



Mark W. Price  
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**MINUTES OF MEETING**  
**21 October 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 8:30 a.m. on Tuesday 21 October 2021 at 4051 Pendleton Dr., Bryan, Texas.

Members Present: Bill Lero (Chairman), Kyle DeWitt, Ron Kaiser, J.J. Ruffino and Kristi Row.

Members Absent: John Flynn, Tim Jones and Jason Bienski

BCAD Staff: Mark Price, Dana Horton, Debbie Lockledge

BCAD Staff Absent: n/a

Guests: Jon Miller as BCAD legal counsel.

**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. Consent Agenda.**

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

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

Dr. Kaiser moved to approve the consent agenda; Mr. DeWitt seconded the motion. The motion passed unanimously.

5. **Executive Session**

The Brazos Central Appraisal District determined that it is reasonable and necessary to go into an Executive Session. The Board recessed from the regular session at 8:35 a.m., and then moved immediately into Executive Session 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.**

No action was taken on the Executive Session. Following a brief recess, the Board reconvened in Regular Session at 9:15 a.m. See minutes on agenda item #8(a & b) for action taken after returning to regular session.

6. **Chief Appraiser Search Committee Report.**

The committee had no report at this time. Dr. Kaiser noted that he will continue working with Mr. Price on this.

7. **Action, if any, to be taken as a result of the Chief Appraiser Search Committee's report and recommendations.**

The Search Committee had no recommendations at this time. No action was taken.

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

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

The Board came out of Executive session at 9:15 a.m. to take action on the proposed settlements in Cause No. 19-002549-CV-272 and Cause No. 20-002071-CV-272, which were considered together, and Cause No. 20-002287-CV-361. Dr. Kaiser made the motion to approve all proposed settlement agreements as outlined in Addendum A (see attachment); Mr. DeWitt seconded the motion. Mr. Miller noted that the two Causes being considered together involve an improvement account where all the buildings are located and a parking lot account. Value is adjusted on the improvement account and no change is made to the parking lot account. The motion passed unanimously. The Board then took a brief recess, after which they returned to Executive Session at 9:26 a.m. to discuss agenda item 5(b). The Executive Session was closed at 10:17 a.m., after which they immediately returned to Regular Session.

b. **Contract with *Just Appraised, Inc.* for Deed Processing Services.**

Mr. Price noted that this is the contract that had been previously discussed by the Board, and gave a brief overview of the services *Just Appraised, Inc.* offers. He added that many other appraisal districts in Texas are using this service. After further discussion, he strongly encouraged the Board to consider this, with an immediate start date. Dr. Kaiser made a motion to approve the contract with *Just Appraised, Inc.*; Mr. DeWitt seconded the motion. The motion passed unanimously.

**c. Proposed Rules for Video Meetings.**

Mr. Price directed the Board to a document in their meeting packet which outlines the current rules that are in place for video meetings as provided by legal counsel, noting that they are the Attorney General's standard required rules for video conferencing, and gave a brief overview of those rules. This was an information item only; no action was required.

**d. Proposed 2022 BCAD Holiday Schedule.**

Mr. Price noted that BCAD usually mirrors what the County approves as their holiday schedule, and the proposed schedule before them for approval is an exact duplicate of the County's 2022 holidays. Dr. Kaiser made a motion to approve the 2022 holiday schedule as presented; Mr. Ruffino seconded the motion. The motion passed unanimously.

**e. Acknowledgement of the Taxpayer Liaison Officer's 3<sup>rd</sup> Quarterly Report for 2021.**

So acknowledged.

**9. Chief Appraiser's Update.**

Mr. Price informed the Board that BCAD is busy working on the 2022 tax roll at this point. Appraisers are in the field picking up new properties. He added that Mr. Jones had requested the Board consider staggered terms for Board members, and asked that this be tabled until the November meeting. No action was taken at this time. Ms. Horton noted that BCAD will be sending 5 people to the Harris Govern Users Conference in December.

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

Mr. Lero noted that the next Board of Directors meeting is scheduled for Thursday 18 November 2021 at 8:30 a.m. in the boardroom of Brazos CAD. Mr. Price also noted that the December meeting date will be Thursday 16 December 2021 to get that on everyone's calendar before the holidays.

**11. Adjournment.**

There being no further business, the meeting was adjourned at 10:30 a.m.

Examined and approved as of this 18<sup>th</sup> day of November 2021.

  
Accepted: Chairman

absent  
Accepted: Secretary

  
Accepted: Vice-Chairman

**PROPOSED SETTLEMENTS**

**21 October 2021**

**1. Cause No. 19-002549-CV-272**

| <b>YEAR</b>  | <b>PID</b> | <b>AGREED VALUE</b> |
|--------------|------------|---------------------|
| 2019         | 106629     | \$10,243,800        |
| 2019         | 106630     | \$956,200           |
| <b>TOTAL</b> |            | <b>\$11,200,000</b> |

**2. Cause No. 20-002071-CV-272**

| <b>YEAR</b>  | <b>PID</b> | <b>AGREED VALUE</b> |
|--------------|------------|---------------------|
| 2020         | 106629     | \$10,296,401        |
| 2020         | 106630     | \$903,599           |
| <b>TOTAL</b> |            | <b>\$11,200,000</b> |

**3. Cause No. 20-002287-CV-361**

| <b>YEAR</b> | <b>PID</b> | <b>AGREED VALUE</b> |
|-------------|------------|---------------------|
| 2020        | 109399     | \$29,152,035        |
| 2021        | 109399     | \$30,033,801        |