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MINUTES OF MEETING
30 November 2023
BRAZOS CENTRAL APPRAISAL DISTRICT
BOARD OF DIRECTORS

1. Declaration of Quorum and Call to Order

Bill Lero as Chairman, having determined that a quorum was present, called this Special Called Session to order at 8:30 a.m. on Thursday 30 November 2023 at 4051 Pendleton Dr., Bryan, Texas 77802.

Members Present: Bill Lero (Chair), Ron Kaiser, Kyle DeWitt, JJ Ruffino, Dell Seiter, Jason Bienski and Kristy Roe.

Members Absent: John Flynn

BCAD Staff: Dana Horton, Scott Warren, David Kehlenbrink, David Fitz 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 Mr. Fitz's presence as Brazos CAD's Director of Mapping.

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

None.

4. Discussion, consideration and action on:

a. Open and review of bids submitted in response to the Aerial Flight RFP.

Mr. Lero proceeded to open the bids submitted in response to the Aerial Flight RFP from the following companies:

- (1) Eagleview, formerly known as Pictometry (Rochester, NY);
- (2) Near Map (Leheigh, UT);
- (3) Surdex (Chesterfield, MO);
- (4) Sanborn (location not specified).

b. Selection of Bid Proposal.

Ms. Horton noted that she hoped that the Board could review the proposals in this meeting and make their selection before adjourning so the staff could proceed with getting flights scheduled as soon as possible. Mr. Ruffino asked about the normal process for reviewing bids, noting that the Board would typically rely on recommendations from the Brazos CAD staff.

Dr. Kaiser asked how much was allocated for this in the budget; Ms. Horton responded, reminding the Board that \$135,000 was allocated for this in the budget. She also noted that this is the first time Brazos CAD has bid this by themselves. In the past Brazos CAD has worked with the Cities of Bryan and College Station as well as Texas A&M University. Bidding this alone, the other entities would have access to that data since the entities share in paying Brazos CAD's budget, which includes the cost for this line item.

Mr. Fitz noted that 3" resolution is preferred, and addressed the differences between 3" and 6" resolution. Ms. Horton and Mr. Fitz elaborated on the benefits and additional information 3" resolution would provide. The RFP specified a flight time of 12/15/2023 – 1/15/2024 for best visibility while the trees have no foliage.

Dr. Kaiser made the motion to authorize Brazos CAD staff to select the best bid and proceed; Mr. Seiter seconded the motion. Ms. Horton noted that a contract from the selected bidder would be forthcoming. Dr. Kaiser amended his motion to include authorization to execute said contract, thereby allowing Brazos CAD to move forward with this project and schedule the flights to meet the requested time frame; Mr. Seiter seconded the amended motion. The amended motion received unanimous approval. If the bid selected exceeds the amount that was approved, the Board asked that they be informed of this at the next regular meeting.

5. Adjournment.

There being no further business, the meeting was adjourned at 9:05 a.m.

Examined and approved this 18th day of January, 2023.

not present
Accepted: Chairman

Ronald Kaiser
Accepted: Secretary

Joe Furr
Accepted: Vice-Chairman