



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

---

**MINUTES OF MEETING**  
**4 April 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 this Special Called Session to order at 8:30 a.m. on Thursday 4 April 2024 at 4051 Pendleton Dr., Bryan, Texas.

Members Present: Bill Lero (Chair), John Flynn, Ron Kaiser, Kyle DeWitt, Raul Pendas, Silas Garrett, Kristy Roe, and Rick Lemon (arrived at 8:45 a.m.).

Members Absent: n/a

BCAD Staff: Dana Horton, David Kehlenbrink and Debbie Lockledge

BCAD Staff Absent: Scott Warren

Guests: n/a

**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. Discussion, consideration, and action on:

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

Ms. Horton presented, noting that she, Mr. Kehlenbrink and Ms. Polasek reviewed the proposals submitted. She noted the following:

- The proposal submitted by Atwater Martin LLC is only for a salary survey review.
- The proposal submitted by Gallagher Benefit Services, Inc. is for both the job demand review and the salary survey.
- In her opinion, both companies had excellent qualifications and recommendations. Both proposals were similar. Her preference is the Gallagher proposal, as they are very thorough.
- She recommended contracting with Atwater for the Salary Survey, noting that the 10-week turnaround for the results would allow this information to be incorporated into the 2025 budget. She also recommended going with Gallagher for the Job Demands review.
- Mr. Kehlenbrink noted he concurred with Ms. Horton.

Members of the Board made the following observations:

- Mr. Garrett reviewed both proposals and noted that the Gallagher bid appears to be an open-ended quote with their price being more of a starting point that could cost more upon completion.
- Dr. Kaiser wants variables such as counties comparable to our size, locations with higher education institutions and rapid population growth incorporated into this study, as well as the reason(s) why people left their position with Brazos CAD.
- Mr. DeWitt and Mr. Flynn questioned if the cost is worth it.
- Mr. Lero noted that a review of the job market in this area in addition to other CADs, such as what Texas A&M can offer, should be looked at as well. The option of bonuses was raised but it was noted that this had been researched before and it was determined that Brazos CAD cannot offer bonuses, only merit raises.
- Mr. Lero noted that these efforts will provide Brazos CAD with a baseline from which to restructure the salary schedule and job positions.

##### b. **Selection of Bid Proposal.**

After further discussion, Dr. Kaiser made the motion to move forward with Atwater Martin LLC for the salary survey; Mr. Garrett seconded. Mr. Flynn noted inconsistencies in their wording regarding the cost (\$17,000 – 19,000; not to exceed \$25,000). The motion passed, with Mr. Flynn voting against the motion.

Dr. Kaiser made the motion to move forward with Gallagher for the Job Demands Review, with a cap of \$53,700. Before proceeding, Mr. Garrett asked for Gallagher to provide a sample report that is the end product of this review. The motion failed for lack of a second,

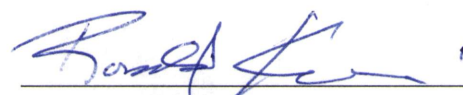
and it was agreed that the Job Demands Review would be on the April regular meeting's agenda with a sample report from Gallagher for the Board to consider before proceeding.

5. **Adjournment.**

There being no further business, the meeting was adjourned at 9:10 a.m.

Examined and approved as of this 16th day of May 2024.

  
\_\_\_\_\_  
Accepted: Chairman

  
\_\_\_\_\_  
Accepted: Secretary

  
\_\_\_\_\_  
Accepted: Vice-Chairman