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**MINUTES OF MEETING**  
**January 21, 2021**  
BRAZOS CENTRAL APPRAISAL DISTRICT  
BOARD OF DIRECTORS

**1. Declaration of Quorum and Call to Order**

Bill Lero, as Chairman, having determined that a quorum was present, called the meeting to order at 8:45 a.m. on Thursday, January 21, 2021 at 4051 Pendleton Dr., Bryan, Texas.

Members Present: Bill Lero (Chairman), Kyle DeWitt, John Flynn, Ron Kaiser, Jason Bienski, J.J. Ruffino and Kristy Roe.

Members Absent: Tim Jones

BCAD Staff: Dana Horton and Ashley McGuire

**2. Acknowledgement of visitors and hear citizen comments.**

None

**3. Affirmation of Board Member Eligibility.**

Mr. Lero asked that the Board members present affirm their eligibility to serve by signing a statement which certified that they are in compliance with Section 6.035 and Section 6.036 of the Property Tax Code. All members present signed this statement confirming their eligibility as presented.

**4. Issuance of Oaths of Office.**

The issuance of Oaths of Office were then presented to the Board members to affirm their appointment as members to the 2021 Brazos Central Appraisal District Board of Directors and statements of Elected/Appointed Officer were administered before a notary.

**5. Election of Officers for 2020.**

The next item brought up for consideration was the election of Officers for 2021. Mr. Lero noted that anyone is welcome to nominate themselves or any other Board member for these positions. No new nominations were submitted. The general consensus was to reappoint the following 2020 officers to continue serving for 2021:

Chairman: Bill Lero

Vice Chairman: John Flynn

Secretary: Tim Jones

Dr. Kaiser made the motion to re-appoint these same officers for 2021; Mr. Ruffino seconded this motion. The motion passed unanimously.

6. **Recognition of affidavits (if any) filed in response to State law on disclosure of conflict of interest.**

None.

7. **Consent Agenda.**

The following items, being on the consent agenda, were considered:

- a. **Approval of cash disbursements for November & December 2020.**
- b. **BCAD financial account review.**
- c. **Board of Director minutes for previous meeting(s).**

Mr. Lero asked that the Board review the consent agenda for consideration. Mr. DeWitt made a motion to approve the consent agenda as presented. Mr. Kaiser seconded and the motion was unanimously passed.

8. **The Brazos Central Appraisal District Board of Directors has determined it necessary to go into Executive Session under the provisions of Sec. 551 of the Texas Government Code and the following topics will be discussed”**

- a. **Under Sec. 551.071; Consultation with an attorney regarding pending or contemplated litigation, settlement offers.**
- b. **Action, if any, on Executive Session.**

This agenda item was held from discussion or action until the next scheduled Board meeting.

9. **Discussion, consideration and possible action on:**

a. **Proposed Settlements of Pending Litigation:**

1. Cause No. 18-002041-CV-85
2. Cause No. 18-002277-CV-272
3. Cause No. 20-002299-CV-272
4. Cause No. 18-002275-CV-272
5. Cause No. 20-002344-CV-272
6. Cause No. 18-002284-CV-272
7. Cause No. 20-002342-CV-361

This agenda item was held from discussion or action until the next scheduled Board meeting.

b. **Extension of Independent Contractor Agreement for consulting/appraisal services.**

Mrs. Horton presented the Independent Contractor Agreement to the Board for discussion and consideration. After reviewing the agreement as presented and a brief discussion by the Board, Mr. Flynn made a motion to accept the Independent Contractor Agreement. Mr. DeWitt seconded and the motion was unanimously passed.

**c. Acknowledgement of the Taxpayer Liaison Officer's Quarterly Report, for the period of October through December 2020.**

Mrs. Horton read the Taxpayer Liaison Officer's Quarterly Report as received to the Board. No action was needed.

**d. Employee Assistance Program Report.**

The report was review by the Board as presented. No action was needed.

**e. Request for Proposal for Audit Services.**

Mrs. Horton informed the Board that no proposal had been submitted at this time. No action was needed.

**10. Chief Appraiser Update on Appraisal District activities, attendance at meetings and events, information on upcoming activities, meetings and events.**

**a. November and December appraisal calendar activity.**

Mrs. Horton informed the Board that the MAPS Review had been completed and discussed the outcome of this review. It was also noted that we are anticipating notices to be mailed out to taxpayers in April. No other activities were discussed at this time.

**b. COVID-19 – update on potential for temporary changes in BCAD operations, hours, etc.**

This agenda item was held from discussion until the next scheduled Board meeting.

**11. Consideration of other business and future agenda items.**

None

**12. Consideration and action for date, place, time and agenda for next meeting.**

The next regular meeting was set for Thursday February 18, 2021 at 8:30 a.m.

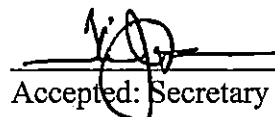
**13. Adjournment.**

There being no further business, the meeting was adjourned at 9:25 a.m.

Examined and approved this 18 day of March 2021.



Accepted: Chairman



Accepted: Secretary

Accepted: Vice-Chairman