

GUADALUPE APPRAISAL DISTRICT



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REGULAR SESSION OF THE BOARD OF DIRECTORS

November 9, 2022

1. CALL TO ORDER

Mr. Dunn called the meeting to order at 5:31 p.m.

2. ROLL CALL

All members were in attendance except Mr. John. Others present were Erich Strey, and Peter Snaddon.

3. CITIZENS' COMMENTS – None.

4. TAXPAYER LIAISON REPORT – None.

5. CONSENT AGENDA – These items may be acted upon by one motion. No separate discussion or vote on any of the items will be had unless requested by a Board member. –Ms. Siever made a motion to approve the consent agenda items as posted. Mr. Amador seconded the motion and the consent agenda passed unanimously.

6. EXECUTIVE SESSION: For a private consultation with the Board's Attorney with respect to pending or contemplated litigation, settlement offers, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas, clearly conflicts with this chapter, authorized and pursuant to Texas Government Code (Sec. 551-071). – The Board did not go into executive session.

7. EXECUTIVE SESSION: The Board may retire to executive session to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee, authorized and pursuant to Texas Government Code (Sec. 551-074) – The Board did not go into executive session.

8. DISCUSSION/ACTION: TAKE ANY ACTION BASED ON DISCUSSION HELD IN CLOSED SESSION UNDER AGENDA ITEM #7 – No action taken.

9. DISCUSSION/ACTION: TAKE ANY ACTION BASED ON DISCUSSION HELD IN CLOSED SESSION UNDER AGENDA ITEM #8 – No action taken.

10. DISCUSSION/ACTION: NOMINATE AND APPOINT AGRICULTURE ADVISORY BOARD MEMBERS – Snaddon said there are three returning member and three candidates for nomination. The returning members are Kenneth Pooley, Donald Doege, Dale Dyess. The three candidates for nomination are Steve Link, Daniel Beck, And Ray Pfannstiel. Ms. Siever made a motion to accept the slate of nominations and the existing members presented. Mr. Lievens seconded the motion and passed unanimously.

11. DISCUSSION/ACTION: CONSIDER ENTERING INTO AN UNDERSTANDING OF SERVICES WITH ARMSTRONG, VAUGHAN, AND ASSOCIATES FOR THE 2022 AUDIT REQUIRED UNDER §6.063 TEXAS TAX CODE – Snaddon talked about the fact they have done our audits for years and we have never had an issue with them. Snaddon stated that the \$9,500 was over the amount we had in put in the 2023 budget. We will be slightly short of their fee by \$1,300. They haven't raised it over the last couple years. Snaddon said we could look to see how to make that change or we could choose not to accept it and put it out for bids.

Ms. Sievers said the school board looks at their contracts every 5 years and puts them out for bid. Mr. Lievens made a motion to approve this with the recommendation to pursue a resolution to review next year. Mr. Amador seconded the motion and it passed unanimously.

12. DISCUSSION/ACTION: CONSIDER FOR APPROVAL RESOLUTION 2022-03 CREATING POLICY TO BUILD RESERVE FUNDS. – Snaddon stated this resolution had come about due to risk we have associated with litigation. Roughly 55 accounts are in litigation right now for 2022 already. Again 31-32 actual filed cases. With this comes the risk of cost to the entities. To combat that Snaddon stated he had reached out to the other metro CADs to see what they were doing about this situation. Snaddon talked about the fact we already have some fund accounts that have been created: the sports services (ITE and that nature), the master plan (comparable to general land and building improvements) and the capital expenditures. Snaddon said his first thought was to create a fund balance for appraisal defense. The feedback he got from them was to pass a resolution by the board with their consideration on a policy as to why we are doing it. Then follow that up with the creation of a specific fund balance that we can then add funding to during the budget process or commit at the end of the year. So that we make sure we have enough available funds there, so we are not under direct somewhat. Snaddon said we don't want public to think we don't have funds to take them to court. Right now, with those 32 cases it is going to cost around \$16,000 and that is if Snaddon can settle it out of court. Snaddon stated you don't want to know the worst-case scenario. Chris Jackson, our attorney, says it inclines fairly quickly. Snaddon wanted an option for us to start building funding. The feedback Snaddon received from Hays Ms. Laura Raven the chief appraiser, she took from Travis put it at % of annual budget or flat amount and build it up to \$200,000. Snaddon present examples from other GADs. Snaddon stated this is his recommendation to minimize our risks. Mr. Amador made a motion to approve Resolution 2022-03. Mr. Lievens seconded the motion, and it passed unanimously.

