BRAZOS CENTRAL APPRAISAL DISTRICT
BRAZOS COUNTY, TEXAS
4051 PENDLETON DR
BRYAN, TX 77802-2465

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

MINUTES OF MEETING
14 September 2023
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 14 September 2023 at 4051 Pendleton Dr., Bryan, Texas.

Members Present:	Bill Lero (Chair), John Flynn, JJ Ruffino, Dell Seiter, Jason Bienski, and Kristy Roe.
Members Absent:	Kyle DeWitt and Ron Kaiser.
BCAD Staff:	Dana Horton, David Kehlenbrink, Scott Warren, and Debbie Lockledge
BCAD Staff Absent:	n/a
Guests:	Jon Miller as Brazos CAD legal counsel.

2. **Acknowledgement of Visitors and Hear Citizen Comments.**
Mr. Lero 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. **Public Hearing at 8:35 a.m. to present the Brazos Central Appraisal District 2024 Operating Budget.**
At 8:35 a.m., Mr. Lero opened the Public Hearing to present Brazos CAD's 2024 Operating Budget. Ms. Horton gave an overview, outlining where the budget had been admended and why. She added that the Budget Committee had a second meeting to discuss those changes in detail. After further discussion, and with no comments from the public, Mr. Lero closed the Public Hearing at 8:45 a.m., and immediately opened back up in regular session.

5. **Consent Agenda.**
The following items, being on the consent agenda, were considered:
a. Approval of cash disbursements for August 2023.
b. Brazos CAD financial account review.
c. Board of Directors minutes for previous meeting(s).

Mr. Flynn made the motion to approve the consent agenda; Mr. Ruffino seconded the motion. The motion passed unanimously.

6. **Executive Session**
The Brazos Central Appraisal District determined that it is reasonable and necessary to go into an Executive Session, and recessed the regular session at 8:46 a.m. The Board immediately went into Executive Session to discuss the following matters:

   a. **Consultation with Brazos CAD'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 the Executive Session.**
   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 9:46 a.m.

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

   a. **Proposed Settlements of Pending Litigation.**
   Agreed settlements were considered for each of the following causes:

(1)	Cause No. 23-000110-CV-361;	(4)	Cause No. 22-002250-CV-272;
(2)	Cause No. 22-002462-CV-361;	(5)	Cause No. 22-002169-CV-361;
(3)	Cause No. 22-002314-CV-272;	(6)	Cause No. 21-002741-CV-361.

   Mr. Bienaki made the motion to approve the agreed settlements as presented for agenda items 7(a) 2-6; Mr. Seiter seconded the motion. The motion passed unanimously.

   For agenda item 7(a) 1, Mr. Flynn made the motion to approve the agreed settlement as presented Mr. Ruffino seconded the motion and Mr. Bienski abstained. The motion passed. All settlements are outlined in Addendum A (see attached).

   b. **Resolution 23-003 Extending the Banking Contract and Relationship with Extraco Banks through August 31, 2025.**
   Following a brief discussion, Mr. Flynn made the motion to approve Resolution 23-003; Mr. Seiter seconded the motion. The motion passed unanimously.

   c. **Resolution 23-004 Adopting the Brazos Central Appraisal District's 2024 Operating Budget**
   After a brief discussion, Mr. Flynn moved to approve Resolution 23-004 adopting the 2024 proposed budget; Mr. Seiter seconded the motion. The motion passed unanimously and the 2024 Operating Budget was adopted.

   d. **Review of Terms and Conditions of Current Employment Contract between the Chief Appraiser and the Brazos Central Appraisal District.**
   Mr. Flynn suggested that Ms. Horton's contract be amended to reflect a salary of $150,000 effective January 1, 2024 for a two year contract moving forward.

e. **Possible Modifications of Terms and Conditions of current employment contract between the Chief Appraiser and the Brazos Central Appraisal District.**
Mr. Flynn made the motion to amend the contract of the Chief Appraiser to reflect a salary of $150,000 effective January 1, 2024 for a two year contract moving forward; Mr. Bienski seconded the motion. The motion passed unanimously.

