

KENDALL APPRAISAL DISTRICT

118 Market Avenue • P.O. Box 788 • Boerne, Texas 78006

September 29th, 2025

Mayor Frank Ritchie
City of Boerne
PO Box 1677
Boerne, Texas 78006

This letter is to inform the City of Boerne that John Woolard's two-year term to the Appraisal District's Board of Directors expires December 31, 2025.

In 2017 the Kendall Appraisal District Board of Directors approved a resolution changing the selection of the Board of Directors to the two-year staggered term method. In past years we have had a cumulative voting based on each entity's tax levy. Starting in 2019 Board of Directors terms were by appointment; no vote is needed.

In accordance to Sec. 6.03 (a) of the Texas Property Tax Code: "To be eligible to serve on the Board, an individual other than a County Assessor-Collector serving as a nonvoting Director must be a resident of the (Appraisal) District and must have resided in the District for at least two years immediately preceding the date the individual takes the office. An employee of the Taxing Unit that participates in the District is not eligible to serve on the Board unless the individual is also a member of the governing body or an elected official of a Taxing Unit that participates in the District."

The responsibilities of an Appraisal District's Board of Directors include adopting an annual budget to meet the District's obligations, establish an office for the District, executing contracts for necessary services, hiring a Chief Appraiser, appointing Appraisal Review Board members and making general policy on Appraisal District's operations. A Board member may not directly or indirectly discuss appraised values with the Chief Appraiser except as allowed by law in an open meeting.

Please notify me of the Board of Trustees decision of reappointing or replacing Mr. Woolard before January 1, 2026.

Respectfully yours,



Nelia Zapata RPA, CCA
Chief Appraiser
Kendall Appraisal District