KENDALL APPRAISAL DISTRICT
MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
CONDUCTED ON MAY 13th, 2026

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

MINUTES

1. CALL TO ORDER: Meeting was called to order at 9:00am by Chairperson Godsey.

2. RECITE PLEDGES OF ALLEGIANCE TO THE UNITED STATES of AMERICA AND THE STATE OF TEXAS

3. ESTABLISH A QUORUM: Quorum was established with a roll call of members including Ed Barron, Rex Sprunger, Chris Godsey, Joe Paolilli, Rodney Edmondson, and Jonathan Cluck. Absent was member John Woolard. Kendall Appraisal District staff present included Chief Appraiser Nelia Zapata, Deputy Chief 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: Board recognized visitors Nick Gutierrez with ABIP (Independent auditor), Kirk Swinney legal counsel for Kendall Appraisal District, and Janet Pitman with ABIP (independent auditor).

5. APPROVAL OF PROPOSED MARCH 4th AND MARCH 23RD, 2026, BOARD OF DIRECTORS MEETING MINUTES. *(MAP Q. 9)*

   MOTION: Motion was made by Director Paolilli to approve March 4th minutes as presented. Seconded by Director Barron. **Motion carried:** 5/0

   MOTION: Motion was made by Director Paolilli to approve March 23rd minutes as presented. Seconded by Director Barron. **Motion carried:** 5/0

6. SUBMISSION AND ACCEPTANCE REGARDING THE ADOPTION OF THE 2026 ARB HEARING PROCEDURES AS SIGNED BY ALL 2026 ARB MEMBERS ON MAY 6th, 2026. *(MAP Q. 9...[Q. 48])*:

   MOTION: Motion was made by Director Barron to approve and adopt the hearing procedures. Seconded by Director Paolilli. **Motion carried:** 5/0

7. DISCUSSION AND POSSIBLE ACTION OF RESOLUTION ***2026-03*** ELIMINATING VOTING METHOD FOR BOARD OF DIRECTORS APPOINTMENT. *(MAP Q. 6&7)*:

   Discussion ensued between the directors and legal counsel, Kirk Swinney, regarding reason for this resolution. Mr. Swinney explained the purpose was to create a new, clear board-resolution documenting appointment (vs. election) method due to prior documents not found to support current method. Composition of current board (7 members; Boerne ISD 3 seats, Comfort ISD 1, City of Boerne 1, Kendall County 1, and Fair Oaks Ranch 1) was set in place in 2010. Partial action took place in 2018 by previous Chief Appraiser and changes were implemented informally. Under 6.031 of the Texas Tax Code, this adoption by the board will formally ensure that its members are appointed in accordance with the requirements stated in the Tax Code. Upon passing of this resolution, a notice will be provided to each taxing unit entitled to vote on the appointment of Board members. This method for appointing members takes effect unless the governing body of a taxing unit **entitled** to vote, adopts a resolution opposing the method and files it with the Board before September 1st. If change is disapproved, the method will revert to Section 6.03 of the Tax Code with 5 members. – More in-depth discussion ensued.

   MOTION: Motion was made by Director Sprunger to adopt the resolution. Seconded by Director Edmondson. **Motion carried:** 5/0

8. PRESENTATION, DISCUSSION, AND POSSIBLE ACCEPTANCE OF THE ***2025*** INDEPENDENT AUDIT BY ABIP, CPA FIRM PER TEX. TAX CODE **§6.063** . *(Annual Operations Survey)*

   Discussion ensued between ABIP representative Nick Gutierrez and Directors. Director Barron asked for explanation of long-term liabilities. Mr. Gutierrez explained that any GASB compliances includes leases, such as computers, copiers, etc. Required long-term liability includes employee PTO, on-going accounts payables, salaries/wages. Revenue is from taxing entities which are billed one month prior. Last year, quarterly investment reports to the board were discussed with Mr. Marcum, and district is in compliance this year. - Director Cluck asked if anything was found or needed to be resolved or any deficiencies. Mr. Gutierrez stated, "No sir.....No deficiencies, no interior weaknesses....etc.". Chairperson Godsey asked a question on the amount of funds on report and asked if there was a difference between assigned funds versus surplus needing to be sent back to entities. Mr. Marcum replied that said amount was obligated prior to end of year and the excess amount was interest earned which belongs to the district. Mr. Gutierrez stated that the district spent more than what was brought in from the taxing entities but brought in more interest earned and other income, so no surplus was viewed to require a return. The Board thanked Mr. Gutierrez for his time.

MOTION: Motion was made by Director Cluck to accept the ABIP audit. Seconded by Director Edmondson.

