

GUADALUPE APPRAISAL DISTRICT



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REGULAR SESSION OF THE BOARD OF DIRECTORS

February 05, 2025

1. CALL TO ORDER

Mr. Charles Kelm called the meeting to order at 5:32 pm

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

3. STATEMENT OF APPOINTED OFFICER: Mr. Ernesto Rodriguez and Mr. Joshua Bright read their statement of appointed officer.

4. OATH OF OFFICE FOR 2025 TERM YEAR: Mr. Ernesto Rodriguez and Mr. Joshua Bright read their Oath of Office for their term year 2025.

5. CITIZENS' COMMENTS - None

6. TAXPAYER LIAISON REPORT – None

7. 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. Approval of Minutes of the Regular Meeting held on January 8, 2025, Approval of Finance Statement and Approval of waiver of Penalties & Interest of Late Payment by Guadalupe County #04; Mrs. Sever moved to accept the Consent Agenda as presented. Mr. Joshua Bright seconded the motion. It passed unanimously.

8. DISCUSSION/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 in Seguin, Texas. Mr. Snaddon mentioned that Mr. Kelm and Ms. Dockery had been corresponding over the previous month regarding the work to be done and checked at 216 E College Street. Ms. Dockery arrived and explained to the Board what she would be checking and doing an assessment on. Mr. Snaddon stated the timeline was 4-6 weeks for Ms. Dockery to finish her assessment. The whole process from assessment, to getting entities to approve the project and to acquire funding, it could take about 8 months to get the project off the ground. Ms. Dockery told the Board about previous projects she's done in the past. She did the renovations of this building many years ago. Ms. Dockery stated she would be assessing the mechanical room, the ducts, the capacity of the electrical side, and the plumbing. Ms. Kifer asked about the elevator. The elevator will be assessed by a contractor. Mr. Silvius made a motion to approve the service agreement by Ms. Debra Dockery, Architect, P.C., to assess the property located at 216 E. College Street. Mr. Ernesto Rodriguez seconded the motion. It passes unanimously.

9. DISCUSSION: Presentation by Government Capital Corporation on financing options and requirements for acquiring and renovating property at 216 E. College Street in Seguin. Mr. Drew Whittington presented the board with the financing aspect of the project. He mentioned a reimbursement resolution which allows you to reimburse yourself from 60 days backwards up to 18month forward if you pay for something from proceeds you can pay yourself back instead of pulling from a fund balance. Mr. Whittington gave an overview of Government Capital Corporation, and their experience financing projects for appraisal districts, he explained the legal requirements and process for appraisal districts to finance property acquisitions, gave details on the use of a conduit entity for the financing. Other information he offered was information on financing terms, interest rates, and repayment options. Mr. Whittington also gave recommendations on steps in the financing process, including obtaining entity approvals and then answered questions from board members about the financing structure, interest rates, and comparisons to other financing options. Mr. Whittington suggested including security for ARB meetings and having a separate area for ARB from the staff work area with a separate entrance if possible. All Fixtures, Furniture and Equipment,

architectural fees, project costs could all be rolled into funding. This would be 100% financing. No money down. Transactions can be paid off at the half term of the note. This transaction does not require environmental study or surveys. A title policy is required.

10. EXECUTIVE SESSION: Adjourn into Executive Session pursuant to Texas Government Code section 551.072 of the Texas Open Meetings Act for the following purpose: Discussion on possible action relating to entering into a contract for purchase agreement for property located at 216 E. College Street in Seguin, Texas. The Board went into executive session at 6:57pm.

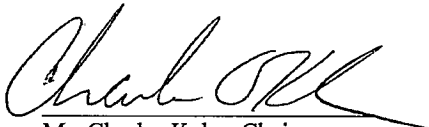
11. ACTION: Take any action based on Discussion Held in Closed Session Under Agenda Item # 10: Mr. Joshua Bright made a motion to grant Chief Appraiser, Peter Snaddon, permission to enter into a contract for purchase agreement for property located at 216 E College Street, Seguin, TX. Mr. Pete Silvius seconded the motion. It passed unanimously.

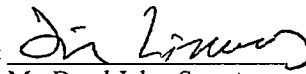
12. Chief Appraiser’s Report –

- a. 2024 4th Quarter Clericals were processed between Oct 1, 2024, and December 31, 2024.
- b. Property Value Study (PVS) Preliminary Results released Jan. 30th. Seven of GAD’s ISDs were tested and were all “Within Confidence Interval”
- c. Customer Service Survey Responses (4th Qtr. 2024) – Customer Service Rating was 4.4 stars out of 5. Ten out of thirteen respondents indicated the District provided ‘Overall Great Service’. Telephone System Rating was 2.6 out of 3.
- d. Harris Govern and TAAD Conferences – The District is sending 2 staff members to the Harris Govern Training Conference March 16-19th in Frisco, TX. Mr. Snaddon, CA, Jennifer Tovar, Deputy CA and Patty Meyers, Dir. of Administration will be attending the TAAD Conference Feb 16-19th in Austin, TX.
- e. Receive Questions from the Board - None

13. Director’s Report - None

14. Adjournment: Mr. Kelm adjourned the meeting at 7:36 PM.


 Mr. Charles Kelm, Chair

ATTEST: 
 Mr. Daryl John, Secretary
