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

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**MINUTES OF MEETING**
**16 November 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 8:32 a.m. on Thursday 16 November 2023 at 4051 Pendleton Dr., Bryan, Texas.

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| Members Present: | Bill Lero (Chair), Ron Kaiser JJ Ruffino, Dell Seiter, and Jason Bienski. |
| Members Absent: | John Flynn, Kyle DeWitt and Kristy Roe |
| BCAD Staff: | Dana Horton, 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. **Consent Agenda.**
The following items, being on the consent agenda, were considered:
**a.** Approval of cash disbursements for October 2023.
**b.** Brazos CAD financial account review.
**c.** Board of Directors minutes for previous meeting(s).

Dr. Kaiser made the motion to approve the consent agenda; Mr. Flynn 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, and recessed the regular session at 8:35 a.m. The Board immediately went into Executive Session to discuss the following matter:

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 9:41 a.m. Following a brief break, the Board reconvened in Regular Session at 9:45 a.m.

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

a. **Proposed Entity Allotments for 2024.**
Ms. Horton presented the 2024 Entity Allotments, and outlined specific areas of interest. Following a brief discussion, Dr. Kaiser made the motion to approve the proposed entity allotments for 2024; Mr. Seiter seconded the motion. The motion passed unanimously.

b. **Audit Engagement letter from Ingram, Wallis & Co.**
Ms. Horton noted that this letter is sent every year to make Brazos CAD and the Board aware that the audit for the current year will commence upon its conclusion. No action was required.

c. **Discussion regarding a Management Study of Operations.**
Ms. Horton presented, noting that she has not heard back from any of the companies she reached out to regarding the Board's request for a management study. She outlined her efforts in this area thus far. Dr. Kaiser emphasized the need for a salary survey as part of this effort. Mr. Lero noted that the Board considers this a high priority.

d. **Discussion regarding Additional Appraisal Review Board (ARB) members.**
Ms. Horton explained that the ARB is asking for auxiliary members to alleviate the difficulty in securing a quorum. Auxiliary members could be called on to cover when regular members have to be absent, particularly during protest season when they are meeting multiple times per week. The ARB currently has 9 members, and they are asking for approval to add 3 auxiliary members. She outlined the delays caused by the current ARB structure and how additional members could keep the demands of protest season flowing more smoothly. Dr. Kaiser suggested adding 3 more ARB positions with all voting rights rather than auxiliary members so that 3 panels could be scheduled. After further discussion, Ms. Horton requested a Resolution be placed on the next agenda for 3 additional ARB positions. No action was taken at this time.

e. **Discussion regarding Insurance Brokers and Insurance.**
Ms. Horton presented, noting that Anco has been selected as Brazos CAD's insurance broker for 2024. She referred the Board to the spreadsheets she had prepared that compare the insurance options being considered, and outlined each option in detail and how they compare to the insurance Brazos CAD currently has.

f. **Discussion regarding Board of Directors Appointments and Election.**
Ms. Horton outlined the communications she had received from some of the entities. Mr. Bienski noted that he has asked to be replaced. Mr. Lero encouraged the current Board members to stay on at least one more year to ensure some level of continuity as the election of Board members plays out and the new 11 member Board is established. Ms. Horton outlined how that process will take place. Mr. Ruffino agreed to one more year but does not anticipate remaining beyond the coming year..

After further discussion, Mr. Lero asked Ms. Horton for an overview of the Board's membership for the coming year. Ms. Horton provided the following:

- She has asked the entities for the same number of Board appointments, as that is how the law reads at the time of appointments for 2024.
- The election will be held in May, with the potential for 3 elected Board members starting July 1. Brazos CAD will then have an 11-member Board for the last 6 months of 2024.
- The entities will reappoint the Board members in 2025 for 2-year terms, at which point Brazos CAD will have a 9-member Board of Directors.

7. **Chief Appraiser Update on Appraisal District Activities, Attendance of Meetings and Events, Information on Upcoming Activities, etc.**
Ms. Horton noted the Homestead Audit is still in process, and informed the Board that Brazos CAD had not been requiring the correct verbiage where Homestead Exemptions and trusts are concerned. They are working hard to correct this and obtain the correct documents and verbiage to correct this omission. She recounted several conversations she has had with property owners and how she explained why these additional documents were required.

Mr. Kehlenbrink attended the Chief Appraiser Institute, and Ms. Horton, Mr. Kehlenbrink and Mr. Warren will be attending the Property Tax Institute in December.

8. **Consideration of Other Business and Future Agenda Items.**
None.

9. **Date, Place and Time for Next Board Meeting.**
Mr. Lero reminded the Board of the Special Called Session on Thursday 30 November 2023 to review the bids submitted in response to the Aerial Flight RFP. The Board agreed to meet for their next regular meeting on Thursday 14 December 2023 at 8:30 a.m. in the Brazos CAD Boardroom.

10. **Adjournment.**
There being no further business, the meeting was adjourned at 10:35 a.m.

Examined and approved as of this 14th day of December 2023.

Accepted: Chairman

Accepted: Secretary

Accepted: Vice-Chairman