Motion carried: 5/0

9. TAX COLLECTION AND ESCROW SNAPSHOT REPORT BY CRYSTAL RIVERA.

Presentation by Ms. Rivera: This report included a recap of February-March-April monthly Collections Distributions. Small discrepancy of $12.50 was caught, reported to two entities, and was corrected in March. Everything in April was clear. On the Collection report, a lot of the numbers came from 'Adjusted Levy vs. Given Levy Calculations'. With all the supplements occurring on the Appraisal side, our Levy will never be at the top, percentage wise. It will always be adjusted. Levy has gone down. Certified levy is at 96.62% and the Adjusted levy is at 96.60% collected. Small discussion ensued between Ms. Rivera and Directors regarding reasons for ongoing levy adjustments due to ARB rulings and exemptions being implemented. Further breakdown explanation of uncollected taxes (levy) was discussed. Total collected from 2024 and prior is 99.97% . Board praised percentage collected. Everything is being done to collect on pass due taxes. Tax collection attorney is diligent on working with taxpayers. Small discussion ensued between directors, Ms. Rivera, Ms. Zapata, and legal counsel Mr. Swinney regarding length of time for uncollectable Mobile homes. No action needed.

10. APPRAISAL FINANCIAL REPORT BY JORDAN MARCUM.

Presentation from Mr. Marcum started with a report on income revenue. Months March and April were completed. May is not completed since we are at the start of the month. March through May are all 100% due to billing prior to reporting month. As we work through the 2027 budget, new line items were created to make things clearer going forward. The biggest line item broken down into sub line items were salaries to clarify expenses. Explanation entailed. Total expenses for March were under at 95.73%. For April 99.20% . May is not complete but is at 17% at this point. As of a total up to May, expenses are at 34.51% . Director Cluck asked about Line item 5060 for State Unemployment Taxes due to expense over budget. Mr. Marcum explained that we had 1 claim that was not accounted for. Case was lost so district paid unemployment as well as our rate jumping up. Discussion ensued between Directors, Ms. Zapata, and Mr. Marcum regarding details of the expense and how it works due to higher risk. Director Cluck inquired how many claims we have had. Ms. Zapata stated 2 claims.

11. DISCUSSION AND POSSIBLE ACTION TO WAIVE PENALTY AND INTEREST ON DELINQUENT PAYMENTS PER TAX CODE §6.06 PRESENTED BY JORDAN MARCUM: Mr. Marcum stated nothing to waiver. No action needed.

12. PRESENTATION of 1ST QUARTER REPORT ENDING MARCH 31ST FOR FY 2026 ON SUPPLEMENTAL CHANGES PER TAX CODE §25.25(b). *(MAP Q. 46 & 47):*

Report was presented and read by Chief Appraiser Zapata. According to section 25.25(b), as of the date of this report, 5/13/2026, there have been a total of 363 supplements to the 2025 appraisal roll, resulting in a decrease of 5,880,780.00, primarily related to late HS exemptions, over 65, ARB hearings, lawsuit settlements and value changes after certification and corrections. The detailed report will be available should you wish to review it.

MOTION: Motion was made by Director Sprunger to accept the changes on the Appraisal Roll.
Seconded by Director Edmondson. **Motion carried:** 5/0

13. PRESENTATION OF 2023 TARGETED APPRAISAL REVIEW PROGRAM FINDINGS AND REFERRALS RECEIVED. *(MAPS Q. 15):*

Chief Appraiser Zapata presented finding to Board stating that we had failed a MAPS review in 2023. We had attempted to make corrections, but they were not to the satisfaction of the state auditor that was reviewing them at the Comptroller's office. Communication was difficult between the office and the auditor as to required documentation needed. It resulted in the district being referred to TDLR as being partially non-compliant for 2023 moving forward. We still have time to reply to TDLR who will hopefully approach this situation with a different perspective. Small discussion ensued with further insight as to the progression of the experience with the TARP auditor and what the next steps are. District passed 2024 MAPS audit and just completed in March of this year for 2025-2026.

14. PRESENTATION OF PRELIMINARY DATA RECEIVED FOR THE 2026 MAP REVIEW WEEK OF MARCH 23RD. *(MAPS Q. 15)*

Chief Appraiser Zapata presented recent preliminary 2026 MAP review. We passed 4 out of 5 sections of the Audit but failed on 1 section. We originally had numerous 'No's" on the exit form, but we submitted corrections or further information shortly after which turned some of those answers to a "Yes". Some of these questions on the MAP review audit are brand new which may not change to a "Yes". We continue to work with the state auditor in completing required documents and have a deadline of November 1st for submittals before the final report. Our liaison, Liza Trevino, whose software is being used to assist us in gathering documentation of tasks throughout the year has been instrumental in this matter. She has updated the program with more detail and videos showing what the state auditors are looking for to help us gather the correct information in one location. Improvements continue with the program for user friendly.

