

**KENDALL APPRAISAL DISTRICT  
MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS  
CONDUCTED ON DECEMBER 18<sup>th</sup>, 2024**

PLACE: Kendall Appraisal District  
118 Market Avenue  
Boerne, Texas 78006

**MINUTES**

1. CALL TO ORDER: Meeting was called to order at 9:05am
2. ESTABLISH A QUORUM: : Quorum was established by Chairperson Chris Godsey with a roll call of members. Four members were present including Bud Paulson, John Woolard, and Rodney Edmondson. Excused absent members were Jonathan Cluck, Rex Sprunger, and Joe Paolilli. Kendall Appraisal District staff included Chief Appraiser Nelia McNeal, Deputy Chief Lanell Pfeiffer, and Financial Coordinator Jordan Marcum. Recording for absent clerk of the Board, Katherine Nini, was Deputy Chief Appraiser Lanell Pfeiffer.  
Chairperson Godsey and the Board of Directors recognized Mr. Ed Barron, visitor. Mr. Barron will be an incoming Director to the Board in 2025 pending appointment by the city of Fair Oaks Ranch, replacing outgoing Director Paulson.
3. RECITE PLEDGES OF ALLEGIANCE TO THE UNITED STATES AND THE STATE OF TEXAS.
4. DISCUSSION AND POSSIBLE ACTION REGARDING THE CONTRACT FOR TMI LLC/M.A.P. :  
Small discussion ensued regarding new contract with a TMI. The new program software will implement the inputting of required information by the State Comptroller's office on the district's M.A.P. Review Audit on a timely basis. This will streamline the process of audit.

**MOTION:** Motion was made by Director Edmondson to approve the contract subject to attorney review. Seconded by Director Paulson. **Motion carried 3/0**

5. DISCUSSION AND POSSIBLE ACTION TO MOVE 2024 LINE ITEM FUNDS WITHIN CURRENT BUDGET:  
Discussion ensued regarding parameters and scope of moving current year's budget funds from one line item to another. An up-to-date Budget Analysis was presented by Financial Coordinator Jordan. Chief Appraiser explained our legal counsel's findings and advisement regarding the directing of excess funds to be "obligated to be spent" for a specific purpose in a specific reserve as per his email and the Attorney General's Opinion No. GA-1040(2014) ruling on a similar case with a county appraisal district. Both the Attorney General's office and the State Comptroller's office were involved in the decision. Director Godsey acknowledged the understanding of the directives and findings of the counsel and expanded on the issue of moving ledger funds. The board then asked the Chief Appraiser for her intentions for the board to do. Chief Appraiser Zapata stated that she would like to designate any carry-over as obligated funds so the district can procure a new program by Commercial Marshall and Swift via Harris Govern that would help with schedules and other needed duties. She would also like to purchase a much needed vehicle since our district has grown in Appraisers. One vehicle is not reliable due to age and maintenance. An "Intent to Purchase" invoice was presented to Board for their consideration. Small discussion ensued.

**MOTION:** Motion was made by Director Paulson to approve the vehicle purchase as written from Ford of Boerne invoice by using funds transferred from available line items.  
Seconded from Director Edmondson. **Motion carried 3/0**

Board asked status of 2023 Unspent funds from entities. Financial Coordinator Jordan has notified entities via email as to credit applied to their 2025 Allocations with a new payment schedule reflecting it. Small discussion ensued regarding status of office moving forward in a right direction with recognition from the board on the testament of the leadership.

**MOTION:** Motion was made by Director Edmondson to approve the amendment to the Harris Govern contract to include the additional service of Marshall and Swift Commercial programming software.

Seconded by Director Paulson.


**Motion carried 3/0**

**MOTION:** Motion was made by Director Paulson to obligate the excess 2024 fund to the new vehicle funds purchase, the TMI program, the Harris Govern addition to existing contract, and the Building Expansion Fund.

Seconded by Director Edmondson.

**Motion carried 3/0**

6. RECESS FROM OPEN SESSION AND ENTER INTO EXECUTIVE SESSION.  
THE BOARD MAY AT ITS DISCRETION ADJOURN TO EXECUTIVE SESSION TO DELIBERATE ANY MATTER AUTHORIZED BY TEXAS GOVERNMENT CODE SEC. 551.001 *et seq* [THE TEXAS OPEN MEETING ACT] INCLUDING:  
SEC. 551.071; Receive information on pending and/or anticipated lawsuits. Consultation with attorney  
SEC. 551.074; Personnel matters
7. DISCUSSION AND/OR ACTION ON INFORMATION RECEIVED IN AGENDA ITEM 6:  
No action taken.
8. SET DATE FOR NEXT BOARD OF DIRECTOR'S MEETING: January 15<sup>th</sup>, 2025
9. ADJOURNMENT: Meeting was adjourned by Chairperson Godsey at 10:58am.

  
Chairperson: Chris Godsey Date: 1/15/2025

  
Secretary: Rodney Edmondson Date: 1/15/2025

  
Chief Appraiser: Nelip Zapata Date: 1/15/2025