



Dana Horton
Chief Appraiser
Tel (979) 774-4100
Fax (979) 774-4196

MINUTES OF MEETING
20 January 2022
BRAZOS CENTRAL APPRAISAL DISTRICT
BOARD OF DIRECTORS

1. Declaration of Quorum and Call to Order.

Bill Lero as Chair, having determined that a quorum was present, called the meeting to order at 9:00 a.m. on Thursday 20 January 2022 at 4051 Pendleton Dr., Bryan, Texas.

Members Present: Bill Lero (Chair), John Flynn, Tim Jones, Ron Kaiser, J.J. Ruffino, and Kristy Roe.

Members Absent: Jason Bienski and Kyle DeWitt

BCAD Staff: Dana Horton, David Kehlenbrink, Scott Warren and Debbie Lockledge

BCAD Staff Absent: n/a

Guests: Jon Miller as Brazos CAD legal counsel and Ray Grisham as Taxpayer Liaison Officer.

2. Affirmation of Board Membership Eligibility.

Mr. Lero asked that the Board members present affirm their eligibility to serve on the Board by signing a statement which certified that they are in compliance with Section 6.035 and Section 6.036 of the Property Tax Code. Ms. Horton noted there were some changes in this part of the Code. All members present signed these statements confirming their eligibility as presented.

3. Issuance of Oaths of Office and Statement of Elected/Appointed Officer.

The Board of Directors proceeded with the Oath of Office to affirm their appointment as members to the 2022 Brazos Central Appraisal District Board of Directors, followed by their Statement of Elected/Appointed Officer, as administered before Ms. Lockledge as Notary for the State of Texas.

4. **Election of Board Officers for 2022.**

Mr. Lero noted that anyone is welcome to nominate themselves or any other Board member for any of the Board Officer positions. The election of Officers for 2022 proceeded with the following nominations:

Mr. Flynn nominated Mr. Lero to continue as Chair of the Board; Mr. Ruffino seconded the motion.

Dr. Kaiser nominated Mr. Flynn to continue as Vice-Chair of the Board; Mr. Jones seconded the motion.

Dr. Kaiser nominated Mr. Jones to continue as Secretary of the Board; Mr. Flynn seconded the motion.

The Board considered all three nominations with one vote, unanimously approving these nominations for the 2022 Board Officers.

5. **Acknowledgement of Visitors and Hear Citizen Comments.**

Mr. Lero acknowledged everyone who was in attendance, as noted on page 1.

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 December 2021.
- b. BCAD financial account review.
- c. Board of Directors minutes for previous meeting(s).

Mr. Jones moved to approve the consent agenda; Dr. Kaiser seconded the motion. After further discussion, the motion passed unanimously.

Mr. Lero noted that Mr. Grisham was present to address Hubbard Kennedy's complaint (agenda item #13) and asked for the Board's permission to move that agenda item up to immediately follow the consent agenda so Mr. Grisham would not have to stay until after the executive session to present this agenda item. The Board agreed and agenda items 13 and 14 were moved to precede the Executive Session.

13. **Acknowledgement of Complaint by Hubbard Kennedy.**

Mr. Grisham, acting as the Board's Tax Payer Liaison, stated that in the past month he received a complaint from Mr. D. Hubbard Kennedy, III as an individual taxpayer. His complaint was focused on measurements made on his R.V. and the methodology used in applying those measurements. Upon completion of the arbitration, he submitted his complaint to Mr. Grisham in which Mr. Kennedy questioned the educational qualifications that the involved appraiser claimed to have. Ms. Horton noted that she felt it was a misunderstanding of the e-mail signature

used by the appraiser. After further discussion, Mr. Grisham noted he is responsible to acknowledge to Mr. Kennedy receipt of the complaint, inform the Board of Directors, and forward it to the State Comptroller's Office. This not being an action item, the Board acknowledged that they have been informed and moved to the next agenda item.

14. Acknowledgement of the Taxpayer Liaison Officer's 4th Quarterly Report for 2021.
So acknowledged.

Mr. Lero made note of Ms. Horton's new position as Chief Appraiser and asked her to introduce her new assistants. Scott Warren and David Kehlenbrink were introduced as Ms. Horton's two Assistant Chief Appraisers and gave a brief overview of the areas each will manage.

8. 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 9:27 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 10:23 a.m.

9. Discussion, consideration and possible action on:

a. Proposed Settlement(s) of Pending Litigation.

Mr. Jones made the motion to approve the settlement offers as discussed in Executive Session and outlined in Addendum A (see attachment); Mr. Ruffino seconded the motion. The motion passed unanimously.

10. Signature Authorization for Brazos CAD Banking.

Ms. Horton noted nothing needs to be done in this area for the Board since the officers will remain the same and are currently authorized signers for Brazos CAD banking. She also added that Mr. Price has been removed as an authorized signer and replaced with Ms. Horton as Chief Appraiser. Mr. Lero added that BCAD is going to explore e-signature options for Brazos CAD checks.

