

**KENDALL APPRAISAL DISTRICT
MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS
CONDUCTED on DECEMBER 3RD, 2025**

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

MINUTES

1. CALL TO ORDER: Meeting was called to order at 9:00 am.
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 all members including Ed Barron, Jonathan Cluck, Rex Sprunger, Joe Paolilli, John Woolard and Rodney Edmondson. 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, Administrative Assistant Katherine Nini.

4. RECOGNITION OF VISITORS/ PUBLIC COMMENTS – Attending meeting was legal counsel for Kendall Appraisal District, Ryan James. No comments made at this time.

5. APPROVAL OF THE NOVEMBER 11th, 2025, BOARD OF DIRECTORS MEETING MINUTES.

MOTION: Motion was made by Director Barron to approve the November 11th minutes as presented. Seconded by Director Paolilli. **Motion carried 6/0**

6. EXCEPTION NEEDED: MOTION TO ACCEPT THE 3rd QUARTER REPORT FOR FY 2025 ON SUPPLEMENTAL CHANGES PER TAX CODE SECTION 25.25(b) as PRESENTED BY LANELL PFEIFFER AT THE NOVEMBER BOD MEETING. (*MAP Q.48*):

Explanation of no motion at last meeting on November 11th regarding presentation to Board.

MOTION: Motion was made by Director Paolilli to accept the 3rd quarter report. Seconded by Director Cluck. **Motion carried 6/0**

7. DISCUSSION AND POSSIBLE ACTION TO AMEND KAD POLICY MANUAL. (*Tabled from November meeting*) Chairperson Godsey temporarily tabled this line item and moved out of sequence into Executive Session due to time constraints by certain Directors to discuss pressing matters.

~Moved back to line item at 10:30am from Executive Session~

MOTION: Motion was made by Director Sprunger to deny changes in policy. Seconded by Director Edmondson. **Motion carried 6/0**

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

Presentation by Mr. Marcum stating that the KAD was over on income by 102.72%. Expenses are at 82.40% as of November, which is under budget, not including December expenses yet to come. Chairperson Godsey asked what the projection on our budget was for the end of the year. Mr. Marcum stated that bank account balances have been up to date. Then proceeded to break down financial analysis documents for the board. Interest earned \$2946.97 . Reason for overage on the revenue side is due to accumulated interest not being a factor in the budget. Director Sprunger stated his confusion on what was presented. Small discussion ensued between members and Mr. Marcum. Information presented was for transparency and so everyone was on the same page and is current as of December 1st , as stated by Mr. Marcum. Chairperson Godsey started to breakdown line items in budget regarding Operating fund of \$174K for emergency purposes. Mr. Marcum stated that the presentation is regarding QuickBooks balances only. Director Sprunger asked for clear explanation for his understanding. Current balance as of this meetings date is \$1.117M with \$229K allocated and \$888K that may or may not be obligated. **No action taken.**

~Chairperson Godsey moved out of sequence to Line item 12 at 10:43am~

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

Mr. Marcum stated that Kendall County was late in November and a fee was assessed and collected. Asked board if they wanted to waive and refund late fee.

MOTION: Motion was made by Director Edmondson not to waive the late fee. Seconded by Director Sprunger.

Motion carried 5/0

10. CONSIDERATION AND POSSIBLE ACTION TO ENTER INTO A CONTRACT WITH GOVERNMENT CAPITAL CORP. TO OBTAIN FINANCING FOR FUTURE CONSTRUCTION/RENOVATION OF BUILDING UNDER RESOLUTION 2025-05.

Chairperson Godsey stated that the board was not ready yet and could not act on this. Counsel Mr. James stated this was a financing resolution that the board can act on this at this time but not the construction of the building without the resolutions from the entities. Director Barron stated concern that district should get other bids for financing first before a decision is made. Chairperson Godsey agreed and postponed this matter.

11. DISCUSSION AND POSSIBLE ACTION ON PRESENTATION OF NEW DEPOSITORY FINANCIAL INSTITUTION FOR KENDALL APPRAISAL DISTRICT UNDER TX.TAX CODE §6.09 : *(Tabled from November meeting)*

Mr. Marcum stated that steps were taken for a new depository for the KAD. 4 bids were received. After review, it is our opinion to stay with Frost at this point just for simplification. We would have to move all banking accounts and logistics as well as deal with all refunds.

MOTION: Motion was made by Director Sprunger to keep Frost as our depository financial institution.

Seconded by Director Edmondson.

