

# GUADALUPE APPRAISAL DISTRICT



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## REGULAR SESSION OF THE BOARD OF DIRECTORS

December 14, 2022

**1. CALL TO ORDER**

Mr. Dunn called the meeting to order at 5:30 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 these items will be had unless requested by a Board member. Ms. Sever motion to accept the consent agenda items as listed. Mr. Amador seconded. The motion is on the table to exclude item D. Unanimously approved without item D. Mr. Lievens had some questions about the personnel manual changes. There was a misunderstanding of the changes made and not made. This was cleared up. Mr. Lievens moved to approve D and Mr. Amador seconded. It was 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 went into executive session at 5:36 p.m. and reconvened at 6.46 p.m.

**8. DISCUSSION/ACTION: TAKE ANY ACTION BASED ON DISCUSSION HELD IN CLOSED SESSION UNDER AGENDA ITEM #6** – No action taken.

**9. DISCUSSION/ACTION: TAKE ANY ACTION BASED ON DISCUSSION HELD IN CLOSED SESSION UNDER AGENDA ITEM #7** – They did a performance evaluation of the Chief Appraiser. Mr. Lievens motioned to approve the chief appraiser's evaluation that was done in closed session. Ms. Sever seconded the motion. All approved.

**10. DISCUSSION/ACTION: Consider for approval Resolution 2022-04: Establishing a Reserve Fund for Appraisal Defense** – Snaddon presented facts and statistics he received from our attorney and surrounding districts concerning the cost of litigation for establishing the reserve fund. Snaddon stated that the cap of \$270,000 would be the goal. Ms. Sever motioned that they approve Resolution 2022-04 as presented. Mr. Amador seconded the motion. The motion passed unanimously.

**11. DISCUSSION/ACTION: Consider for approval Resolution 2022-05: Committing Unspent 2022 Contingency Funds to Appraisal Defense Reserve Fund.** – Snaddon said this was to limit the potent risk to the different entities as potential to increase in litigation begins to develop. This proposal doesn't impact their budget, but it does impact any amount that might be sent back to them in the fourth quarter. A letter was sent to jurisdictions, and no one responded. Ms. Sever motion that they approve Resolution 2022-05 as present. Mr. Amador seconded the motion. The motion passed unanimously.

**12. DISCUSSION/ACTION:** Consider for approval Resolution 2022-06: Committing Unspent 2022 Obligated Funds for Parking Lot Project to Capital Expenditures Reserve Fund for Payment of qualifying accounts payable invoices. – Snaddon stated this to make sure we have funds need to pay for the project next year when they start construction. Snaddon wanted to be sure there will be no budget impact. Mr. Lievens motioned that they approve Resolution 2022-06. Mr. Amador seconded the motion. The motion passed unanimously.

**13. DISCUSSION/ACTION:** Consider for approval Resolution 2022-07: Committing of Eligible Portion of 2022 Fund Balance to Capital Expenditure Reserve Fund. – Snaddon stated this is money that does not have to be sent back each year. It is money that has been received interest, mapping and miscellaneous. Snaddon stated we always are required to dedicate it to one of our funds. would like this money to help offset some of the additional cost of the increase in the parking lot expansion. Mr. Lievens motioned that they approve Resolution 2022-07. Mr. Amador seconded the motion. The motion passed unanimously.

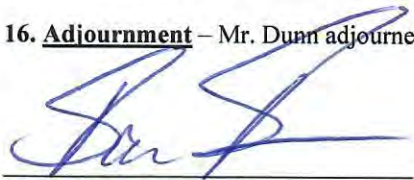
**14. DISCUSSION/ACTION:** Consider for approval Resolution 2022-08: Restoring Remaining Unused 2021 Vacation Time Earned by G.A.D. Employees as of Midnight, December 31, 2022. – Snaddon stated that we have three employees that are management staff that have not been able to use their vacation time in the allotted time due to the workload. There was much discussion over this to make sure it was not a policy change. 2016 is the last time a Resolution was requested for this. Snaddon stated this was an unusual year. Mr. Dunn stated that it was important to make sure people used the time they earned. Ms. Sever moved the board to approve Resolution 2022-08. Mr. Amador second the motion. The motion passed.

**15. Chief Appraiser’s Report**

- a) **2022 New Lot Development** – 85 recorded subdivision Plats and a total of 3074 lots. The total number of vacant lots is 10,869 in 2023. This is not reflective of a completed reappraisal year.
- b) **Status of 2022 Appeal**
  - i. ARB Hearing Activity – Total of 576 Heard with a Noticed Value of \$15,046,808 and ARB Value of \$133,686,274. This reflects appeals heard since the November BOD Meeting.
  - ii. Remaining Appeals to be heard in 2023 – A total of 617 at a Market Value of \$272,292,517.
  - iii. Appraisal District ARB Survey – Guadalupe had a total of 24,070 Appeals submitted in 2022 at 24% and a total 15,305 appeals settled informally at 64%.
- c) **New Facebook Page** – Snaddon announced we have a Facebook page now. It will be used for information dissemination and to include Office Closures, Exemption Information, Tax Information Updates, Deadline Reminders, Protest How-To’s and much more.

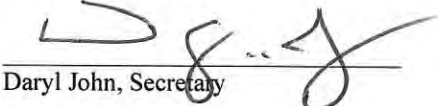
**16. Directors’ Report** – None.

**16. Adjournment** – Mr. Dunn adjourned the meeting at 7:15.



Mr. Darren Dunn, Chair

ATTEST:



Daryl John, Secretary