

# COMAL APPRAISAL DISTRICT

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

## Board of Directors August 26, 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, Ryan Dow, Pam Krause, John Cox, Kurt Andersen-Vie, Matthew Tepper, Charles Woods, Phil Day, Douglas Kirk, Greg Ferris and Michelle Klecan.

Mr. Tyler called the meeting to order at 5:30pm 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**

Douglas Kirk addressed the board with his concerns regarding the CADs use of comparables. He has prepared a pre-suit letter that he would like the board and CAD to address.

Greg Ferris expressed his support for Mr. Kirk's position and also agrees that comparables are not equal.

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

Mr. Slupik expressed his concerns about the size of the ARB panels and believes that we need more to better accommodate ARB hearings.

Mrs. Hindman expressed her concern that appraisers are pressured to complete appraisals quickly and are not given the time to focus on completing thorough appraisals. She proposed that appraisals be performed every three years.

### **3 - DISCUSSION AND POSSIBLE ACTION: APPROVAL OF MINUTES FROM JULY 8, 2025 REGULAR MEETING**

A motion was made by Douglas Miller II; seconded by Bob Slupik; to approve the minutes of the July 8, 2025 regular meeting as presented. Motion passed unanimously by a show of hands.

### **4 - PRESENTATION BY ARB CHAIRMAN OF THE 2025 PROTEST SEASON**

Mr. Cox shared that there have been 31,756 protests filed. 13,904 protests have been settled with appraisers and 1,485 were seen before the ARB. There are 11,570 protests still pending and most of them are with agents. He anticipates that protests filed by individuals will be completed in September.

### **5 - TAXPAYER LIAISON OFFICER REPORT**

Mr. Andersen-Vie shared that there is a trend towards more phone or videoconference protest request but many of the protesters do not submit a notarized affidavit beforehand. There are three places in the documentation sent to protesters with these instructions. Mr. Couch suggested that the CAD add the affidavit form to the packet that gets sent out. He recognized Melissa Jordan (Customer Service Team Lead) and Phil Day (Commercial) as well as Charles Woods from the ARB.

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

Certification of the Roll update

Mr. Booker shared that the roll had been certified but then had to be resent due to new entity information

BOD Entity Election

Mr. Booker shared that there will be two positions on the board whose terms will end December 31, 2025

Next meeting – Tuesday October 7, 2025

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## Property Value Study (PVS)

The CAD was recently notified of the commercial and residential properties that the Comptroller will be testing the CAD on for PVS. The CAD has also received clerical errors reports that will be reviewed.

## **7 - FINANCIAL REPORT**

Mr. Dow reviewed the financial reports commenting that most expenses are on track for where they should be at this time of year. All entities are current on their payments. He is keeping an eye on Postage, Legal Services and Laser Processing line items. Deed Services line item is over because we started the contract early and the Feasibility Study line item was not budgeted but funds had been held back from the 2024 refund. ARB line item is on track based on the current ARB schedule.

## **8 - PRESENTATION OF 2025 COMAL APPRAISAL DISTRICT ANNUAL REPORT**

Mr. Jones reviewed the annual report and pointed out that three new entities have been added which means the CAD now appraises for 42 entities. He reviewed the New construction numbers for residential, multi-family and commercial as well as the Ratio study and weighted means for all categories. There are 181 new Absolute Exemptions and 3,183 new Exemptions for 2025 (HS, etc). This has been a record year for the number of protests with a noticeable increase from last year of protests filed by agents. However the number of No-Shows has decreased from 2024 to 2025. The Comal County parcel count is up to 117,614 and the current cost per parcel is \$49.86. There was a request from the board for the cost per parcel after money had been returned to the entities. He shared that having the TLO onsite is a good resource for the taxpayer. The CAD is planning on updating the website to make it more taxpayer-friendly.

## **9 - PRESENTATION OF PURLSONG, WEST COMAL COUNTY AND SIMMONS VALLEY MUNICIPAL UTILITY DISTRICTS (MUDS)**

Mr. Booker informed the board that there are three new entities. Out of the 42 entities that the CAD appraiser for, about half are MUDs or water districts.

## **10 - DISCUSSION AND POSSIBLE ACTION: APPROVE CREXI CONTRACT FOR 2026**

CREXI is a database that provides commercial and leasing information as well as cap rates. This was budgeted for in the 2026 budget but next year the price goes up to \$450/person. We can lock in a rate of \$400/person if we sign the contract now.

A motion was made by Eric Couch; seconded by Robert Brown to approve the CREXI contract for 2026. 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**

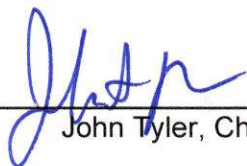
The Board of Directors retired into Executive Session with Mr. Tyler stating, "The Board of Directors on August 26, 2025, beginning at 6:42 p.m. convened in Executive Session in accordance with Chapter 551 of the Open Meetings Act." The Board ended its executive session at 7:32 p.m. on August 26, 2025.

## **12 - 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 to authorize the Chief Appraiser and his staff to settle (or proceed with negotiations) causes C2023-1648C for tax years 2023 and 2024 and C2024-1358D for tax year 2024. Motion passed unanimously by a show of hands.

## **13 - ADJOURN MEETING**

A motion was made by Bob Slupik; seconded by Douglas Miller II; to approve to adjourn the meeting at 7:34 p.m. Motion passed unanimously by a show of hands.



John Tyler, Chairman



Robert Slupik, Secretary