

**KENDALL APPRAISAL DISTRICT  
MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS  
CONDUCTED on NOVEMBER 11<sup>TH</sup>, 2025**

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

**MINUTES**

1. CALL TO ORDER: Meeting was called to order at 3:01 pm.
2. RECITE PLEDGES OF ALLEGIANCE TO THE UNITED STATES AND THE STATE OF TEXAS.
3. ESTABLISH A QUORUM: Quorum was established by Chairperson Chris Godsey with a roll call of members including Ed Barron, Joe Paolilli, and John Woolard. Absent were members Jonathan Cluck, Rex Sprunger, and Rodney Edmondson, all excused. Kendall Appraisal District staff present included Chief Appraiser Nelia Zapata, Deputy Chief Appraiser Lanell Pfeiffer, Tax Assessor/Collector Crystal Rivera, Financial Coordinator Jordan Marcum, and recording clerk for Board Katherine Nini, Administrative Assistant.
4. RECOGNITION OF VISITORS/ PUBLIC COMMENTS: The Board of Directors recognized visitors Keri Sanding and Kathy Estes from Texas Regional Bank, Eddie Ashley from Boerne ISD, and Wes Scott who arrived at 4:34pm. No comments were made by the visitors.
5. APPROVAL OF THE SEPTEMBER 3<sup>rd</sup>, 2025, BOARD OF DIRECTORS MEETING MINUTES.  
**MOTION:** Motion was made by Director Joe Paolilli to approve the minutes for September 3<sup>rd</sup> meeting as written. Seconded by Director Barron. **Motion carried 4/0**
6. CONSIDERATION AND POSSIBLE ACTION FOR CONSENT OF APPOINTMENT FOR AG ADVISORY MEMBERS AND THEIR STAGGERED TERMS UNDER RESOLUTION 2025-03 AS FOLLOWS: Dusty Bruns 2025-2026 ; Darrel Lux 2026-2027 ; George Wenzel 2026-2027 ; Stephen Zoeller – Ongoing County Advisor to Board: Resolution was read out loud by Chairperson Godsey before vote.  
**MOTION:** Motion was made by Director Paolilli to adopt Resolution 2025-03 Appointment for AG Advisory members and their staggered terms for 2026 as written. Seconded by Director Barron. **Motion carried 4/0**
7. CONSIDERATION AND POSSIBLE ACTION TO ENTER INTO A CONTRACT FOR CONSULTING PURPOSES OF BLAKEMAN & ASSOCIATES Per PRESENTATION:  
Discussion ensued regarding explanation of services attorneys Blakeman & Associates will provide for HR purposes. Financial Coordinator Marcum explained that the KAD needs a consulting firm to update Policy Manual to align with laws and regulations ever changing and for legal advice on personnel matters. Upfront cost is \$2750 with a monthly cost of \$225. This includes unlimited phone calls for consultation and the review, update of wordage, and installation of labor laws as applicable for our Appraisal District's Employees Policy Manual. Small discussion ensued between members and Chief Appraiser Zapata. Chairperson Godsey then asked if we had it in the existing budget to procure the firm and Mr. Marcum and Ms. Zapata stated "yes", under the line item for Legal Expenses.  
**MOTION:** Motion was made by Director Paolilli to approve procuring the services of Blakeman & Associates for services stated. Seconded by Director Barron. **Motion carried 4/0**
8. CONSIDERATION AND POSSIBLE ACTION TO ENTER INTO A CONTRACT FOR APPRAISAL PURPOSES WITH CAPITOL APPRAISAL GROUP, LLC UNDER RESOLUTION 2025-04. (MAP Q. 63):  
Small discussion between members and Chief Appraiser Zapata regarding services to be provided and cost. Tabled momentarily for figures. Board moved to line item 9. – Moved back from line item 9. Cost of contract was presented by Chief Appraiser Zapata to Directors of \$78K over 3 years for Tax years 2026-'28. This is vital in the achievement of appraising utility and industrial properties as well as all producing oil and gas leases located in the District's jurisdiction.



