

GUADALUPE APPRAISAL DISTRICT



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REGULAR SESSION OF THE BOARD OF DIRECTORS

December 11, 2024

1. CALL TO ORDER

Darren Dunn called the meeting to order at 5:30 pm

2. ROLL CALL

All members were in attendance except Mr. Daryl John, Mrs. Pam Kifer and Mr. Jim Lievens. Mr. Charles Kelm was present on ZOOM. Mr. Snaddon was also present. Mr. Lievens arrived at 5:41 pm.

3. CITIZENS' COMMENTS - None.

4. TAXPAYER LIAISON REPORT – Ms. Tavie announced December 12 will be the last day of ARB operations for the year. It will be a half-day. ARB is also under budget for the year. All members have done a fantastic job this year.

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. – The board had the option of not including the financial statement for October 2024 since it was not included in the packet ahead of time. They could have considered it for a future meeting. A motion was made by Leticia Sever to approve the consent agenda items as presented complete with the financial statement and Mr. Benito Amador seconded the motion. The motion passed unanimously.

6. DISCUSSION/ACTION –(6a) Ms. Deborah Dockery, architect was present to discuss the GAD Space Planning: Expansion of existing facility or acquisition/renovation of 216 E College Street, Seguin, TX. Expansion of existing facility would include either an addition to the building by acquiring 2 acres or acquiring one acre and adding a second story to the existing building. The other option is to acquire the school at 216 E College Street. The renovation costs for the three floors of the school building would be at or about \$3.6 million. Ms. Dockery indicated the roof is fairly new, the fire sprinkler system is retrofit and operational. The elevator is also retrofitted. Mrs. Sever stated the board would have to decide what option they want to go with, but the entities could also decline to move forward with that option. Chapter 551 of the Texas Govt. Code allowed for the board to go into executive session (551-072) at 5:45 pm. Executive session ended at 6:10 pm and the board resumed their discussion of the GAD space planning project. (6b) A motion was made by Mrs. Sever to move forward with option 3, with the acquisition of 4 acres and the building at 216 E College Street, Seguin, TX. Mr. Amador seconded the motion. It passed unanimously. Mrs. Sever indicated there might be some hesitation from the entities due to their financial situation and having to fund this project. Mr. Snaddon stated this option will set the district up for many years to come. The area will continue to grow and will not stop any time soon. (6c) Discussion of earnest money being paid to the seller was discussed and won't take place until after January 1st. Mrs. Sever moved to approve the Resolution 2024-10 granting Mr. Snaddon, Chief Appraiser limited authority to act, as needed on the district's behalf to secure preliminary purchase agreement contracts to include approval of option or earnest money agreements. Mr. Kelm asked if a facility assessment be included in this resolution. Mr. Amador seconded the motion. It was unanimously approved. (6d) Discussion to consider action by Resolution 2024-11 authorizing payment for professional service provided by Deborah J. Dockery, Architect using available funds from the Guadalupe Appraisal District Master plan reserve fund balance. Mrs. Sever moved to approve the Resolution and Mr. Lievens seconded the motion. It passed unanimously. Resolution 2024-12 to authorize Chief Appraiser to proceed in gaining required ¾ approval from the governing bodies of GAD's active taxing units for selected GAD Space Planning Project was omitted and will be brought forth at a future BOD meeting.

7. DISCUSSION/ACTION - Discussion, possible action approval, use of forfeited employee flexible spending account, FSA fund in 2025 to reduce the amount paid monthly by the employees who used the FSA in 2024 and to pay the program administration fee for these employees. Ms. Peggy Herman moved to approve the use of FSA funds as mentioned. Mr. Amador seconded the motion. It passed unanimously.