11. ADP Payroll Adjustment for 2022 (1).

Ms. Horton explained that after the first payroll for 2022 was run, they found that with the pay period having the first week in 2021 and the second week in 2022, ADP has the ability to pro-rate those. After cost of living and merit increases were entered into the system, ADP discussed the pro-rate process with our Financial & HR Officer and walked her through the whole process.

However, when the checks were cut it was found that only the salaried staff were pro-rated. The hourly staff was paid at the 2022 rate for the entire pay period. Mr. Jones asked for a total amount of this adjustment, but that calculation had not yet been prepared. Mr. Jones felt that a summary total is needed; Mr. Lero concurred and asked that this agenda item be tabled until the next meeting when a total amount could be considered by the Board.

12. Waiver of Penalties and Interest Assessed the Brazos Co. Municipal District No. 2 for Failure to Remit their 4th Quarter Allotment Payment.

Ms. Horton presented, explaining that upon contacting this entity, she was informed that they had not yet met where they could sign checks. Their next meeting is in February. Dr. Kaiser made the motion to wave penalties and interest for this 4th quarter allotment payment; Mr. Flynn, who serves as a director on their Board, abstained from the vote. Mr. Jones seconded the motion. The motion passed, with one abstention.

15. Chief Appraiser's Update.

Ms. Horton reviewed the changes that have been made to staffing and referred them to the BCAD organizational chart she provided. She discussed the chain of command within the new organizational structure and the vacancies that are still open.

16. Other Business and Future Agenda Items

Ms. Horton noted she will be attending the TAAD conference later this month, and reviewed who else will be representing BCAD at other events locally.

17. Date, Place and Time for Next Board Meeting.

Mr. Lero noted that the next Board of Directors regular meeting will be scheduled for Thursday 17 February 2022 at 8:30 a.m. in the boardroom of Brazos CAD.

18. Adjournment.

There being no further business, the meeting was adjourned at 10:40 a.m.

Examined and approved as of this 17th day of February 2022.


Accepted: Chairman

absent
Accepted: Secretary


Accepted: Vice-Chairman

PROPOSED SETTLEMENTS
20 January 2022

1. Cause No. 19-002715-CV-361

YEAR	PID	AGREED VALUE
2019	360772	\$8,700,000

2. Cause No. 20-002513-CV-272

YEAR	PID	AGREED VALUE
2020	360772	\$7,900,000

3. Cause No. 20-002482-CV-272

YEAR	PID	AGREED VALUE
2020	305745 - 305792	\$10,850,000

4. Cause No. 20-002370-CV-361

YEAR	PID	AGREED VALUE
2020	38611	\$27,000,000

5. Cause No. 20-002372-CV-272

YEAR	PID	AGREED VALUE
2020	43916	\$2,490,000
2021	43916	\$2,490,000

6. Cause No. 21-002678-CV-272

YEAR	PID	AGREED VALUE
2021	364382	\$22,024,860
	395683	\$15,375,140

7. Cause No. 21-002676-CV-361

YEAR	PID	AGREED VALUE
2021	353523	\$27,497,841

8. Cause No. 19-002744-CV-272

YEAR	PID	AGREED VALUE
2019	37924	\$1,525,000

9. Cause No. 20-002511-CV-272

YEAR	PID	AGREED VALUE
2020	37924	\$1,330,000

10. Cause No. 21-002601-CV-272

YEAR	PID	AGREED VALUE
2021	37924	\$1,200,000

11. Cause No. 20-002506-CV-272

YEAR	PID	AGREED VALUE
2020	304573	\$4,165,000

12. Cause No. 20-002068-CV-272

YEAR	PID	AGREED VALUE
2020	96797	\$7,700,000
	350226	\$9,153,050
2021	96797	\$7,700,000
	350226	\$9,153,050

13. Cause No. 20-002070-CV-361

YEAR	PID	AGREED VALUE
2020	90665	\$7,900,000
	306403	\$9,300,000
2021	90665	\$7,900,000
	306403	\$9,300,000

14. Cause No. 20-002190-CV-272

YEAR	PID	AGREED VALUE
2020	91274	\$10,200,000
	97256	\$8,000,000
	361289	\$11,850,000
	365301	\$4,100,000
	374149	\$11,250,000
	374150	\$265,379
2021	91274	\$10,200,000
	97256	\$8,000,000
	361289	\$11,850,000
	365301	\$4,100,000
	374149	\$11,250,000
	374150	\$265,379

15. Cause No. 19-002816-CV-272

YEAR	PID	AGREED VALUE
2019	367869	\$15,000,000

16. Cause No. 20-002336-CV-272

YEAR	PID	AGREED VALUE
2020	367869	\$14,800,000
2021	367869	\$14,706,095

17. Cause No. 20-002368-CV-85

YEAR	PID	AGREED VALUE
2020	99179	\$1,928,000
2021	99179	\$1,928,000