GUADALUPE APPRAISAL DISTRICT

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Minutes

June 10, 2026
5:30 pm

1. **Call to Order:** The regular meeting was called to order at 5:32pm by Mr. Jim Lievens, Co-Chairman.
2. **Roll Call:** Charles Kelm on Zoom. Jim Lievens, Pam Kifer, Dr. Al Burns, Letticia Sever, Joshua Bright. Ernesto Rodriguez, Peggy Herman and Daryl John were not present. Mr. Snaddon was also present. A quorum was established.
3. **Citizens Comments:** No citizens were present and no public comments were offered.
4. **Taxpayer Liaison Report**: Ms. Tavie, TLO stated protests are going great. Board members are doing a great job. She also stated 5 out of the 10 ARB members will not be coming back next season and she will not be returning either. Ms. Tavie urged the board to have board members recruit members and accept applications thru December. She described her mediator and scheduling responsibilities. Ms. Tavie outlined desired candidate attributes such as numerical abilities, decisiveness, empathy and assertiveness.

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 May Budget Workshop held on May 6, 2026.
   b. Approval of Minutes of the May regular Meeting held on May 6, 2026
   c. Approval of Finance Statement for April 2026.

   Ms. Kifer made a motion to approve consent agenda as presented. Mr. Bright seconded the motion. The motion passed unanimously

6. **Regular Agenda Items**
   a. **Discussion and Possible Action:** Update on actions taken relating to acquiring Construction Manager At-Risk (CMAR) services for the Mary Erskine Renovation Project, to include Overview of Request for Qualifications (RFQ) packet, required public postings, pre-submittal conference, and schedule for selection & award. – Mr. Snaddon presented the CMAR procurement update, reviewed the RFQ packet and schedule, reported a pre-submittal site visit with roughly six attendees and others and others requesting he packet, specified deadlines, (questions by June 15, first submittals June 23 with opening and scoring June 24, shortlisting June 26, finalist proposals due July 17, and award planned August 5(, described scoring criteria and the shortlist /RFP process, and discussed forming a multi-member proposal review committee and concerns about publicly posting budget figures. Ms. Dockery gave an updated project schedule showing Subcontractor bidding phase to begin January 2027, Construction to begin March 2027, Project completion December 2027.

   b. **Discussion:** Presentation of Guadalupe Appraisal District 2027 Proposed Budget, to include: Update on projected expenditures, Taxing Unit Compensation Survey responses. – Mr. Snaddon presented the proposed 2027 budget, including updates on projected expenditures and results from the Taxing Unit Compensation Survey. The common range was between 2% and 4%, with responses ranging from 0-1% (Schertz Cibolo ISD) to 4-5% (City of Seguin). Mr. Snaddon noted that "several responses clustered around 2.5% to 3%." Ms. Sever noted a concern of other factors impacting school district budgets, including property tax freezes for over-65 and disabled homeowners, and the increase in business personal property exemptions from $2,500 to $125,000, both of which primarily affect school district revenue. Mr. Snaddon explained that he restructured the budget presentation to be more comparable to the audit reports. The budget includes six categories:

1. Personnel Services (5100): Primarily payroll, employee benefits, and related expenditures necessary to recruit and retain staff. The district projects maintaining 41 staff positions with no additional staff members planned.
2. Operational Expenditures: Annual increase of $86,279 over last year (9.4% increase). Mr. Snaddon noted that excluding payroll options, expenses year-over-year increased only $130,000 (7% or less), which he attributed to analyzing actual expenditures rather than using historical percentage increases.
3. Professional Services: Increase of $10,000, including new contracts with Just Appraise and TREP. Some contracts ended while others were added.
4. Data Processing: Minimal change ($34 increase). The PACS system and other data processing costs remained nearly identical to the previous year.
5. Debt Service: First year including debt service, broken down between interest and principal payments.
6. Reserve Funds: Currently $776,000 in reserve fund balances, including approximately $100,000 in legal defense funds. No additions to reserves were proposed. Mr. Snaddon included a 90-day contingency fund, which he characterized as "typical" for public agencies based on consultation with financial advisors, though not required by state law.

Compensation Options Presented: Mr. Snaddon presented four compensation options:

Option 1: No COLA increase, only compensation schedule adjustments based on performance (baseline)
Option 2: 2.5% COLA increase plus grade/step adjustments - Additional cost: $63,000
Option 3: 3.0% COLA increase plus grade/step adjustments - Additional cost: approximately $75,000
Option 4: 3.5% COLA increase plus grade/step adjustments - Additional cost: approximately $88,000
Charles Kelm stated via Zoom: "The current inflation rate is 4.2%. At 2.5%, I understand there's a cost increase, but we're still falling behind." He noted the district had not provided a COLA increase for two years and emphasized that "we need to continue to be able to provide, um, the services to the level to make sure that we're getting the appraisals accurate for our citizens." He pointed out "we already got 7 vacancies. So those are salaries that we're not expensing" and recommended proceeding with the 2.5% increase, stating "the employees got to eat and feed their families." Mr. Lievens stated he would "vote for no COLA advancement since we've got other perks" given that the district had recently asked taxing entities for $2.5 to $5 million for the new facility. He emphasized his "fiduciary responsibility" to the taxing entities, particularly school districts, stating "I look at sort of the entities that elected me to the board to try and do the best I can to keep things fiscally responsible as possible." Dr. Burns explained his perspective from the private sector: "I don't come from the public sector, I come from the private sector. I don't know how many times I had conversations with a group of employees saying our business just did not make enough to do an increase in this area or this area." He felt comfortable with zero COLA, citing the 11% healthcare increase and the step increase system as positive factors on "the other side of the scale." However, Dr. Burns also acknowledged Mr. Snaddon's strong organizational culture: "Peter runs an incredibly great, efficient, good organization, has a fantastic culture. And my experience has been, yes, people will leave for money, but they will not leave a place that's got a great culture if they know times are tight."

