

GUADALUPE APPRAISAL DISTRICT

Main Office
3000 N. Austin St.
Seguin, Texas 78155
(830) 303-3313
(830) 372-2874 (Fax)
gadprotest@guadalupead.org



Schertz Substation
1052 FM 78 Ste., 103
Schertz, Texas 78154
(830)303-3313 Opt. 0
(877) 254-0888 (Fax)

Minutes January 14, 2026 5:30 pm

1. **Call to Order:** The regular meeting was called to order at 5:30pm by Mr. Charles Kelm.
2. **Roll Call:** Charles Kelm, Peggy Herman, Pam Kifer, Dr. Al Burns, Ernesto Rodriguez, Leticia Sever, Joshua Bright, Daryl John and Jim Lievens were present. Mr. Snaddon was also present as well as Tavie, TLO.
3. **Oath of Office and Statement of Officer for All Board Members:** All board members executed their Oaths of Office and read their statement of Officer. Mr. Joshua Bright walked in a little late, so he executed his separately in front of the Board.
4. **Election of Officers for the Board of Directors' Chair, Vice-Chair and Secretary-** A motion was made by Pam Kifer to continue the current officers in their positions for the two-year term, as chair, vice chair and secretary positions were being maintained. The motion was seconded by Leticia Sever and passed unanimously with all members voting in favor.
5. **Presentation of Service Awards:** Pete Silvius was not present, and Ted Crow was not present. Mr. Snaddon presented a detailed recognition of Hugh "Papa" Douglas for his outstanding service on the Appraisal Review Board. Mr. Douglass has spent a lifetime answering the call to service. The ARB chair since May 6, 2021, Hugh Douglas "presided over more than 8,600 hearings involving approximately 4.7 trillion in property value and initiated or seconded ruling motion on nearly 600 cases. Douglass responded wanting to commend the Appraisal District and said he has learned a lot being chairman of ARB. Board of Directors Chairman Charles Kelm presented Mr. Douglass with a service award plaque. Mr. Snaddon read the recognition for Mr. Ted Crow. Mr. Crow served as ARB member for 6 years. His service was noted as outstanding and helped to implement two three-member hearing panels. Mr. Snaddon read the recognition for former BOD member Pete Silvius. Mr. Silvius was a board member for 1 year and his impact was substantial as the district secured taxing units approval to acquire Mary B Erskine property and renovation funding.
6. **Citizens' Comments:** No citizens were present, and no public comments were offered.
7. **CONSENT AGENDA:** These items may be acted upon by 1 motion. No separate discussion or vote on any items will be had unless requested by a board member.
 - a. Approval of Minutes of the Regular Meeting held on January 14, 2026.
 - b. Approval of Finance Statement for December 2025.
 - c. Section 25.25B Report (4th quarter 2025)A motion was made to approve the consent agenda as stated by Joshua Bright. It was seconded by Jim Lievens and passed unanimously.
8. **REGULAR AGENDA**
 - a. **Discussion and Possible Action on the Appointment of Appraisal Review Board (ARB) Members for the Two-Year Term beginning January 2026 through December 2028 to include Selection of ARB Officers; Chair and Secretary-** Chief Appraiser Snaddon presented three candidates for two ARB positions for the two-year term beginning January 2026 through December 2028. The candidates were Willie Bonds, Harold Scott, and Larry Bundick. Willie Bonds introduced himself as a lifelong Seguin resident, father of four, and current real estate agent with Century 21. He stated: "I work with people, customers, I am professional, understand that everybody walks in that may be upset, but you have to stay professional in the game. Right now, I'm bored, tired of sitting at the house a lot of days with nothing to do."

Harold Scott described his background as a Navy veteran (1972-1979), retired postal worker, and current Home Depot employee. He stated: "I love people and I like to serve and see that people are treated fairly and honestly and give them an opportunity to succeed in life."

Larry Bundy explained his 55 years in paint sales business and retirement three years ago at age 80. He noted: "I've dealt with a lot of different people and anyway, I'd like to have the opportunity to work with you folks."

The board went into closed session at 5:50 to discuss the candidates and to vote on ARB Member Appointments. Upon returning from closed session, the board voted to appoint Willie Bonds and Larry Bundick to the ARB. Harold Scott was thanked for his interest. The selection of ARB officers was postponed until the following month.

