
GUADALUPE APPRAISAL DISTRICT

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Minutes February 4, 2026 5:30 pm

1. **Call to Order:** The regular meeting was called to order at 6:02pm by Mr. Charles Kelm.
2. **Roll Call:** Charles Kelm, Peggy Herman, Pam Kifer, Dr. Al Burns, and Jim Lievens were present. Mr. Snaddon was also present as well as Tavie, TLO. Mr. Ernesto Rodriguez, Mr. Daryl John, Mr. Joshua Bright and Mrs. Leticia Sever were not present. A quorum was established.
3. **Citizens Comments:** No citizens were present and no public comments were offered.
4. **Taxpayer Liaison Report:** Two new board members have completed or are completing open records training. Only one volunteer for ARB Chair; Rick Abrameit. And only one volunteer for ARB Secretary; Cathleen Smithey. Formal appointment scheduled later in agenda.
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.
 - a. Approval of Minutes of the Regular Meeting held on January 14, 2026.
 - b. Approval of Finance Statement for December 2025.
 - c. Approval of Waiver of Penalties & Interest Under §6.06 (e & k) Texas Tax Code Late Payment by Guadalupe County MUD #04.
 - d. Approval of Waiver of Penalties & Interest Under §6.06 (e & k) Texas Tax Code Late Payment by City of CiboloMotion made to approve consent agenda as stated. Motion made by Mrs. Herman and seconded by Mr. Lievens.

6. Regular Agenda Items

- a. Discussion and Possible Action on the selection of Appraisal Review Board Chairperson and Secretary for the 2026 tax year. - During discussion, board members expressed some uncertainty about not knowing all the individuals who serve on the appraisal review board but noted that if these individuals had served in the past and were volunteering again, and there were no performance issues, they would be comfortable with the appointments. Staff confirmed that Mr. Abrameit and Ms. Smithey both have one-year terms remaining and that other board members, while willing to assist, were not yet ready to take on leadership roles as they were still learning their responsibilities. A motion was made to accept Rick Abermont as chairman of the appraisal review board and Kathleen Smithey as secretary by Mrs. Kifer and seconded Mr. Kelm. It passed unanimously.
- b. Presentation and Discussion on Administrative Operations Report to include Annual Mailouts, Exemptions, Mapping & Deeds, and 2025 Supplemental Changes – Patty Meyers presented a comprehensive report on administrative operations covering annual mailouts, exemptions, mapping and deeds, and 2025 supplemental changes. All required agriculture and wildlife mailouts were completed on January 27th, including 426 new owner agriculture reminders, 150 agriculture updates, and 428 wildlife reminders. Homestead updates for surviving spouses 65 and older were mailed certified with required return envelopes, totaling 250 notices. The wildlife reminders are sent annually as property owners must provide their management plans each year. Recent law changes now allow related entities, such as when property is transferred to a trust with the same owner, to only require updates once per year rather than more frequently. Board members inquired about the types of updates sent and requested copies of the standardized forms. Patricia confirmed these would be provided. The exemptions team is working on a new online platform for applications, with 300+ applications currently being processed through online workflow submissions. Staff plans to cross-train team members after protest season ends and is considering creating instructional videos and

- c. workshops to help property owners navigate the new system. The 2025 deeds have been completed, and staff are currently reading 2026 deeds, staying current with courthouse filings. A board member asked about the effectiveness of mail delivery, noting the shift away from paper mail. Staff acknowledged significant return mail issues, particularly with certified letters that recipients don't pick up. The district offers electronic communication options for property owners who request it, and staff are pushing to increase electronic communications to reduce costs.
- d. Presentation and Discussion on Appraisal Operations Report to include Reappraisal Activities, Staff Training, and Market Sales Observations - Jennifer Tovar, Deputy Chief Appraiser, presented the appraisal operations report covering reappraisal activities, staff training, and market sales observations. The district is nearing completion of 2026 rechecks, focusing on properties not seen within the last six years. The change finder software helps identify many properties requiring inspection. A board member noted the challenges with manufactured homes from a real estate perspective. New hires have completed mobile home training processes. The business personal property and agriculture teams continue working with online forms for fall implementation. A modeling team of appraisers is working on land schedules using regression analysis to determine factors affecting property values. The district has a dedicated team updating all sales data from sources including CoStar and Crexi. Sales survey letters are sent quarterly, with about 1,000 sent in the last quarter yielding approximately a 10% response rate. The district recently switched to email responses rather than return envelopes to potentially improve response rates.

d. Discussion and Possible Action on Chief Appraiser Report to include Renovation Project Activities at 216 E. College St., Results of Comptroller's 2025 MAPS review, Eagleview ChangeFinder Project Report, Staffing Update, and 2025 Pending Litigation status. – Chief Appraiser Peter Snaddon presented his report covering multiple operational areas. For the renovation project, the fire flow test for the new building was completed on January 28th with favorable results. The test showed nearly 7,000 gallons per minute available at 20 PSI residual, far exceeding the minimum required 1,500 gallons per minute. Plans are expected by February 9th, with a pre-project meeting to be scheduled. Dr. Burns requested to participate in the pre-project meeting as a silent observer, which was approved. The board discussed potentially forming a committee to monitor the project's progress through monthly meetings. For the Methods and Procedures Review, the district received excellent results on the state's Methods and Assistance Program Study (MAPS) review, passing all requirements including critical pass/fail questions. This year the district will undergo a property value study where the state tests values against sales data, which impacts school district funding. The district must provide electronic transfer files twice yearly to the state. Board members praised the achievement, with one noting it was "worthy of celebrating". They emphasized the importance of sharing this success with all employees. As for the Change Finder Project, the Eagle View Change Finder program completed its first year of operation, identifying property changes through aerial comparison. The program cost approximately \$150,000-\$160,000 annually but generated roughly \$8.2 million in additional levy for all taxing entities. Individual entity benefits included \$1.3 million for the county, \$1.3 million for Navarro ISD, and nearly \$1 million for Seguin ISD. Technology meets state inspection requirements with 95-96% reliability, allowing the district to eliminate dedicated GIS appraiser positions and redeploy staff as field appraisers. For Staffing Updates, the district will participate in the Seguin job fair to recruit seasonal help and potentially identify permanent candidates. A new appraiser, Caleb Knox, will start next week, coming from Gonzales Appraisal District as a certified level three appraiser. Board members suggested exploring internship opportunities with Texas Lutheran University and the incoming Texas State Technical College campus. And finally on Litigation Status, there are currently 23 active litigation cases. Five cases are scheduled for settlement discussions on February 18th with O'Connor Tax Agency. The district recently settled a case involving a storage facility that was impacted by competition from newer climate-controlled facilities. The Asin case has filed litigation for both 2024 and 2025 tax years, though staff believes they may be out of time for the 2024 appeal the 2025 settlement was favorable.

7. **Director's Report:** Ms. Herman thanked Peter Snadon for providing requested data on Navarro ISD growth patterns. She reported that Navarro ISD households within Seguin city limits have grown from 3% in 2007 to 22% currently, doubling from 11% to 22% in just the last five years. The district's enrollment has doubled from 1,500 to 3,000 students over 18 years and is projected to double again to 6,000 students within nine years.

8. **Adjournment** – Mr. Kelm adjourned the meeting at 7:01



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

Jim Lievens, chair



Daryl John, Secretary
G.A.D. Board of Directors

ARABY BURUS, BOARD MEMBER