Motion carried 5/0

~Board moved to line item 13~

12. 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. *(Tabled from November meeting)*

Chairperson Godsey asked Financial Coordinator, Mr. Marcum, for direction. Mr. Marcum recommended making a motion to move and obligate any excess funds into a line item for next year. We do not have a specific dollar amount until audit it done. Mr. Marcum stated, "It's like shooting a moving target." A guess could possibly be said, but would have to base it on expenses for December and where we are at. Averaging out expenses and best guess at this moment is \$158K. Director Cluck brought up a concern with Attorney General findings and dynamics of declaring it as excess funds and keeping them. Legal Counsel Mr. James explained that it would not be declared as excess funds but a motion to retain and allocate it for a specific fund to meet obligations. For instance, a building fund allocation. A small discussion ensued as to the 2025 budget and the wording by the Attorney General opinion on this matter. Chairperson Godsey explained the steps needed to be taken by the board legally in allocating fund from existing budget to a specific line item in the current year. Counselor James stated 2 options to board. One option is to vote to retain it now, and the other option is to do a budget amendment in 2026 for the budget of 2025. Mr. James further explained the wording and parameters of the A.G. Opinion, which relies on the Comptroller's guidelines regarding the authority of a county appraisal district to obligate budget funds. Mr. Marcum stated that a lot of the funds were interest earned throughout the years, which is the districts and most of the other funds are obligated. Discussion ensued. Accrued funds over the years were never placed in the operation reserve as directed by the board in past years. A reserve of 3 to 6 months' worth of funds for operational purposes was highly advised by independent accounting firms throughout the years after audits were performed. To date, only 3 months are achieved. Chief Appraiser asked board to obligate some funds in the current budget to purchase and update equipment for the appraisers (Laptops, electrical devices, etc.). \$17,480 is needed. No additional funds are needed for this since line item for Computer and equipment purchases is currently under budget with more than enough funds, but approval over \$10K is needed per Director Sprunger. Chairperson Godsey and Director Edmondson agreed.

MOTION: Motion was made by Director Cluck to authorize the Chief Appraiser to spend up to \$20K to the purchase of IT equipment for the staff from the Computer budget. Seconded by Director Edmondson.

Motion carried 6/0

MOTION: Motion was made by Director Barron to obligate up to \$140K to account 1705 Building and Improvement Fixed Assets. Seconded by Director Sprunger.

Motion carried 6/0

~Director Cluck excused himself from the remainder of the meeting at 11:14am~
~Chairperson Godsey moved back to line item 9 at 11:14am~

13. CONSIDERATION AND POSSIBLE ACTION TO ENGAGE IN CONTRACT WITH INDEPENDENT AUDITOR ABIP FOR FISCAL YEAR ENDING 2025.

MOTION: Motion was made by Director Barron to continue with ABIP. Seconded by Director Edmondson.
Motion carried 5/0

14. CHIEF APPRAISER REPORT:

-Invitation to the conference was emailed out to the members. Everyone has been registered and is ready to go. This is a one day event on a Tuesday that includes a luncheon. Event is February 22-25, but the date for the Board of Directors is on the 24th.

A small discussion ensued with directors stating that they would notify the Chief Appraiser if they can make the event. Ms. Zapata asked the members to let her know if they need to stay overnight and arrangements would be made.

15. DISCUSSION AND POSSIBLE ACTION REGARDING CHIEF APPRAISER ANNUAL REVIEW (May be discussed in Executive Session) (MAP Q.1) (Tabled from November meeting)

~Chairperson Godsey stated that this line item was done and presented in Executive Session.~

16. PRESENTATION and DISCUSSION BY CHIEF COUNSEL FOR KAD, RYAN JAMES, REGARDING EXISTING LITIGATION and/or PERSONNEL and KAD MATTERS (May be discussed in Executive Session)

~Chairperson Godsey stated that this line item was discussed and presented in Executive Session.~

17. 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

~Board moved out of sequence and into Executive Session at 9:05am~

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

~Board came back from Executive Session at 10:30am and moved back to Line item #7.~

19. SET DATE AND TIME FOR NEXT MEETING in JANUARY 2026:

Chairperson Godsey stated that a Special Meeting at 9 o'clock on December 10th will be held for the passing of resolutions written by chief counsel. Ms. Godsey will be creating a summary page to coincide with them. Committed members for meeting so far are John Woolard, Chris Godsey, Joe Paolilli and Rex Sprunger. Director Edmondson will notify district if he will be able to attend. Director Barron stated he will not be able to attend.

Small discussion ensued between directors, legal counsel, and chief appraiser regarding situation with nomination process for board members. Counsel Mr. James stated that deadline to receive entity resolution is June, but the process to reach out to entities can be started early next year to meet deadline of August 15th for acceptance and passing of resolution from the entities by the Board of Directors per Tax Code guidelines (6.03).

20. ADJOURNMENT:

MOTION: Motion was made by Director Barron to adjourn the meeting at 11:24 am. Seconded by Director Edmondson.

Motion carried 5/0

Chairperson announced meeting was adjourned.

Chris Hodges
Chairperson

Date: 1/28/2024

Rodney J Edmondson
Secretary

Date: 1/28/2024

Nelia Zapata
Chief Appraiser, Nelia Zapata

Date: 1/28/2024