Healthcare Benefits - The budget includes an 11.5% increase in healthcare costs. The district pays 100% of employee healthcare premiums.

c. **Action:** In accordance with §6.06(a) TX Tax Code, Chief Appraiser requests authorization to forward copies of 2027 Proposed Guadalupe Appraisal District Budget to each taxing unit to be held at their respective principal administrative office for public inspection. - Mr. Snaddon clarified that once the board approves sending the budget to taxing entities, they have 60-75 days to review and provide feedback before the public hearing. However, board members debated whether sending the budget with a specific COLA percentage constituted a final decision. The board also discussed the taxing entities' ability to reject the budget after adoption. Mr. Snaddon explained that "after we adopt it, they have 30 days to actually kill it" if three-quarters of taxing units pass resolutions rejecting the budget. Vote on 2.5% COLA (Failed): A motion was made and seconded to authorize the Chief Appraiser to forward the 2027 proposed budget to taxing entities with Option 2 (2.5% COLA increase). After extensive discussion, the vote was taken by hand count: Ayes: 2 Nays: 4 The motion failed. Vote on 2% COLA (Passed): Following the failed motion, Mrs. Sever suggested trying 2% as a compromise. She made a motion to authorize the Chief Appraiser to forward the budget proposal to taxing entities with a 2% COLA raise. The motion was seconded by Mr. Bright. Vote by hand count: Ayes: 4 Nays: 1 Abstentions: 1 The motion passed.

d. **Action:** In accordance with §6.06(b) TX Tax Code, Chief Appraiser requests authorization to schedule a public hearing, to be held at main office, for consideration of 2027 Budget on August 5, 2026, at 5:30pm to include timely delivery of written notice to each taxing unit of the date, time, and place fixed. - Mr. Snaddon requested approval to schedule the public hearing for August 5, 2026, at 5:30 p.m., to be held at the main office, with timely delivery of written notice to each taxing unit of date, time, and place. Mr. Bright moved to approve the Chief Appraiser's request to schedule the public hearing and deliver notice to taxing units. Dr. Burns seconded the motion. The motion passed unanimously with all members voting aye. 6-0 votes

e. **Discussion and Possible Action:** Chief Appraiser Report to include Status of Submitted 2026 Protests, BOD At-Large Election Update, and 2027-2028 GAD Reappraisal Plan. Chief Appraiser Peter Snaddon provided a comprehensive update on the 2026 protest season. Mr. Snaddon reported that the district received "over 25,300 roughly appeals this year," representing approximately a 7% increase over the previous year. Despite the challenges, Mr. Snaddon reported significant progress: "we've closed out nearly 9,200 appeals" from the initial 25,000. The district has scheduled hearings beginning June 26th, with agents set up for approximately a week straight, conducting "100 counts a day, you know, with the two panels." However, even with this intensive schedule, "beginning on the 28th, you have 1,500 available slots until certification." Mr. Snaddon acknowledged the impact on taxing entities who rely on certified figures but noted that if the district is only 6% unresolved (needing to be at 5% or less), "it won't be such a huge impact" and should only take "a few more weeks to get to that 95%." Board of Directors At-Large Election Update - Mr. Snaddon reported a sudden change in the elections administration. The Elections Administrator with whom the district had been working resigned unexpectedly. Theresa Keel, the County Clerk, has been temporarily assigned the duties. Mr. Snaddon sent her a copy of the 2025 contract as a template. He expected to hear back by the end of the week. While this delayed the planned presentation of the contract to the board, he assured that "everything's still on pace." 2027-2028 GAD Reappraisal Plan Preview - Mr. Snaddon provided advance notice that the district must approve a written reappraisal plan every two years. He explained this is "pretty much a roadmap of what we're going to do each year" that is sent to the State Comptroller for evaluation purposes. He noted that the district "always reappraise every year" and referenced problems in other districts (specifically Tarrant) where new board members directed staff to only reappraise every other year. He explained the problems with that approach: "what happens is you still have people appealing because they think that the value they had last year, maybe the market went down, you know. So it's not saving you anything." He added that delaying reappraisals creates problems when "all of a sudden you jump them up 2 years later because you're trying to get to market after 2 years." Mr. Snaddon indicated his recommendation would be to continue annual reappraisals. He noted there would be a public meeting on September 9th, with the regular meeting following for board approval of the plan.

7. Directors' Report – Mr. Kelm suggested to move contract negotiations into executive session as they go into the financial part of the project. He feels they are losing the value of competitive bidding.

8. Adjournment – Mr. Bright moved to adjourn and Ms. Sever seconded the motion. Meeting was adjourned at 7:25 pm

(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 Meeting Act, Texas Government Code, Chapter 551, subchapters D and E)

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

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