COMAL APPRAISAL DISTRICT

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

BOARD OF DIRECTORS
Meeting Minutes
October 6, 2026

The Board of Directors of the Comal Appraisal District met at the appraisal district office at 900 S. Seguin Avenue, New Braunfels, Texas.
Board Members present were Case Brown, Robert Brown (elected member), Eric Couch, Stuart Hansmann, Rob Johnson (elected member), Douglas Miller II, Craig O'Neil (elected member) and Bob Slupik. Quorum was present.
Others present were Jeffrey J. Booker, Tanner Jones, Vernique Hutchinson, John Cox, Anthony Fasano, Michael Crary, Juanita Wueller, Ralph Wueller, Brandon Voigt, Hannah Garcia, Teagan Faith, Travis Taylor and Michelle Klecan.

Mr. Slupik called the public meeting to order at 5:30pm stating that 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 AUGUST 26, 2026 REAPPRAISAL PLAN HEARING
A motion was made by Craig O'Neil; seconded by Case Brown; to approve the minutes of the August 26, 2026 Reappraisal Plan hearing as presented. The motion passed unanimously by a show of hands.
4 - DISCUSSION AND POSSIBLE ACTION: APPROVAL OF MINUTES FROM AUGUST 26, 2026 REGULAR MEETING
A motion was made by Craig O'Neil; seconded by Robert Brown; to approve the minutes of the August 26, 2026 regular meeting as presented. The motion passed unanimously by a show of hands.
5 - PRESENTATION OF SERVICE AWARDS
Mr. Slupik presented Hannah Garcia with her 5-year service pin and asked her to share two memories. Shelagh Lowe was not present to receive her 5-year service pin.
6 - EMPLOYEE INTRODUCTIONS
Mr. Booker introduced Kiara Sutherland and Teagan Faith to the board. He shared their backgrounds and why they each applied at the CAD. Both employees have been here about two years.
7 - PRESENTATION BY ARB CHAIRMAN OF THE 2026 PROTEST SEASON
Mr. Cox stated that approximately 800 of the remaining 1,056 protests are with one agent and should be resolved by Tanner Jones by the end of the week. The ARB may cancel November hearings. He anticipates that the district will receive more late protests after the tax bills are mailed. Mr. Cox showed the Appraisal Review Board logo'd shirt that he was wearing and suggested that the board consider funding one free shirt per ARB member in the future (the current ARB members paid for their own shirts this year). He believes it creates a sense of teamwork and a more professional appearance.
8 - 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 October 6, 2026, beginning at 5:47 p.m. convened in executive session in accordance with Chapter 551 of the Open Meetings Act." The Board ended its executive session at 7:00 p.m. on October 6, 2026 and immediately reconvened into regular session.

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9 - DISCUSSION AND POSSIBLE ACTION: APPROVE THE RE-APPOINTMENT OF ARB MEMBERS FOR 2027 AND 2028

A motion was made by Craig O'Neil; seconded by Robert Brown, to approve the reappointments of Brian Devries, Richard Hawkins and Misty Kara as auxiliary members to the Appraisal Review Board for 2027 and 2028. The motion passed unanimously by a show of hands.

10 - DISCUSSION AND POSSIBLE ACTION: APPOINT ARB AUXILIARY MEMBER TO VOTING MEMBER EFFECTIVE IMMEDIATELY

A motion was made by Eric Couch; seconded by Robert Brown, to approve the appointment of Mike Crary from auxiliary member to voting member effective immediately. The motion passed unanimously by a show of hands.

11 - DISCUSSION AND POSSIBLE ACTION: APPOINT ARB AUXILIARY MEMBER TO VOTING MEMBER EFFECTIVE 2027

A motion was made by Eric Couch; seconded by Douglas Miller II, to approve the appointments of Juanita Wueller and Charles Woods from auxiliary member to voting member effective 2027. The motion passed unanimously by a show of hands.

12 - CHIEF APPRAISER'S REPORT

BOD General Election update

Mr. Booker reminded the board that the election has been officially cancelled because there was only one candidate for each of the open positions. Candidates were declared elected at the August 26, 2026 meeting and will be presented with Certificates of Election at the December 8, 2026 meeting.

