



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

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

Members Present: Bill Lero (Chair), Ron Kaiser, Kyle DeWitt, JJ Ruffino, Dell Seiter, and Kristy Roe. John Flynn as of 8:55 a.m.

Members Absent: Jason Bienski

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

BCAD Staff Absent: Scott Warren

Guests: Jon Miller as Brazos CAD legal counsel; Tom Prater and John Wood with the Appraisal Review Board (ARB).

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 November 2023.
- b. Brazos CAD financial account review.
- c. Board of Directors minutes for previous meeting(s).

Dr. Kaiser asked about the increase in postage and the software license line item. Ms. Horton addressed his questions, after which Dr. Kaiser made the motion to approve the consent agenda; Mr. DeWitt seconded the motion. The motion passed unanimously.

5. Executive Session

The Board agreed to move the Executive Session to later in the meeting. There being no objection, the Executive Session was held until later in the meeting.

6. Discussion, consideration and possible action on:

a. Discussion regarding Additional ARB Members.

Mr. Prater and Mr. Wood addressed the Board regarding adding permanent ARB members versus adding auxiliary members, and the effects each option would have on the requirements for a quorum. Ms. Horton outlined what is required for a panel and what is required for a quorum when the ARB reconvenes to ratify the changes made by each panel.

It was noted that auxiliary members would be paid, same as the current ARB members. It was also noted that the Board of Directors will handle ARB appointments in the near future.

The possibility of off-site meeting locations was discussed; Mr. Prater mentioned his concern with the logistics of that scenario, and added that the pressing need was for more people rather than more room. After further discussion, Dr. Kaiser asked Ms. Horton to develop options on this issue for the Board to consider. No action was taken at this time.

Mr. Prater and Mr. Wood excused themselves from the meeting at 8:52 a.m.

b. Resolution 23-007 Authorizing the Addition of Three (3) more Appraisal Review Board (ARB) Positions, thereby expanding the ARB to thirteen members.

No action was taken at this time.

c. Contract with EagleView for Aerial Flight Photography and Mapping Services.

Ms. Horton presented, outlining the advantages of EagleView's contract and noting that the obliques would not be available to the public. After further discussion, Mr. Ruffino made the motion to approve the contract with the amount over what was budgeted; Dr. Kaiser seconded the motion. The motion passed unanimously.

d. Discussion regarding a Management Study of Operations.

Ms. Horton presented, outlining her efforts in this area that have included reaching out to HR companies, as well as Chief Appraisers for larger districts. No action was needed at this time.

e. Discussion regarding Board of Director Appointments and Elections.

Ms. Horton presented, noting that she had met with Brazos County's Election Administrator. From that meeting, Ms. Horton learned that posting of the election must be done by 18 December, and their office will handle the election and the contracting out for services as needed. The filing period is 1/17 through 2/15, and Brazos CAD is the filing authority. A candidate who decides to run for one of the elected Board of Director positions must first appoint a Treasurer and report that appointment to Brazos CAD.

Ms. Horton noted that effective 18 January 2024, the 2024 Board of Directors will be comprised of the following:

College Station ISD

John Flynn

Rick Lemons

Bryan ISD

Kyle DeWitt
Bill Lero

City of College Station

Ron Kaiser

City of Bryan

Raul Pendas

Brazos County

Silas Garrett

The upcoming election will add 3 more members to the current Board through 2024. The 2025 Board of Directors will consist of:

- 5 appointed members
- 3 elected members
- 1 Tax Assessor/Collector

Return to Executive Session

The Board of Directors then recessed from regular session at 9:15 a.m., and following a short break returned to Agenda item #5, having determined that it was reasonable and necessary to go into Executive Session as outlined in agenda item #5, at 9:16 a.m.

At 10:40 a.m., the Board closed the Executive Session and immediately returned to Regular Session. No action was taken on the Executive Session.

7. Chief Appraiser Update on Appraisal District Activities, Attendance at Meetings and Events; Information on Upcoming Activities.

Ms. Horton presented, noting the following:

- The security cameras and BCAD door access have been installed.
- Ms. Horton, Mr. Kehlenbrink & Mr. Warren attended the local Property Tax Institute.
- Appraisers continue to be out in the field, utilizing the new iPads.
- Larger monitors have been installed at all workstations.
- Ms. Horton noted that she has been asked to represent TAAD's Region 6 as a Trustee.
- Ms. Horton gave a brief litigation report for 2023, and information on projections for 2024 based on information available at this time.

8. Consideration of Other Business and Future Agenda Items.

None.

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

The Board agreed to meet for their next regular meeting on Thursday 18 January 2024 at 8:30 a.m. in the Brazos CAD boardroom.

10. Adjournment.

There being no further business, the meeting was adjourned at 10:50 a.m.

Examined and approved as of this 18th day of January 2024.

not present
Accepted: Chairman

Ronald Kaiser
Accepted: Secretary

Joe Fung
Accepted: Vice-Chairman