**MOTION:** Motion was made by Director Woolard to approve the contract of Capitol Appraisal Group, LLC under resolution 2025-04 for services as stated. Seconded by Director Paolilli. **Motion carried 4/0**

~Board moved forward to Line item 10.~

**9. REPORT FROM BUILDING COMMITTEE: DISCUSSION AND POSSIBLE ACTION:**

Presentation by Ms. Godsey (Chairperson) who is serving on the building committee. Plans of preliminary blueprint were shown on screen. An explanation of the history of the building and the situation the district finds itself today was discussed. Current facility was built 15 years ago and has been operating since 2010 without a cost to entities due to funds from sale of previous building in downtown Boerne. Since then, the KAD has returned over \$1 Million of unspent funds to its contributing entities. It has operated debt free and is fiscally sound. The county has been experiencing tremendous growth and the Appraisal District has outgrown its building as more personnel are needed to keep up with the demand of appraisals and protests, which averages 6200 per year for the past 4 years, many of which are informals meaning one on one negotiations between 7 current appraisers. This also is a safety concern as the conference room is in the middle of the building allowing public access to work areas. – Since 2015, there has been a 30% increase in parcels countywide, resulting in appraisals needed. It is estimated to increase by an average of 875+ yearly by 2027 resulting in much needed personnel to handle the workload. The Appraisal District has recently added 4 employees within a year in various positions. The building is now at capacity and more personnel are needed in order to keep up with the demand of an ever growing county. The proposed building addition will double the size of the current structure and will allow business to be conducted safely and in compliance well into the future. We are projecting this to suffice another 20 years with an estimated cost of \$1.68 million from start to finish for an addition 5700 s.f. structure. This equates to less than \$300 per s.f., which is nearly unheard of by today's standards. Other alternatives were considered but found not to be cost effective.

Discussion ensued.

**No action.**

~Board moved back to Line item 8.~

**10. DISCUSSION AND POSSIBLE ACTION TO AMEND KAD POLICY MANUAL: (Tabled from September meeting)**

Discussion ensued between Mr. Marcum and members regarding changes. In particular with the PTO schedule change for 16+ years of service which states "Unlimited PTO". Mr. Marcum explained that most companies in the industry are leaning towards this concept. This also helps with not tracking PTO which is labor intensive. Chairperson Godsey moved to table this matter till all members can discuss, understand, and weigh in on this matter.

**TABLED**

**11. 3<sup>rd</sup> QUARTER REPORT FOR FY 2025 ON SUPPLEMENTAL CHANGES PER TAX CODE SECTION 25.25(b) PRESENTED BY LANELL PFEIFFER. (MAP Q.48):**

Report was presented and read by Deputy Chief Appraiser Pfeiffer. Changes to 2025 Appraisal Roll has been 10,000 in supplements resulting in a decrease of \$29,737,001. The supplements primarily relate to late Homestead exemptions, over 65 exemptions, ARB hearings, hearing value changes after certification and corrections, both increases and decreases. It should be noted that the total adjustment or (increase/decrease) is market value, not taxable value. The detail report will be available should you wish to review it. Document was signed by the Chief Appraiser, Nelia Zapata.

**No action.**

**12. PROPERTY TAX COLLECTIONS REPORT FOR THE TAXING UNITS and OFFICE UPDATES BY CRYSTAL RIVERA:**

Report was presented by Tax Assessor/Collector Rivera. Current collection for the 2025 Levy stands at 68.66%, up from last year, for the eight entities the KAD collects for. There is a delinquent balance of \$3,571,450.39 for 2024 which includes previous years. On a side note, Ms. Rivera wanted to recognize and commend her staff for their commitment and tremendous job they've done as a team in providing the Kendall County community with their exceptional Customer Service, time efficiency, and teamwork despite all the challenges encountered. The decision in keeping the Tax Office opened on Columbus Day alone, served approximately 75 Taxpayers in person and handled around 120 incoming calls. To meet the demand, the staff worked overtime, even cutting lunches and coming in on a Saturday to provide service and process payments. Hours of operation were adjusted to 8am-4pm, Monday through Friday, and assisted in providing timely deposits to our entities. Issues were encountered early on, but a plan implemented was adapted without hesitation by the team.

