



Dana Horton
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MINUTES OF MEETING
17 February 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 8:30 a.m. on Thursday 17 February 2022 at 4051 Pendleton Dr., Bryan, Texas.

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

Members Absent: Tim Jones

BCAD Staff: Dana Horton, David Kehlenbrink, Debbie Lockledge

BCAD Staff Absent: Scott Warren

Guests: Jon Miller as Brazos CAD legal counsel.

2. Affirmation of Board Membership Eligibility.

Mr. DeWitt and Mr. Bienski, having been absent for last week's Board meeting, needed to 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. They proceeded to sign these statements confirming their eligibility as presented.

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

Mr. DeWitt and Mr. Bienski 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. **Acknowledgement of Visitors and Hear Citizen Comments.**

Mr. Lero noted there were no visitors at that time, and acknowledged everyone who was in attendance as listed on page 1.

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

None.

6. **Consent Agenda.**

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

- a. Approval of cash disbursements for January 2022.
- b. BCAD financial account review.
- c. Board of Directors minutes for previous meeting(s).

Mr. Lero pointed out a typographical error on this agenda item and noted for the record that the Board will be considering cash disbursements for January 2022 rather than 2021. Dr. Kaiser asked about the dues and memberships expenditures as listed on the year to date section of the January financials, and whether that included consulting. Ms. Horton agreed to check on that. Dr. Kaiser moved to approve the consent agenda; Mr. Flynn seconded the motion. After further discussion, the motion passed unanimously.

7. **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 8:40 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 9:00 a.m.

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

a. **Proposed Settlement(s) of Pending Litigation.**

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

9. **ADP Payroll Adjustment for 2022 (1); previously tabled.**

In the last Board meeting, Mr. Jones had asked that a summary total of this adjustment be provided before the Board voted. Ms. Horton provided the Board with a spreadsheet outlining the total cost of this adjustment being \$248.00. Dr. Kaiser questioned why ADP would charge Brazos CAD for correcting this when it was their error, and recommended if Brazos CAD continues to contract with ADP, the next contract renewal should include some verbiage that addresses this. Mr. Flynn made the motion to leave the payroll as paid; Mr. DeWitt seconded the motion. After further discussion, the motion passed unanimously.

10. **Contract for Appraisal Services.**

Ms. Horton presented, noting this is the contract with John Cook who Brazos CAD utilizes in settlement conferences and also as an expert witness. She added that there are no changes to the contract except for the contract dates. Mr. Miller noted that with no changes, this expenditure was already approved as part of the Brazos CAD 2022 budget and, therefore, requires no vote at this time.

11. **Resolution 22-001 Adopting the 2022 Brazos CAD Investment Policy.**

Ms. Horton presented, noting that she has 12 months after being appointed Chief Appraiser to complete the Public Funds Investment Act training and would prefer to take through TAAD, which is more specific to appraisal districts, later in the year. Mr. DeWitt made the motion to approve Resolution 22-001, thereby adopting the 2022 Brazos CAD Investment Policy; Mr. Ruffino seconded the motion. The motion passed unanimously. Dr. Kaiser asked that after Ms. Horton completes the training, she report back to the Board with an update on our investments and provide her thoughts on how Brazos CAD might make adjustments to better maximize our investments. Ms. Horton agreed to do so.

12. **Acknowledgement of the Appraisal Review Board's newly adopted Hearing Procedures (adopted on 1/18/2022).**

Ms. Horton presented, noting that this is an information item resulting from changes in the legislation last year that all ARB's had to adopt, at a minimum, the State Comptroller's ARB policies and hearing procedures. Brazos CAD had been doing this already, but reviewed and updated ours to mirror the State Comptroller's ARB policies and procedures.

13. **Chief Appraiser's Update.**

Ms. Horton noted that she attended the TAAD annual conference and networked with other Chief Appraisers. Mr. Warren, Mr. Kehlenbrink and Ms. Earnest attended the Student Housing Conference held on the Texas A&M campus. Supply chain issues were discussed in detail at that conference where they effect the building and furnishing of student housing complexes.

16. **Other Business and Future Agenda Items**

After discussion about the University's plans for building more University owned housing and the 3P Partnership properties available to students, faculty and staff of Texas A&M, she went on to update the Board on where Brazos CAD is on the 2022 values, noting also that they are still behind on ownership changes. She anticipates Notices of Appraised Value going out toward the

end of April. Mr. Ruffino asked about the audit of homestead exemptions; Ms. Horton noted that audit was included in the 2022 budget but it is not ongoing at the present time. After further discussion, Ms. Horton informed the Board that Ashley McGuire will be leaving Brazos CAD

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

Mr. Lero noted that the next Board of Directors regular meeting will be tentatively scheduled for Thursday 17 March 2022 at 8:30 a.m. in the boardroom of Brazos CAD. However, that being the week of Spring Break, Ms. Lockledge was asked to send out a request for a head count for 17 March and 24 March to see which date would have the better attendance of Board members, and schedule the meeting on that date.

18. Adjournment.

There being no further business, the meeting was adjourned at 10:38 a.m.

Examined and approved as of this 24th day of March 2022.


Accepted: Chairman

absent
Accepted: Secretary


Accepted: Vice-Chairman

PROPOSED SETTLEMENTS
17 February 2022

1. 20-002371-CV-85

| YEAR | PID | AGREED VALUE | TOTAL FOR 2020 |
|-------------|------------|---------------------|-----------------------|
| 2020 | PID 96072 | \$1,682,750 | \$3,175,000 |
| 2020 | PID 96073 | \$ 857,250 | |
| 2020 | PID 96074 | \$ 635,000 | |
| 2021 | PID 96072 | \$1,682,750 | TOTAL FOR 2021 |
| 2021 | PID 96073 | \$ 857,250 | \$3,175,000 |
| 2021 | PID 96074 | \$ 635,000 | |

2. 20-002365-CV-272

| YEAR | PID | AGREED VALUE |
|-------------|------------|---------------------|
| 2020 | PID 44957 | \$3,200,000 |

3. 20-002367-CV-272

| YEAR | PID | AGREED VALUE |
|-------------|------------|---------------------|
| 2020 | PID 114576 | \$4,210,000 |

4. 20-002373-CV-272

| YEAR | PID | AGREED VALUE |
|-------------|------------|---------------------|
| 2020 | PID 101773 | \$4,115,500 |

5. 20-002088-CV-272

| YEAR | PID | AGREED VALUE |
|-------------|------------|---------------------|
| 2020 | PID 19086 | \$2,267,734 |

6. 21-002503-CV-272

| YEAR | PID | AGREED VALUE |
|-------------|------------|---------------------|
| 2021 | PID 19086 | \$2,267,734 |

7. 19-002467-CV-272

| YEAR | PID | AGREED VALUE |
|-------------|------------|---------------------|
| 2019 | PID 306608 | \$23,760,000 |