



Mark W. Price  
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**MINUTES OF MEETING**  
**19 August 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 8:35 a.m. on Thursday 19 August 2021 at 4051 Pendleton Dr., Bryan, Texas.

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

Members Absent: Tim Jones, Kyle DeWitt

BCAD Staff: Mark Price, Dana Horton, Debbie Lockledge

BCAD Staff Absent: n/a

Guests: Jon Miller as BCAD legal counsel; Scott Krchnak as BCAD's auditor with Ingram, Wallis & Co., P.C.

\* = present via videoconference or teleconference call.

**2. Acknowledgement of Visitors and Hear Citizen Comments.** Mr. Lero acknowledged everyone who was in attendance, as noted above.

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

None.

**4. Public hearing at 8:35 a.m. to present the amended Brazos Central Appraisal District's 2021-2022 Reappraisal Plan.**

The regular meeting was recessed, and a Public Hearing was held at 8:35 a.m. to present the Brazos Central Appraisal District's 2021-2022 Reappraisal Plan as amended. Mr. Price outlined the amendment being proposed in the amended reappraisal plan regarding disaster exemptions as it appears on page 4. There were no members of the public who attended this public hearing. The hearing was closed at 8:38 a.m., and the meeting reconvened in Regular Session.

**5. Consent Agenda.**

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

- a. Approval of cash disbursements for July 2021.
- b. BCAD financial account review.
- c. Board of Directors minutes for previous meeting(s).

Mr. Bienski moved to approve the consent agenda; Mr. Ruffino seconded the motion. The motion passed unanimously.

**6. 2020 Year-end Audit.**

Scott Krchnak with Ingram, Wallis & Co., P.C. presented the 2020 audit report and provided hard copies for those present at the meeting. Mr. Krchnak noted specific pages where relevant information could be found. In summary he added that the Brazos Central Appraisal District received a clean opinion, which is considered the highest opinion possible. Mr. Price discussed the amount due to other governments as noted on page 8 of the audit under Liabilities, and the possibility of setting those funds aside for specific uses in future budget years.

Mr. Price discussed BCAD's retirement system, noting that he would like to schedule a TCDRS representative to make a presentation to the Board about how BCAD's retirement program is structured. After further discussion, Mr. Krchnak concluded his presentation.

**7. Executive Session**

The Brazos Central Appraisal District determined that it is reasonable and necessary to go into an Executive Session. The Board took a recess from the regular session at 9:21 a.m., and Mr. Lero announced that the Board of Directors would move into Executive Session at 8:38 a.m. to discuss the following matters:

- a. **Consultation with BCAD's legal counsel regarding legal matters or pending and/or contemplated litigation or settlement offers – Texas Government Code Section 551.071.**
- b. **Deliberation regarding personnel matters relating to the appointment and employment of the chief appraiser – Texas Government Code Section 551.074.**
- c. **Action, if any, on the Executive Session.**

The Executive Session concluded at 10:12 a.m. Following a brief recess, the Board reconvened in Regular Session at 10:28 a.m.

**8. Chief Appraiser Search Committee Report.**

Dr. Kaiser noted that the Search Committee is working on a position description that will be used to advertise the Chief Appraiser position and solicit applicants. At this point the position has not yet been advertised, but the committee plans to have Mr. Price advertise it through state and national organizations specific to property appraisal.

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

**a. Proposed Settlement of Pending Litigation.**

After discussion with the Board in Executive Session, Ms. Horton provided the Board with the proposed settlements for them to consider.

Mr. Lero read the litigation and the amounts the Board would possibly support at the recommendation of BCAD staff and legal counsel, and asked that anyone who wanted to pull any proposed settlement for further discussion, please do so.

**1. Cause No. 20-001725-CV-272.**

Motion to approve all proposed settlement offers was made by Dr. Kaiser, and seconded by Mr. Ruffino. The motion was unanimously approved.

**b. Preliminary 2022 Brazos Central Appraisal District Operating Budget.**

Mr. Price noted that he and Ms. Horton don't have any changes to propose at this time. He added that there are some areas for which the amount to be budgeted is pending. No action was taken at this time.

**c. Amendment to the 2021-2022 Reappraisal Plan.**

Mr. Lero noted that the change to be approved is on page 4 of the amended Reappraisal Plan, which was outlined in the Public Hearing held earlier this morning. Dr. Kaiser moved to approve the 2021-2022 Reappraisal Plan as amended; Mr. Bienski seconded the motion. The motion received unanimous approval;

**d. Resolution 21-002 Reappointing Larry West to the Agricultural Advisory Board for the term of 11/02/2021 – 11/02/2023.**

Mr. Price noted that the Agricultural Advisory Board is advisory only; we are required to have one based on the size of the appraisal district. Mr. Ruffino made the motion to approve Resolution 21-002 reappointing Mr. West to the Agricultural Advisory Board; Dr. Kaiser seconded the motion. The motion received unanimous approval.

**e. Resolution 21-003 Establishing Extraco Bank as BCAD's provider of depository services, effective 9/01/2021 through 8/31/2023.**

Mr. Lero noted for the record that BCAD had bid these services and reviewed all submissions. Based on the bids submitted, it was determined that Extraco Bank continues to best meet the District's requirements for depository services. Mr. Flynn moved to approve Resolution 21-003 for Extraco Bank to continue as the District's provider of depository services; Dr. Kaiser seconded the motion. The motion received unanimous approval.

**f. Resolution 21-004 Adopting the Brazos Central Appraisal District's 2021-2023 Reappraisal Plan as amended.**

Dr. Kaiser made the motion to approve Resolution 21-004 adopting the District's 2021-2023 Reappraisal Plan as amended; Mr. Ruffino seconded the motion. The motion was unanimously approved.

**g. Acknowledgement of the Taxpayer Liaison Officer's second quarterly report for 2021.**  
So acknowledged.

**h. Discussion of Requirements of the Open Meetings Act; status of certain provisions that were temporarily suspended; requirements for participation by videoconference call.**

Jon Miller, acting as BCAD's legal counsel, gave a brief review of the Governor's temporary suspension of some parts of the Open Meetings Act in relation to the COVID-19 pandemic, allowing meetings to be held by Zoom as long as proper notice is given. However, these suspensions end as of midnight on 31 August 2021, requiring a return to all aspects of the Open Meetings Act. He added that section 551.127 of the Open Meetings Act allows

attendance at a meeting by videoconference call as long as a quorum is physically present at the posted meeting location, but noted it is a fairly complicated section of this law. He also noted that during a meeting where Board members are attending by videoconference call, if their connection goes down, the meeting must be recessed until the connections can be re-established. Mr. Miller outlined some of the more complicated technological requirements that could be problematic.

**10. Chief Appraiser's Update.**

Mr. Lero asked Mr. Price if he had any additional information to include in his Chief Appraiser update; Mr. Price declined.

**11. Other Business & Future Agenda Items.**

Mr. Lero noted that the next meeting is scheduled for 14 September 2021, as that is BCAD's deadline to approve the 2022 budget. Mr. Price informed the Board that John Cook will no longer be doing work for BCAD as he and his family are moving to Bell County. Mr. Price added that he would like this position to become a staff employee position

**12. Adjournment.**

There being no further business, the meeting was adjourned at 10:50 a.m.

Examined and approved as of this 14<sup>th</sup> day of September 2021.



Accepted: Chairman



Accepted: Secretary

N/A

Accepted: Vice-Chairman