f. **Selection of Vendor for the Surveillance System Upgrade based on bid proposals received.**
Ms. Horton presented, noting the highlights of each proposal. Having reviewed them in detail with Mr. Warren and Mr. Kehlenbrink, their final recommendation was Strattmont based on the depth of their experience. After further discussion, Mr. Flynn made the motion to approve Strattmont's proposal. The notion initially failed for lack of a second, but after further discussion Mr. Seiter seconded the motion. Mr. Ruffino abstained, and Mr. Bienski voted against the motion. The motion passed.

g. **Resolution 23-005 Reappointing Larry West to the Agricultural Appraisal Advisory Board for the term of 11/02/2023 – 11/02/2025.**
.Mr. Bienski made the motion to approve Mr. West's reappointment; Mr. Ruffino seconded the motion. The motion passed unanimously.

h. **Discussion regarding Correspondence from the Texas Comptroller of Public Accounts on the 2022 School District Property Value Study Invalid Findings.**
Ms. Horton presented, referring the Board to the e-mail and letter from the Texas Comptroller of Public Accounts. She outlined the implications and what is required at this point. Mr. Ruffino asked for a more detailed explanation which Ms. Horton provided. After further discussion, it was noted that this was an information item only; no action was required.

i. **Discussion regarding Board of Director Appointments.**
Ms. Horton presented, noting she was hoping to have more information but had not yet been able to touch base with our legal counsel. She gave a brief overview on Board member appointments and the upcoming election to add elected Board members. It was agreed that this discussion will be continued on the next Board agenda.

j. **Discussion regarding Insurance Brokers.**
Ms. Horton presented, noting that TML's initial quote was a 100% increase so Brazos CAD's current insurance broker, Brown & Company, is shopping around for a better deal as well as Anco who had reached out to Brazos CAD and is shopping for insurance on our behalf. After further discussion, it was noted this was a discussion item only and no action was required. Ms. Horton hopes to have more information on this following her meetings with Brown & Company and Anco.

8. **<u>Chief Appraiser Update on Appraisal District Activities, Attendance of Meetings and Events, Information on Upcoming Activities, etc.</u>**

Ms. Horton noted that Brazos CAD is now in the 2024 year layer, and appraisers are now working out in the field. Active Threat Training has been scheduled for 25 September, followed by a staff appreciation luncheon. Mr. Lero suggested the luncheon be catered.

Ms. Horton provided an update on the construction underway at the entrance of the Brazos CAD building. During this construction, a leak in the sprinkler system was uncovered that will need to be repaired. Additionally, it was determined that the drain is too high and not ADA compliant, which should be corrected as part of these repairs. Mr. Warren mentioned some additional repairs needed to the exterior wall where it meets the sidewalk, and outlined in detail how this will need to be repaired.

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

The Board agreed to meet for their next regular meeting on Thursday 19 October 2023 at 8:30 a.m. in the Brazos CAD Boardroom.

11. Adjournment.

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

Examined and approved as of this 19th day of October 2023.

Accepted: Chairman

Ronald Kaiser
Accepted: Secretary

absent
Accepted: Vice-Chairman

LITIGATION SETTLEMENTS

As Approved by the Board of Directors

14 September 2023

1. Cause No. 23-000110-CV-361

YEAR	PID	AGREED VALUE
2022	432666	$ 1,604,796
	442781	$ 500,000

2. Cause No. 22-002462-CV-272

YEAR	PID	AGREED VALUE
2022	112268	$ 8,775,000

3. Cause No. 22-002314-CV-

YEAR	PID	AGREED VALUE
2022	105421	$ 7,200,000

4. Cause No. 22-002250-CV-272

YEAR	PID	AGREED VALUE
2022	303100	$ 843,925

5. Cause No. 22-002169-CV-361

YEAR	PID	AGREED VALUE
2022	302035	$ 4,100,000

6. Cause No. 21-002741-CV-361

YEAR	PID	AGREED VALUE
2021	112268	NON-SUITED