- b. Discussion and Possible Action on Proposed Revisions and Adoption of GAD BOD Local Policy & Procedures Manual-** Chief Appraiser Snaddon presented minor revisions to the Board Directors' Local Policy & Procedures Manual based on legislative changes. The changes included new training requirements for board members, a new acknowledgment statement of directors' duties, and correction to the appraisal review board per diem statement removing the half-day option. A motion was made by Joshua Bright to Approve Board Policy Revisions. It was seconded by Jim Lievens and passed unanimously.
 - c. Discussion and Possible Action on Proposed Revisions an Adoption of GAD Personnel Policy Manual –** Chief Appraiser Snaddon presented revisions to the personnel policy manual, primarily addressing bereavement leave expansion from immediate family to include up to three days for death of employee, spouse, child, foster child, parent, or sibling of the employee or employee's spouse.
Motion to Amend Bereavement Policy was made to include the spouse's parents (in-laws) in addition to those already listed by Pam Kifer. The motion was seconded by Joshua Bright and passed unanimously.
Motion to Approve Personnel Policy Revisions was made and to approve Resolution 2026-02 as amended, made by Joshua Bright, seconded by Pam Kifer and passed unanimously.
 - d. Discussion and Possible Action on Annual Review and Adoption of 2026 GAD Investment Policy and Strategy Statement-** Chief Appraiser Snaddon presented the annual review of the investment policy and strategy statement with no changes from the previous year. He noted that the district executed a four-million-dollar CD for 26 weeks at 3.75% interest rate with Schertz Bank & Trust. Motion to approve Investment Policy was made by Leticia Sever and seconded by Peggy Herman, it passed unanimously.
 - e. Discussion and Possible Action on Approval of Services Agreement with TREPP-** Chief Appraiser Snaddon presented a service agreement with TREPP, a regulatory firm that provides data for income-based property appraisals. The service costs \$21,000 for the first year and provides benchmarks for developing income schedules for commercial properties including multifamily, lodging, offices, and RV parks. Snaddon explained: This is going to help save a lot of time as well as give more reliable data that is not false because sometimes you can ask people to do a survey and they may give you what they want to give. This is required by law. It has to be accurate for fraud purposes. The system provides access to approximately 50 current loans in the county and Texas-wide data for benchmarking operating expense ratios, cap rates, and rental rates. Snaddon noted this would be particularly valuable for the district's approximately 22,000 commercial accounts and could help reduce litigation costs.
Motion to approve TREPP Service Agreement as outlined was made by Jim Lievens and seconded by Joshua Bright. It passed unanimously.
 - f. Discussion and Possible Action on 216 E. College Street Project Report-** Chief Appraiser Snaddon provided an update on the new facility project. The asbestos inspection report showed results much better than expected with costs expected to be substantially less than the current budgeted recommendations. Completed tasks include the specialist survey and site topography survey. All onsite measurements are completed. The design phase is scheduled to begin February 6th, with design development following. The property is now fully insured.
- 9. Chief Appraiser's Report**
- Chief Appraiser Snaddon provided a comprehensive report covering multiple operational areas:
- Staffing Updates* - Four entry-level appraisal positions were filled, with current openings for a public service assistant and an appraiser. Two candidates were scheduled for interviews, including one with a statistical analysis degree and another currently working as an appraiser in Gonzales County.
- Continuity Planning* - Deputy Chief Appraiser Jennifer Tovar completed coursework for the certified chief appraiser designation.
- Development Activity* - The district is monitoring 113 total subdivisions, with 11 new for 2026. Staff inspected nearly 3,000 new homes and approximately 7,000 vacant lots. The current market ratio stands at 102, indicating good calibration.

Technology Improvements - The Taxpayer Remedies Committee is implementing video conferencing for informal hearings. The online exemption platform launched with 200+ submissions received to date from 150 initial mailings. *Annual Mailings* - Business personal property renditions (4,600) were scheduled for January 16th, and agricultural applications (900) for January 21st.

Performance Evaluation Program - The first year of the performance evaluation program was completed. Results showed an average score just below 3.0 (satisfactory), with approximately 28% of staff failing to meet the eligibility threshold of 3.0 for in-grade step increases.

Property Tax Exemption Discussion - Mr. Snaddon discussed potential impacts of proposed state legislation regarding homestead exemptions and possible elimination of school property taxes. He noted concerns about meeting market value standards and school finance performance tests if significant changes are implemented.


14. Directors' Report – Jim Lievens commended the professionalism and breadth of information provided by Chief Appraiser Snaddon and staff, stating, "I'm blown away, Peter. The professionalism and the breadth of information you cover and prepare. And it's not just you and the knowledge base and since I joined the board to where it is now it is just incredible." Mr. Lievens also inquired about potential rental space for community non-profits in the new facility. Chief Appraiser Snaddon indicated this would be considered as the project nears completion.

15. Adjournment – Meeting was adjourned at 6:58PM.

(If during the course of the meeting, any discussion of any item on the agenda should be in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, subchapters D, and E)



Charles O. Kelm, Chairman
G.A.D. Board of Directors



Daryl John, Secretary *vice chair*
G.A.D. Board of Directors