

GUADALUPE APPRAISAL DISTRICT



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REGULAR SESSION OF THE BOARD OF DIRECTORS

January 08, 2025

1. CALL TO ORDER

Mr. Peter Snaddon called the meeting to order at 5:37 pm

2. ROLL CALL - Members in attendance were Charles Kelm, Jim Lievens, Daryl John, Pete Silvius, Pam Kifer, Peggy Herman, Leticia Sever. Not in attendance were Ernesto Rodriguez and Joshua Bright. Mr. Snaddon and Jennifer Tovar were also present. Ms. Tavie, TLO was also in attendance.

3. CITIZENS' COMMENTS - None.

4. TAXPAYER LIAISON REPORT – Ms. Tavie announced the year was good. Everyone worked hard and the surveys were good from taxpayers.

5. STATEMENT OF APPOINTED OFFICER: All members read their Statement of Appointed Officer.

6. OATH OF OFFICE FOR 2025 TERM YEAR: All members read their Oath of Office for their term year 2025.

7. ACTION: Determination of Term Length for Appointed Board Members: Place 1 – Mr. Joshua Bright received a 3-year term starting 1/1/25 and ends 12/31/2027. Place 2 was Mr. Jim Lievens with a 3-year term, starting 1/1/25 until 12/31/27. Place 3 was Mr. Ernesto Rodriguez with a 3-year term from 1/1/25 until 12/31/27. Place 4 was Mrs. Leticia Sever with a 1-year term from 1/1/25 until 12/31/25. Place 5 was Mr. Pete Silvius with a 1-year term from 1/1/25 until 12/31/25.

8. ACTION: – Election of Officers for the 2025 Term: Mr. Lievens made a motion for Mr. Kelm to be appointed as Chair. All the Board agreed. Mrs. Sever seconded the motion. It passes unanimously. Mrs. Kifer made a motion for Mr. Lievens as Vice-Chair and Mr. Silvius seconded the motion. It was passed. Mr. John stated he would be Secretary again as usually the Tax Assessor Collector is most often named Secretary. Everyone agreed and thanked him. Mr. John made a motion for himself to be named secretary and Ms. Herman seconded the motion. It passed unanimously.

9. 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. Mr. Lievens, Ms. Herman and Ms. Kifer had questions on 3 of the Consent Agenda Items, so the Board acted on a motion for Consent Items a, b, f, and g. Mr. Lievens made a motion to approve Consent Agenda items a, b, f and g. Mrs. Sever seconded the motion. It passed unanimously. The meeting moved on to item 9c. Mr. Snaddon explained the changes to policies and procedures for Consent Items c, d and e so the Board Members could understand. The ARB Board Members get paid \$160 for a full day if they are here after 12 noon. If they are here 3 hours or less then they get paid \$96.00 which is 60% of the full day's pay. The same goes for TLO. Mr. Silvius made a motion to accept Consent Agenda Item 9c and Mr. Lievens seconded the motion. It has passed. The next item that has changes is 9d, the GAD Personnel Policy Manual: Mr. Snaddon stated he added the compensation system the Board approved last month, he also added/modified personal appearance and hygiene, comp time for exempt employees to be compensated and he also added the use of no-pay time is not allowed. The employees must use their vacation, sick time, etc before they opt to go without pay and that must be approved by the chief appraiser. Use of earbuds is an issue and that is stated in the policy, no use of them at all. Travel and meal per diem was also clarified. Mrs. Severs made a motion to accept Consent Agenda Item 9d as explained and Mr. Silvius seconded the motion. It passed unanimously. Next was Consent Agenda Item 9e; GAD Emergency Disaster Recovery & Mitigation Plan. The only changes were the employee names, some employees previously listed are no longer here. Ms. Herman made a motion to accept the changes in Consent Agenda Item 9e and Mr. Lievens seconded the motion. It passed unanimously.

10. 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) discussion on appointment of eligible candidates to the Appraisal Review Board for the 2025 Tax Year, in accordance with §6.41 (d)(d-1)(d-2-1) of Texas Tax Code. The Board went into executive session at 6:06 PM and ended their executive session at 6:23 PM.

11. ACTION: Take any action based on Discussion Held in Closed Session Under Agenda Item # 10: Appointment of ARB Members: Mr. Rick Abrameit, Mr. Lievens made a motion to appoint him. Ms. Herman seconded the motion. It passed unanimously. The second candidate was Paul Jackson: Mr. Kelm made the motion to appoint him. Ms. Kifer seconded the motion. It passed unanimously. Next was Mr. Thomas Dodgen; Ms. Kifer made a motion to appoint Mr. Dodgen, and Mr. Silvius seconded the motion. It passed unanimously. Ms. Kifer made a motion to appoint Ms. Cathleen Smithey and Mr. Kelm seconded the motion. It passed unanimously. Ms. Kifer made a motion for Mr. Douglas to be appointed as Chair and Mr. Silvius seconded the motion. It passed unanimously. Ms. Kifer made a motion for Ms. Smithey to be appointed Secretary and Mr. Kelm seconded the motion. It passed unanimously.

12. ACTION: Approval of services agreement for Due Diligence Assessment and Concept Design by Debra J. Dockery, Architect, P.C. of property located at 216. E College Street, Seguin, TX 78155. The Board agreed that Mr. Kelm could contact Ms. Debra Dockery to discuss the Due Diligence Assessment and what the board is looking for.

13. EXECUTIVE SESSION: Adjourn into Executive Session pursuant to Texas Government Code section 551.072 of the Texas Open Meetings Act for the following purpose: a. Discussion on possible action to enter into a contract for purchase agreement for 216 E. College Street in Seguin, Texas. The Board did not go into Executive Session.

14. ACTION: Take any action based on Discussions held in Closed session Under Agenda Item #13. No action was taken.

15. Chief Appraiser's Report – Rechecks are finished. Everyone is planning meetings for the next appraisal year. Property Value Study results should be in at end of January.

16. Director's Report - Ms. Kifer asked if someone could come along and purchase the property at 216 E. College St, Seguin, TX. The answer is yes because it is not under contract with GAD. Mr. Silvius stated the school district had asked for a full assessment of the property about 6 years ago.

17. Adjournment: Mr. Snaddon adjourned the meeting at 6:51 PM.


Mr. Charles Kelm, Chair

ATTEST: 
Mr. Daryl Johns, Secretary