

COMAL APPRAISAL DISTRICT

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

BOARD OF DIRECTORS MEETING February 24, 2026 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. Members present were Sean Alvarez, Case Brown, Robert Brown, Eric Couch, Rob Johnson and Bob Slupik. Stuart Hansmann, Douglas Miller II and Craig O'Neil were not in attendance. Quorum was present.

Others present were Jeffrey J. Booker, Tanner Jones, Ryan Dow, Matthew Tepper, John Cox, Kurt Andersen-Vie, David Carpenter, Suellis Moore, Crystal Harral, Dora Campos, Ciccifredo Campos, Leah Campos, Carissa Burgett, John Burgett, Juanita Wueller, Ralph Wueller and Michelle Klecan

Mr. Slupik called the meeting to order at 5:30p.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

Rob Johnson was sworn in by Michelle Klecan

2 - CITIZENS COMMUNICATIONS

No one wished to address the board.

3 - TAX CODE SECTION 6.15 COMMUNICATION

No one had anything to share.

4 - PRESENTATION OF SERVICE AWARDS

Mr. Slupik presented Dora Campos with her pin for 25 years of service and complimented her for her dedication and hard work.

5 - DISCUSSION AND POSSIBLE ACTION: APPROVAL OF MINUTES FROM JANUARY 13, 2026 REGULAR MEETING

A correction was made to the year in section 9F on the copy of the January 13, 2026 that was printed out and signed by the Chairman and Secretary.

A motion was made by Sean Alvarez, seconded by Case Brown, to approve the minutes of the January 13, 2026 regular meeting as presented. The motion passed unanimously by a show of hands.

6 - TAXPAYER LIAISON OFFICER REPORT

Mr. Andersen-Vie shared that no formal complaints had been filed. Based on taxpayer interactions he has noticed a trend of taxpayer confusion regarding PIDs, MUDs and WIDs. He informed the directors that the Post Office has changed their postmarking system which affects the validity of a taxpayer submitting a protest or rendition on time.

7 - CHIEF APPRAISER'S REPORT

Preliminary Property Value Study Results

The school districts that the Comptroller's Office test the CAD on are New Braunfels ISD and Comal ISD. The final Property Value Study results have not been released yet but NBISD is coming in at 98.5% and Comal ISD at 99.231% which puts us right between the 95-105%. The board appreciated that the numbers have been tightened up.

MAP Review

A representative from the Comptroller's office was here in January to audit our records. The preliminary score is 77 out of 78 and the one that was "missed" is not wrong but pending. The representative is waiting for clarification from her supervisor before giving the final results.

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Financial Audit

Auditors performed the audit at the end of January and everything is looking good. Mr. Slupik expressed his appreciation for Pam Krause who handles the bookkeeping.

Salary schedule

Mr. Booker explained the salary step schedule that went into effect in 2022. Mr. Slupik requested that the CAD have a third-party company perform a salary survey. Mr. Alvarez suggested a more frequent cadence of surveying salaries by utilizing subscription services that are available.

Next meeting – Tuesday April 14, 2026

8 - PARKHILL FEASIBILITY STUDY

Mr. Booker went through the Parkhill Facilities Assessment and Feasibility Study slides. He explained that on average, Comal County grows by 3,000 parcels each year. Based on projected parcel growth, we will be adding one employee per year and are on track to have 45 employees by 2030. The CAD will outgrow its employee space in 3-5 years and is in need of additional ARB meeting space. The directors requested to have this put on the agenda for an Executive Session discussion at the April 14 meeting.

9 - 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 on February 24, 2026, beginning at 6:44 p.m. convened in executive session in accordance with Chapter 551 of the Open Meetings Act."

The Board ended its executive session at 7:28 p.m. on February 24, 2026 and immediately reconvened into Regular Session.

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

A motion was made by Rob Johnson; seconded by Robert Brown, to approve the Chief Appraiser to be authorized to settle Cause # C2023-1604E for an amount in excess of our stated policy limit. The motion passed unanimously by a show of hands.

11 - ADJOURN MEETING

A motion was made by Eric Couch; seconded by Rob Johnson, to approve to adjourn the meeting at 7:30 p.m. The motion passed unanimously by a show of hands.



Robert Slupik, Chairman



Rob Johnson, Secretary