



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

MINUTES OF MEETING
17 November 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 8:32 a.m. on Thursday 17 November 2022 at 4051 Pendleton Dr., Bryan, Texas.

Members Present: Bill Lero (Chair), John Flynn, Tim Jones, Kyle DeWitt, JJ Ruffino, Jason Bienski and Dr. Ron Kaiser.

Members Absent: Kristy Roe

BCAD Staff: Dana Horton, David Kehlenbrink and Debbie Lockledge

BCAD Staff Absent: Scott Warren

Guests: Jon Miller as Brazos CAD legal counsel.

2. 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 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 Nove 2022.
- b. BCAD financial account review.
- c. BCAD Investment Report
- d. Board of Directors minutes for previous meeting(s).

Ms. Horton noted that when she took the Public Fund Investment Training course as required during her first year as Chief Appraiser, she learned that she is required to present a quarterly

investment report to the Board. Mr. Jones asked that the Investment Report be pulled from the consent agenda. He then made the motion to approve the consent agenda with that one item removed; Dr. Kaiser seconded the motion. The motion passed unanimously.

Ms. Horton reviewed the template used for the Investment Report and what information it includes. Mr. Jones made the motion to accept the Investment Report; Dr. Kaiser 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 8:40 a.m. for a short break, and then went into Executive Session at 8:50 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. Personnel matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee – Texas Government Code, section 551.074.**

c. Action, if any, on Executive Session (1).

No action was taken on the Executive Session. The Board adjourned the Executive Session at 9:45 a.m., and reconvened in Regular Session at 10:00 a.m. following a brief break.

6. Discussion, consideration and possible action on:

a. Proposed Settlement(s) of Pending Litigation.

Mr. DeWitt made the motion to approve the proposed settlements as submitted and outlined in Addendum A (see attachment); Mr. Ruffino seconded the motion. The motion passed unanimously.

b. Contract with Capitol Appraisal Group LLC.

Ms. Horton presented, providing an overview of Capitol's work in managing our mineral accounts. She noted there is no increase in their price, and informed the Board that they have recently been purchased by Harris Govern, who has also recently merged with BIS Consulting who handles our IT services. After further discussion, Mr. DeWitt made the motion to approve this contract as presented; Mr. Flynn seconded the motion. The motion passed unanimously.

c. Proposed Entity Allotments for 2023.

Ms. Horton noted all levies have been set except for MUD #2 who is scheduled to set their levy on 12/21/2022; therefore, their proposed levy was used to calculate their allotment. After further discussion, Mr. Ruffino moved to approve the entity allotments for 2023 as presented; Dr. Kaiser seconded the motion. The motion passed unanimously.

d & e. Review of Chief Appraiser's Salary.

Mr. Lero noted that this item was removed from the last meeting's agenda so the Board could give this further consideration, with the option to discuss it in Executive Session. Having done that earlier in this meeting, Dr. Kaiser suggested agenda items 6(d) and 6(e) be acted on

together. He went on to make the motion to grant a 2-year extension through 12/2024 at \$135,000/year, an 8% salary increase; Mr. Flynn seconded the motion; The motion passed unanimously.

- f. **Amendment to the Services Agreement with Just Appraised, Inc., and renewal of the Services Agreement as amended; renewal term of agreement of 1/01/2023 – 12/31/2023.** Ms. Horton presented, noting that this is the deed processing contract entered into last year with Just Appraised, Inc.. Ms. Horton outlined how their process works, making changes more immediate. She added that this time last year we were 6-7 months behind on ownership changes, but we are now in the end of September ownership changes that require no research.

Brazos CAD is currently sending the Tax Office weekly owner address updates. The document being considered is a continuation of that contract with the addition of address verification to provide the +4 zip codes. After further discussion, Mr. Jones made the motion to approve this amendment to the service agreement and renewal of the agreement as amended; Mr. Bienski seconded the motion. The motion passed unanimously.

- g. **Proposed Changes to Brazos CAD Policies #211, 335 and 449.**

Ms. Horton presented, noting that Policy #211 (Vacation) and Policy #335 (Termination with Loss of Benefits) came into question recently with the termination of some employees and in that process, it was recommended that some of the verbiage be modified as reflected in the proposed policies 211 & 335. Policy # 449 (Expense Reimbursement) is a simplification of that policy as it relates to per diem expenses when traveling for required education purposes. Mr. Bienski moved to approved the proposed changes for Brazos CAD policies #211, 335 & 449; Dr. Kaiser seconded the motion. The motion passed unanimously.