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8. DISCUSSION/ACTION – Presentation of Proposed GAD Compensation Schedule for approval by Resolution 2024-13. Mr. Snaddon stated that he generated this system as a result of the compensation study that was done by IAAO this past summer. The study indicated GAD was below market for compensation for staff members. The objective and goal were to develop a competitive and equitable compensation system for the district that aligns with the market norms and sports the district's growth and retention goals. We want to maintain the quality individuals that we have here and not lose them to some of the larger cads as they become more experienced. Mr. Snaddon has created a salary structure that reflects the market current market rates, ensuring compliance with relevant laws and regulations, and designed a performance-based pay system that includes incentives for self-improvement. The goals also included improving employee satisfaction, retention, attracting qualified talent and enhancing the overall efficiency and effectiveness of our operations. This system would be implemented over a two-year period as well as annual reviewing it for possible calibrations based off of cost of living increases. There are four classifications; The first is administrative which is supervisory and managerial. Second is Technical, this is going to be our mapping and IT systems mapping technicians. The third work series is the professional staff which is the appraisers. The fourth class is the clerical support and assistance. Mr. Snaddon presented detailed information regarding the positions with each classification and their pay grade. Each grade has 10 steps. The compensation increases will take place over a two-year period. The employees will receive 50% of the deficit with increases in 2025 and the remaining 50% in 2026. Mrs. Sever moved to approve the new compensation system and the Resolution 2024-13. Mr. Lievens seconded the motion. It passed unanimously.

9. EXECUTIVE SESSION: Adjourn into Executive Session pursuant to Texas Government Code section 551.074 of the Texas Open Meetings Act for the following purpose: (a) performance Evaluation of Taxpayer Liaison Officer for 2024 Year, in accordance with §6.052 (i) of TX Code. Also, (b) Performance Evaluation of Chief Appraiser for 2024 Year and Consideration of 2025 Compensation. The Board went into Executive Session at 7:27 PM. The Executive Session ended at 7:57PM.

10. ACTION: Take any action based on Discussion Held in Closed Session Under Agenda Item # 9: Mr. Amador moved to accept the performance evaluation of Taxpayer Liaison and Evaluation, and compensation of Chief Appraiser based on new pay schedule. Mrs. Sever seconded the motion. It passed unanimously.


11. Service Award Presentations for BOD Chair Mr. Darren Dunn and BOD Vice-Chair Mr. Benito Amador Jr. Mr. Snaddon presented them an award or their exemplary service and dedication to the Guadalupe appraisal district board of directors. Mr. Dunn, who has been a steadfast member of the board since January 4th of 2012, has demonstrated remarkable leadership and commitment. Serving as vice chair from 2016 to 2021 and currently as chairman, Mr. Dunn has attended 142 meetings over his time, contributing over 100 hours of his personal time. His unwavering dedication and insightful guidance have been instrumental in steering the board towards achieving its goals. Mr. Amador, elected to the board in 2017, has been serving as vice chair since 2022. Through his tenure, Mr. Amador has attended 97 meetings for nearly 69 hours of board activities. His commitment and support have been invaluable to ensuring the board's effective functioning and success. Many days we needed you as that quorum. Notably, Mr. Dunn and Mr. Amador were the final two members responsible for providing Mr. Snaddon with the opportunity to lead this esteemed group of individuals at the district. Mr. Snaddon stated he is profoundly grateful for the confidence they placed in him and in making that choice and hope that he has justified their trust in the years that have followed. Their time and hard work is sincerely appreciated. The efforts and contributions that both Mr. Dunn and Mr. Amador have invested in their roles here have significantly impacted the progress of the board, the appraisal district as an organization, and the community that they serve. We thank you for your outstanding service and dedication to you both. Thank you.

12. Chief Appraisers Report: None

13. Director's Report: Mr. Dunn said it has been a privilege to serve with other board members on the GAD board. He loved getting to know the staff and he has a great appreciation for the work we do and how often it's misunderstood. The level of professionalism here is tremendous. He also stated he's always proud to tell people he's on this BOD and the fine people at GAD are the ones doing the work. Mr. Amador said he feels the same way. He also served on the ARB and he enjoyed that too. Mr. Amador will miss GAD.

14. Adjournment – Darren Dunn adjourned the meeting at 8:06 PM.


Board of Directors


ATTEST: _____
Daryl John, Secretary