**No action.**



**13. FINANCIAL REPORTS UPDATE OF APPRAISAL AND COLLECTIONS BY JORDAN MARCUM:**

Mr. Marcum stated that financial report is up to date as of October 31<sup>st</sup>. Gross profit is a little over 104% which includes any interest earned. Total interest earned to date is \$32,824.97. Expenses are at 84.96% with 2 months remaining.

**No action.**

**14. DISCUSSION AND POSSIBLE ACTION TO WAIVE PENALTY AND INTEREST ON DELINQUENT PAYMENTS PER TAX CODE 6.06(E) BY JORDAN MARCUM:**

Mr. Marcum stated that one entity was late in payment and a 5% Penalty was issued.

**MOTION:** Motion was made by Director Paolilli to deny waiver of Penalty fee to KCWCID #1 for \$173.05. Seconded by Director Barron.

**Motion carried 4/0**

**15. DISCUSSION AND POSSIBLE ACTION ON PRESENTATION OF NEW DEPOSITORY FINANCIAL INSTITUTION FOR KENDALL APPRAISAL DISTRICT.**

Presentation by Financial Coordinator Marcum. Small discussion ensued regarding 4 bids for the financial and banking aspect of the Appraisal district. Chairperson Godsey moved to table this matter till all members can discuss, understand differences in fees and services, and weigh in on this matter.

**TABLED**

**16. DISCUSSION AND POSSIBLE ACTION TO OBLIGATE EXCESS FUNDS FROM THE 2025 BUDGET TO A DESIGNATED LINE ITEM PER TX ATTY GEN OP. GA-1040 (Tex. A.G.), 2014 WL 3866631:**

Chairperson Godsey moved to table this matter till all members can discuss and weigh in on this matter.

**TABLED**

**17. CHIEF APPRAISER REPORT :**

- Unexpected expense of new condenser for A/C was needed and installed.
- KAD had a change in health insurance for employees. Cost effective.
- Staff is starting to appraise properties for 2026 and have been going out into the field. No fly-overs till 2026.
- KAD received a letter from the Comptrollers office notifying us of 2024 MAPS audit passing. We are in compliance with the state. *(Board thanked the staff of KAD for their hard work.)*
- We wrapped up any carry-overs of protests for previous years and we have very few for the 2025 season.
- Bexar CAD has 77 appraisers versus our district of only 7 appraisers in a growing county. *(Small discussion ensued with Directors emphasizing the need for more appraisers and offices to process the demand of new properties being developed.)*
- City of Fair Oaks Ranch has 250 new homes coming in. There is also Commercial properties being developed countywide.

**18. DISCUSSION AND POSSIBLE ACTION REGARDING CHIEF APPRAISER ANNUAL REVIEW. *(May be discussed in Executive Session) (MAP Q.1):***

Chairperson Godsey stated 2 members did not send in their evaluations for a consensus and moved to table this matter till all members can discuss and weigh in on this matter.

**TABLED**

**19. DISCUSSION REGARDING EXISTING LITIGATION or PERSONNEL MATTERS, TO INCLUDE PROBABLE PRESENTATION IN EXECUTIVE SESSION:**

**No action.**

**20. 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

**21. DISCUSSION AND POSSIBLE ACTION ON INFORMATION RECEIVED AND DISCUSSED IN EXECUTIVE SESSION:**

~Board did not adjourn into Executive Session.~

22. SET DATE AND TIME FOR NEXT MEETING: Chairperson Godsey asked for Administrative Assistant, Ms. Nini, to email all members for a general consensus as to setting a date for the next meeting to be held the first week of December in lieu of the regularly scheduled meeting set for December 10<sup>th</sup> at 9am due to important issues needing to be resolved before the end of the year. Ms. Nini stated that she will complete the task the following business day as requested.

23. ADJOURNMENT:

**MOTION:** Motion was made by Director Paolilli to adjourn meeting. Seconded by Director Barron.

**Motion carried 4/0**

~Meeting was announced adjourned at 4:55 by Chairperson Godsey~

Chris Godsey Date: 12/3/25  
Chairperson: Chris Godsey

Rodney Edmondson Date: 12-3-25  
Secretary: Rodney Edmondson

Nelia Zapata Date: 12/3/25  
Chief Appraiser: Nelia Zapata