- h. **Proposed Brazos CAD Holidays for 2023.**

Ms. Horton noted the addition of Juneteenth to the holiday schedule, and reminded the Board that employees also receive one personal day each year. Mr. Ruffino made the motion to approve the 2023 Brazos CAD holidays as submitted; Mr. Flynn seconded the motion. The motion was approved unanimously.

- i. **Discussion regarding Future Projects.**

- (1) Homestead Audit.

Ms. Horton noted that she is working on the RFP for the homestead audit and hopes to have the bid openings on December's agenda, with selection on January's agenda.

- (2) Aerial Flights.

Ms. Horton noted she has been in touch with the company Brazos CAD uses for this service, and will touch base with them for more information.

- j. **Discussion regarding 2022 Excess Budget Funds.**

Ms. Horton presented, noting this has been discussed previously during Mr. Price's tenure as Chief Appraiser with the idea of allocating excess funds for specific uses. Some areas previously considered were building maintenance, technology and litigation. After further discussion, Mr. Lero asked Ms. Horton to bring to the Board a proposal for allocating excess budget funds at the next Board meeting, with specific areas and amounts.

k. Acknowledgement of the Taxpayer Liaison Officer's 3rd quarterly report for 2022.

So acknowledged. Mr. Jones asked for additional details on the one complaint received from a taxpayer who did not receive copies of BCAD's evidence in advance of the hearing, which Ms. Horton provided noting that the taxpayer was given the option to reschedule her protest hearing which was declined.

7. Chief Appraiser's Update.

Ms. Horton noted that Harris Govern will be coming to conduct a 2-day training session, during which the office will be closed to the public so all staff can attend. The Property Tax Institute will be held locally this year. Ms. Horton noted that she, Scott Warren and David Kehlenbrink will be attending, and invited any Board member to attend as well. She added that the TAAD conference will be in February 2023 as well as the Harris Govern Users Conference.

Ms. Horton made the Board aware that someone had fallen in the Brazos CAD parking lot and upon entering the Brazos CAD facility, had informed the staff what had happened. Ms. Horton outlined for the Board the steps she had taken after speaking to TML, which included taking photos and requesting a risk assessment.

8. Other Business and Future Agenda Items

Mr. Lero noted a litigation assessment is planned for early next year. The Board agreed to put the Chief Appraiser's evaluation on the January 2023 agenda. Mr. Jones noted that he anticipates his last meeting as a member of the Brazos CAD Board of Directors will be the December 2022 meeting.

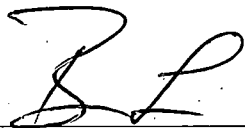
9. Date, Place and Time for Next Board Meeting.

The Board agreed to meet on Thursday 15 December 2022 at 8:30 a.m. in the BCAD Boardroom.

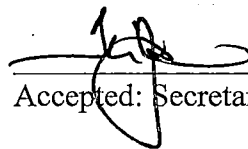
10. Adjournment.

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

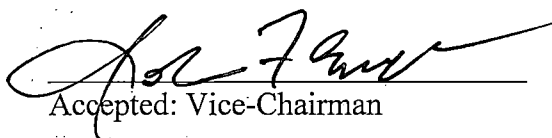
Examined and approved as of this 15th day of December 2022.



Accepted: Chairman



Accepted: Secretary



Accepted: Vice-Chairman

LITIGATION SETTLEMENTS*As Approved by the Board of Directors***17 November 2022****1. Cause No. 21-002376-CV-361**

YEAR	PID	AGREED VALUE
2021	301163	\$ 3,692,880
	305600	\$ 6,918,430
	106500	\$ 5,728,865

2. Cause No. 21-002501-CV-272

YEAR	PID	AGREED VALUE
2021	28244	\$ 5,100,000

3. Cause No. 21-002718-CV-272

YEAR	PID	AGREED VALUE
2021	116757	\$ 8,700,000
2022	116757	\$ 8,875,000

4. Cause No. 22-001745-CV-272

YEAR	PID	AGREED VALUE
2022	90667	\$ 1,629,797

5. Cause No. 19-002465-CV-361

YEAR	PID	AGREED VALUE
2019	94277	\$ 13,600,000

6. Cause No. 20-001932-CV-272

YEAR	PID	AGREED VALUE
2020	94277	\$ 13,650,000