TAC Refund status

The district will not be getting a refund from TAC due to more claims and legislative changes that affected TAC coverage.

Ag Advisory Committee update

The annual Ag Advisory Committee meeting was held on Monday October 5, 2026. The district received helpful information from the committee members. One member passed away this year, leaving an opening that needs to be filled. The district will be requesting that the board add another committee member position. The district believes adding a beekeeper to the committee would help the Ag & Wildlife department create their schedules and perform their evaluations. These requests will be made at the December 8, 2026 board meeting.

ARB returned the records

The ARB returned the appraisal records back to the district on September 4, 2026 at 98.27% certified.

Citizen feedback and comment card review

The board members expressed their sincere appreciation for the staff providing high level customer service and acknowledged that the leadership is key.

Proposed 2027 Meeting Schedule

Mr. Booker presented the proposed 2027 meeting schedule.

Next meeting – Tuesday December 8, 2026

13 - FINANCIAL REPORT

All entities have paid their contributions in full except for the City of Selma. The district has several appraisers aggressively working towards earning their RPA as well some staff attending IAAO classes. At the next meeting, there will be a request for a line-item transfer to cover the excess budget from education. There will also be a possible line-item transfer in Data Processing to cover the higher-than-expected expense of Microsoft 365 licenses. ARB Miscellaneous Expense line item was over budget due to the supplies needed to create an additional ARB room. However a line-item transfer would not be necessary since the ARB overall category is in line with budget.

A treasury bill matured and discussion was held about renewing it versus moving it to a money market account.

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14 - PRESENTATION OF 2026 MASS APPRAISAL REPORT

The Mass Appraisal report is a narrative and explanation of the mass appraisal process. The report covers the subject properties, the effective date, definitions and scopes of our appraisals and inspections. The report states how we value properties and describes each department's plan of action.

15 - PRESENTATION OF 2026 ANNUAL REPORT

The Annual Report is a recap of the appraisal season that highlights the results of our operations, taxpayer assistance program, financial stewardship, appeals process and performance results from Property Value Study (PVS) and Methods and Assistance Program (MAP). Mr. Jones reviewed the New Construction numbers as well as the Ratio Study numbers. Ratio studies are done each year so the district knows where to focus efforts. He noted there were 11,665 new exemptions. Mr. Booker pointed out that the number of protests filed by an agent (versus filed by owner) has increased considerably over the last five years.

16 - PRESENTATION OF FINAL PVS DATA

Mr. Booker reviewed the final results of the Property Value Study (PVS) for both Comal and New Braunfels School Districts from 2025 noting that both came "within confidence" (passed) with CISD at 99.23% and NBISD at 98.52%. If the district does not pass PVS it can negatively affect school district funding.

17 - DISCUSSION AND POSSIBLE ACTION: APPROVE UPDATED CAD BOARD OF DIRECTORS MANUAL

Minor updates were made to the CAD Board of Directors manual primarily striking outdated information. Going forward, it was agreed that updates will be made to the manual after legislative sessions rather than on an annual basis.

A motion was made by Douglas Miller II; seconded by Eric Couch; to approve the updated Comal Appraisal District Board of Directors Manual as presented. The motion passed unanimously by a show of hands.

18 - DISCUSSION AND POSSIBLE ACTION: APPROVE 2027 SALARY SCHEDULE

The salary schedule that was presented included a cost-of-living increase as well as recommended salary adjustments for Team Leads and Director of Operations based on the results from the Salary Survey that was completed by Werling Associates and presented to the board of directors in May 2026.

A motion was made by Robert Brown; seconded by Stuart Hansmann; to approve the 2027 Salary schedule as presented. The motion passed unanimously by a show of hands.

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

A motion was made by Eric Couch; seconded by Douglas Miller II; to approve authorizing the Chief Appraiser, Jeffrey Booker, to sign the contract with the Sagers in the amount of $350,000.00 for the purchase of real property. The motion passed unanimously by a show of hands.

20 - ADJOURN MEETING

A motion was made by Robert Brown; seconded by Douglas Miller II; to approve to adjourn the meeting at 7:31p.m. The motion passed unanimously by a show of hands.

Robert Slupik, Chairman

Rob Johnson, Secretary