13. DISCUSSION/ACTION: CONSIDER FOR APPROVAL RESOLUTION 2022-04 ESTABLISHING A RESERVE FUND FOR APPRAISAL DEFENSE – Snaddon read the rationale of this resolution. Snaddon then opened the discussion of the amount of the reserve amount to build up to. \$100,000 was the cap amount that was discussed. It was discussed whether that amount was to be reached in one year or more. The board discussed that we need to start moving in this direction but wanted more information to discuss the cap amount and to discuss if a date to obtain it was needed. Snaddon stated he would talk to the lawyer, Chris, and find out some cost possibilities. No action was taken at this time Snaddon is to review and obtain additional data and bring it to the December meeting.

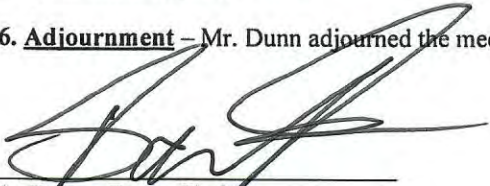
14. Chief Appraiser's Report

- a) **Status of 2022 Appeals** – Thirty-one supplement groups have been processed since certification. 2,852 accounts for approximately \$2.8 billion in taxable value certified. 611 accounts scheduled for hearing through end of year for approximately \$184.5 million in taxable value. 1,076 accounts to be scheduled for hearing in 2023 for approximately \$425.4 million in taxable value. Total arbitrations filed in 2022 are 18 at an estimated liability (worst case scenario) \$9,000. Total civil citations filed in district court in 2022 is 32 cases, 55 accounts at an estimated market value of \$115.9 million. Estimated legal services liability (best case scenario) is \$16,000.
- b) **Update on 2023 Reappraisal Activities** – Approximately 1,900 recheck inspections completed at this time. We have confirmed market sales activity, to include comparative review of district database information with that of sales information. We are culling accounts coded for a recheck to determine inspection method necessary, physical on-site inspection or aerial imagery. We are processing submitted subdivision plats for account creation and pricing. We are processing submitted exemption applications. Our appraisers are attending required continuing education courses required to maintain registration through TDLR.
- c) **Update on Parking Lot Project** -Dockery Architects have completed Owner-Contractor Agreement. All parties have reviewed, completed and approved the agreement. The contractor is required to execute the agreement with signature. On November 7, 2022, an email correspondence was received stating that the executed agreement was signed by contractor and was to be delivered before the week's end. A pre-construction meeting is to be scheduled for later this month by Dockery Architects.
- d) **Update on Staffing Activities** – As of this date we have 88% of budgeted positions for 2023 filled. Thirty-six of the forty-one full-time positions are filled. We have four appraisal staff positions, and one administrative staff position open. In October we welcomed three new staff members. Lisa Stone a Class III appraiser, Anthony Anchante a Class I appraiser, and Calylla Gritz a Public Service assistant.

- e) **Chief Appraiser Performance Review** – Mr. Snaddon has completed the self-evaluation portion. The date of December 15, 2022 was proposed for the board to complete Snaddon's review.

15. **Directors' Report** – None.

16. **Adjournment** – Mr. Dunn adjourned the meeting at 6:16pm.



Mr. Darren Dunn, Chair

ATTEST:



~~Daryl John~~, Secretary

Ben Amador