

# COMAL APPRAISAL DISTRICT

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

## Board of Directors July 8, 2025 Meeting Minutes

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 Robert Brown, Eric Couch, Debra Hindman, Kristen Hoyt, Rob Johnson, James Long, Douglas Miller II, Bob Slupik and John Tyler. Quorum was present.

Others present were Jeffrey J. Booker, Tanner Jones, Pam Krause, John Cox, Kurt Andersen-Vie, Matthew Tepper, Chris Casey, Robert Dunnagan, Tersea Winzeler, Brock Winzeler and Michelle Klecan.

Mr. Tyler called the meeting to order at 5:32pm 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 - CITIZENS COMMUNICATIONS**

No one wished to address the board.

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

There was nothing to discuss.

### **3 - DISCUSSION AND POSSIBLE ACTION: APPROVAL OF MINUTES FROM MAY 13, 2025 BUDGET HEARING**

A motion was made by Douglas Miller II; seconded by Robert Brown; to approve the minutes of the May 13, 2025 budget hearing as presented. Motion passed unanimously by a show of hands.

### **4 - DISCUSSION AND POSSIBLE ACTION: APPROVAL OF MINUTES FROM MAY 13, 2025 REGULAR MEETING**

A motion was made by Bob Slupik; seconded by Eric Couch; to approve the minutes of the May 13, 2025 regular meeting as presented. Motion passed unanimously by a show of hands.

### **5 - PRESENTATION BY PARKHILL**

Chris Casey presented the results of the feasibility study conducted by Parkhill, based on renovating the current space for a 15-year growth plan. He shared that it would take about one year to complete the renovation, and the estimated cost would be \$7.3 million which includes purchasing additional real estate.

### **6 - PRESENTATION BY ARB CHAIRMAN**

Mr. Cox shared that 31,025 protests have been filed this year, which is about 5,000 more than last year and higher than expected. Over 10,000 protests have been settled informally by appraisers and he estimates that 80% of the property owners that come in, settle informally. There have been 1,026 reschedule requests so far which extends the ARB season. The ARB has been meeting five days a week since the start of the season but there are still 16,329 protests still pending.

### **7 - TAXPAYER LIAISON OFFICER REPORT**

Mr. Andersen-Vie shared that no formal complaints or limited binding arbitrations have been filed. He commented on the ARB Surveys and other customer feedback that had been received. He recognized Rick van Hellen and Tersea Winzeler from the Commercial Department as well as Robert Dunnagan from the ARB. Community Impact magazine/newspaper wrote an article about property taxes and met with the TLO, Chief Appraiser and Tax Assessor for article content.

### **8 - CHIEF APPRAISER'S REPORT**

- a. Update on Harris Govern and legislative updates
- b. Next meeting – Tuesday August 26, 2025

Chief Appraiser shared that Ryan Dow is on a committee with Harris Govern that helps to provide feedback on the functionality of the system.

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## 9 - FINANCIAL REPORT

Mr. Jones presented the financial report pointing out that all entities are up-to-date on their payments except one. He shared that line number 7920 (Repair & Supplies) is at 98.34% due to issues with the HVAC and electronic key systems as well as installing a handrail by the side entrance and parking blocks for the fleet vehicles. There was a question about legal services budget and the board was assured that that line item should remain in line with the budget.

## 10 - DISCUSSION AND POSSIBLE ACTION: ADOPT COMAL APPRAISAL DISTRICT 2026 BUDGET

The district has not received any resolutions from the entities disapproving the budget.

A motion was made by Eric Couch; seconded by Bob Slupik; to approve to adopt the Comal Appraisal District 2026 budget as presented at \$6,308,654.27. Motion passed unanimously by a show of hands.

## 11 - DISCUSSION AND POSSIBLE ACTION: APPROVE JUST APPRAISED CONTRACT (BPP)

The amounts of the contracts for Just Appraised BPP and Homestead Exemption & Ag Applications were approved in the 2026 budget. The CAD found available funds for the start-up costs to start the process this year. The Just Appraised system will help the CAD perform quality control on the Agricultural & Homestead Applications as well BPP renditions and streamline the process.

A motion was made by Robert Brown; seconded by Doug Miller II; to approve the Just Appraised Contract (BPP) as presented. Motion passed unanimously by a show of hands.

## 12 - DISCUSSION AND POSSIBLE ACTION: APPROVE JUST APPRAISED CONTRACT (HOMESTEAD EXEMPTIONS AND AG APPLICATIONS)

A motion was made by Douglas Miller II; seconded by Robert Brown; to approve the Just Appraised Contract (Homestead Exemptions and Ag Applications) as presented. Motion passed unanimously by a show of hands.

## 13 - DISCUSSION AND POSSIBLE ACTION: APPROVE TCDRS PLAN ASSESSMENT FOR 2026

A motion was made by Bob Slupik; seconded by Eric Couch, to approve the TCDRS Plan Assessment for 2026. Motion passed unanimously by a show of hands.

## 14 - DISCUSSION AND POSSIBLE ACTION: APPROVE 2025-2026 CONTRACT WITH TEXAS ASSOCIATION OF COUNTIES (TAC)

There was a 6.2% increase in the contract that the CAD accounted for in the budget for 2026.

A motion was made by James Long; seconded by Douglas Miller II, to approve the 2025-2026 contract with Texas Association of Counties (TAC) as presented. Motion passed unanimously by a show of hands.

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

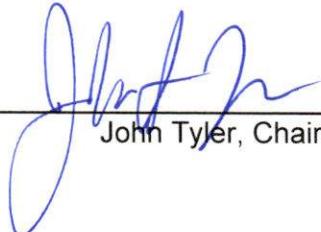
The Board of Directors retired into Executive Session with Mr. Tyler stating, "The Board of Directors on July 8, 2025, beginning at 7:07 p.m. convened in Executive Session in accordance with Chapter 551 of the Open Meetings Act." The Board ended its executive session at 8:11 p.m. on July 8, 2025.

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

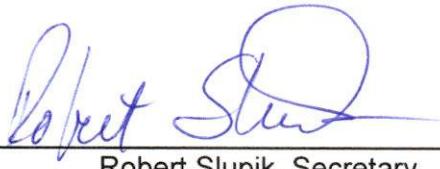
A motion was made by Rob Johnson; seconded by Bob Slupik, to approve and authorize the Chief Appraiser to negotiate outside the stated board policy limits on causes C2023-1688D for tax year 2023 and C2023-1648C for tax years 2023 and 2024. Motion passed unanimously by a show of hands.

## 17 - ADJOURN MEETING

Motion made by Robert Brown; seconded by James Long; to approve adjourn the meeting at 8:14 p.m. Motion passed unanimously by a show of hands.



John Tyler, Chairman



Robert Slupik, Secretary