15. PRESENTATION, DISCUSSION AND POSSIBLE ACTION FOR THE PRELIMINARY PROPOSED 2027 BUDGET FROM THE FINANCE COMMITTEE AND CHIEF APPRAISER NELIA ZAPATA. *(MAPS Q. 12)*

Chairperson Godsey asked the Directors if they had any input or questions as to the proposed 2027 Budget that will be presented in the June meeting. She advised other directors to reach out to their perspective entities to get them involved and gather feedback as to any suggestions or changes they would like to see before we have the Public meeting in June. The Proposed budget has not been sent out to the entities yet. Small discussion ensued. Director Cluck asked the staff if the district was poised to meet the demand of this county in 2030 considering the explosion of growth? - Mr. Marcum answered "no" for this moment and explained that through his training classes that he has attended, the district does not have in place certain things that he has since discussed with the Chief Appraiser Ms. Zapata. With the ARB's coming up, he is going to try and establish some things. They want to put in place a 5 to 10 year plan to accommodate that as this is his goal to start establishing that plan. He stated that with the Budget Committee and Ms. Zapata, they could be prepared. Especially with personnel and computers, everything is going to increase. So the district needs that financially in place. – Director Sprunger commented that the new building will meet the requirements of a county with 75,000 people as whole requirements will change at that point. He also touched on ADA requirements. Chairperson Godsey stated there is accommodating space on the 1st floor so no requirements are needed on the 2nd floor since this will be employee only access. Further discussion ensued with the suggestion of AI integration. Director Cluck expressed concern for rising costs outside the realm of the appraisal district and needed equipment and personnel to accommodate changes. Director Sprunger stated that those items are the vast majority of the increase and are included in the 2027 budget to foresee those changes. Discussion ensued on costs of security in this uncertain time. Ms. Zapata assured the board that the budget can meet the cost and every measure has been taken to keep our security up to date. Further discussion ensued regarding a possible new software program that could save the district cost after the initial setup.

16. BUILDING COMMITTEE UPDATE.

Chairperson Godsey updated the directors as to the stage the district is in with the progression of the new building. The building committee met with the architect and put together a plan of action for an RFQ (Request for Qualification) of a design build from potential builders. The conceptual design is for the purpose of the potential builders to estimate from but is not the final design as things may change. Final wording of the plan is being reviewed by legal counsel and should be ready to present to the board by the next meeting. The board will choose a contractor who meets the criteria of the RFQ. The contractor will then work with the committee to design and build this within our budget. Small discussion ensued among the directors. Chairperson Godsey announced that a special meeting will be held as soon as the final RFQ documents are completed by counsel.

17. CHIEF APPRAISER REPORT

Chief Appraiser stated the following:

- 2026 Preliminary Values to entities were sent. Market value is $21, 655,000,000 that we have appraised. This is an increase of $1,339,000,000 over last year.
- 13,789 notices were sent. As of this morning, we have 2,838 protests filed.
  Chairperson Godsey requested that Ms. Zapata send this information out to the directors for them to convey the information to their perspective taxing units. Ms. Pfeiffer stated we will more than likely end up with 8 to 9 thousand protests due to agents with multiple clients protesting who usually file later. June 2nd is the deadline for filing. Director Paolilli stated that social media is encouraging people to protest.
- Ms. Zapata stated that a disclosure notice on one of the agents is on the website who misrepresented the appraisal district by altering notices of appraised values that were sent both the client and the agent. Deputy Chief Ms. Pfeiffer explained how we discovered this matter. Legal Counsel Mr. Swinney suggested to report it to the attorney general after Director Cluck brought up concerns. Discussion ensued.
- Ms. Zapata attended the Boerne ISD Finance meeting by invitation and gave them their values.

18. 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 if present.
SEC. 551.074; Personnel matters.

~ Board did not move into Executive Session ~

19. DISCUSSION AND POSIBBLE ACTION ON INFORMATION DISCUSSED IN EXECUTIVE SESSION: **No Action**

20. SET DATE AND TIME FOR NEXT MEETING: **June 8th, 2026** *(Tentatively)*

Chairperson Godsey reminded directors of the Special Meeting which will be scheduled soon to approve final draft of RFQ to be posted and advertised.

21. ADJOURNMENT

MOTION: Motion was made by Director Sprunger to adjourn the meeting.
Seconded by Director Barron **Motion carried unanimously 5/0**

~ Chairperson Godsey announced adjournment. Meeting was adjourned at 10:49 am. ~

Chris Godsey
Chris Godsey, Chairperson Date: 9/2/2026

Secretary: Date: 9/2/2026

Nelia Zapata
Nelia Zapata, Chief Appraiser Date: 9/2/2026