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**MINUTES OF MEETING**  
**21 March 2024**  
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 21 March 2024 at 4051 Pendleton Dr., Bryan, Texas.

Members Present: Bill Lero (Chair), John Flynn, Ron Kaiser, Kyle DeWitt, Raul Pendas, Kristy Roe, Rick Lemons and Silas Garrett.

Members Absent: n/a

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

BCAD Staff Absent: Scott Warren

Guests: Jon Miller as Brazos CAD legal counsel; Jeanmarie Baer & Laura Glasby with Purdue, Brandon, Fielder, Collins & Mott, L.L.P.; Jonna Schreiber; Melissa Leonard & Angela Hines with the Brazos County Tax Office.

**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. Presentation by Jeanmarie Baer with Perdue, Brandon, Fielder, Collins & Mott providing an update on the 2024 Homestead Audit.**

Ms. Baer introduced Laura Glasby who is their chief researcher for this audit. She noted that approximately 31,000 homestead exemptions were turned over to them, and gave a brief overview of their process. She included information on some areas of delay in the process. With the Legislature's new requirement that a homestead audit take place every 5 years, this audit will meet that requirement and count as our first required audit. She went on to discuss several unique situations they have come across and the challenges they present. When this audit concludes, Ms. Baer recommended that the tax roll be divided by 5, and every year of the 5 year cycle that percentage of accounts be reviewed so that at the end of each 5 year cycle all accounts have been

reviewed. After further discussion, Ms. Baer concluded her presentation, and she and Ms. Glasby exited the meeting.

**5. Consent Agenda.**

The following items, being on the consent agenda, were considered:

- a. Approval of cash disbursements for February 2024.
- b. Brazos CAD financial account review.
- c. Board of Directors minutes for previous meeting(s).

Dr. Kaiser asked about the archival data line item being 139% over. Ms. Horton responded, noting that the aerial flight was in that line item and was more than what was budgeted. Mr. DeWitt made the motion to approve the consent agenda; Dr. Kaiser seconded the motion. The motion passed unanimously.

Mr. Lero suggested the Board go directly to agenda item 7(b) and return to the executive session later in the meeting. The Board agreed.

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

**b. General Election for the election of Brazos CAD Board of Directors members.**

Ms. Horton noted there were three candidates, one for each place, thus eliminating the need to hold an election. There are two documents that require action to proceed:

**(1) Certification of Unopposed Candidates for Other Political Subdivisions (not County).**

Dr. Kaiser moved for approval; Mr. DeWitt seconded the motion. The motion passed unanimously.

**(2) Sample Order of Cancellation.**

Dr. Kaiser moved for approval; Mr. DeWitt seconded the motion. The motion passed unanimously.

Ms. Horton noted that these documents will be posted on Brazos CAD's website and filed with the County Clerk's Office. Trudy Hancock, Elections Administrator for Brazos County, will post a copy of each document at every polling location to ensure the public is aware that this part of the election is no longer necessary since each candidate was unopposed.

Effective July 1, 2024 the following citizens will assume their position on the Board of Directors:

- Mr. Rafael Pena III, Place 1
- Ms. Jane Sherman, Place 2
- Ms. Jonna Schreiber, Place 3

**c. Open and Review of Bids submitted in response to RFP 24-001, Professional Services for Conducting a Salary Survey and Job Demands Review for Brazos CAD.**

Bids were opened that were submitted by  
Atwater Martin, LLC  
Gallagher Benefit Services, Inc.

Mr. Flynn asked that a tabulation be sent to the Board after Ms. Horton and Mr. Kehlenbrink complete their review. The Board agreed to a Special Called Session on 4/04/2024 to complete their review and selection.

**d. Update on Deeds and Litigation.**

Ms. Horton presented, noting that questions had been raised about deeds being processed timely. She checked with that department prior to this meeting and they are now current in time for notices of appraised value going out in April. Ms. Roe added to this with a brief overview of refunds resulting from agreed judgements and what has to take place to be able to issue those refunds.

**e. Update on EagleView Aerial Flights.**

Ms. Horton presented, noting that they are very pleased with the quality of the aerials. A meeting has been scheduled for 4/18/2024 with the taxing jurisdictions to show them what their capabilities are with this system and how they can benefit from this. She added that this is in the budget so all of the entities share in the cost. The plan at this time is to update this information with new aerial flights every year.

Mr. Lero noted that the Board will now return to Agenda item 6 for the Executive Session.

**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 9:25 a.m. After a brief break, the Board went into Executive Session at 9:32 a.m. to discuss the following matter(s):

**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 10:35 a.m. and immediately reconvened in Regular Session. Mr. Lero and Mr. Flynn excused themselves from the meeting during the Executive Session, and Mr. Flynn chaired the remainder of the meeting.

**7. Discussion, consideration and possible action on (return to):**

**a.** The following Causes as reflected in Attachment A (see attached) were considered as follows:

**1. Cause No. 22-002210-CV-472.**

Dr. Kaiser made the motion to approve the settlement; Mr. Lemons seconded the motion. The motion passed unanimously.

**2. Cause No. 22-002233-CV-472**

Mr. Garrett made the motion to approve the settlement; Dr. Kaiser seconded the motion. The motion passed unanimously.

**3. Cause No. 22-002249-CV-472**

Dr. Kaiser made the motion to approve the settlement; Mr. Lemons seconded the motion. The motion passed unanimously.

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

Ms. Horton presented, noting that most of her updates had been discussed in the agenda items. She added the following:

- Notices of appraised value are scheduled to be mailed on 4/16/2024.
- Protest hearings are scheduled to begin on 5/17/2024.
- Brazos CAD will close for internal training the afternoon of 4/09/2024 related to protest season. There will be training all that week, but that afternoon we will have all staff in training together with the office closed.
- Ms. Horton noted several new employees. Currently we are fully staffed with the exception of a litigation appraiser, and 1 residential appraiser gave her notice this week.

9. **Consideration of Other Business and Future Agenda Items.**

None were added.

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

The Board agreed to meet for a Special Called Session to consider the proposals submitted for RFP 24-001 after review and tabulation by Brazos CAD staff on 4 April 2024.

Their next regular meeting will be on Thursday 18 April 2024 at 8:30 a.m. in the Brazos CAD boardroom.

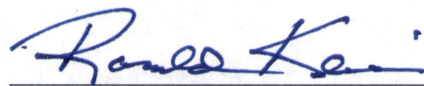
11. **Adjournment.**

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

Examined and approved as of this 18<sup>th</sup> day of April 2024.



Accepted: Chairman



Accepted: Secretary



Accepted: Vice-Chairman

# LITIGATION SETTLEMENTS

*As Approved by the Board of Directors*

**21 March 2024**

**1. Cause No. 22-002210-CV-472**

<b>YEAR</b>	<b>PID</b>	<b>AGREED VALUE</b>
2022	98332	\$ 3,900,000

**2. Cause No. 22-002233-CV-472**

<b>YEAR</b>	<b>PID</b>	<b>AGREED VALUE</b>
2022	300913	\$ 3,950,000

**3. Cause No. 22-002249-CV-472**

<b>YEAR</b>	<b>PID</b>	<b>AGREED VALUE</b>
2022	25427	\$ 1,900,000
2023	25427	\$ 1,900,000