUSSION AND POSSIBLE ACTION: APPROVE BY RESOLUTION THE 2024 INVESTMENT POLICY

No changes have been made to the investment policy.

A motion was made by Douglas Miller II; seconded by Eric Couch; to approve by resolution the investment policy as presented. The motion passed unanimously by a 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

The Board retired into Executive Session with Mr. Tyler stating, "The Board of Directors on January 10, 2024, beginning at 6:27 p.m. convened in Executive Session in accordance with Chapter 551 of the Open Meetings Act."

The Board ended its Executive Session at 6:53 p.m. on January 10, 2024 and immediately reconvened into Regular Sessions

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

No action was taken.

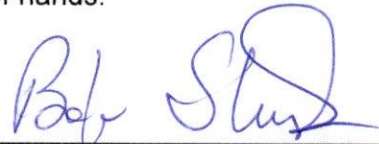
13 - ADJOURN MEETING

Before adjourning, Mr. Booker added, for Mr. Long's benefit, that each year the CAD hires a private auditor to review the financials. Once the review is complete, any funds that need to go back to the entities must be returned within 150 days from the start of the year.

A motion was made by Eric Couch; seconded by Douglas Miller II; to approve to adjourn the meeting at 6:54 p.m. The motion passed unanimously by a show of hands.



John Tyler, Chairman



Bob Slupik, Secretary