



Dana Horton
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MINUTES OF MEETING
12 June 2025
BRAZOS CENTRAL APPRAISAL DISTRICT
BOARD OF DIRECTORS

1. Declaration of Quorum and Call to Order.

Silas Garrett as Secretary, having determined that a quorum was present, called the meeting to order at 8:30 a.m. on Thursday 12 June 2025 at the Brazos County Tax Office, 4151 County Park Ct., Bryan, Texas. Mr. DeWitt had not yet arrived and was running late.

Members Present: Kyle DeWitt, Rafael Pena, Silas Garrett, Raul Pendas, Marc Deer, Melissa Leonard, Susan Pesl, Jonna Schreiber and Jane Sherman.

Members Absent: n/a

BCAD Staff: Dana Horton, David Kehlenbrink, Scott Warren, Jonathan Austin and Melissa Polasek.

BCAD Staff Absent: Debbie Lockledge

Guests: Jon Miller as Brazos CAD legal counsel.

2. Acknowledgement of Visitors and Hear Citizen Comments.

Mr. Garrett noted there were no members of the public who wished to address the Board at that time.

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 May 2025.
- b. Brazos CAD financial account review.
- c. Board of Directors minutes for previous meeting(s).

Ms. Horton noted that there are no minutes to approve, as Ms. Lockledge has been ill and has not finished them. She added that all financial documents are included.

Mr. DeWitt joined the meeting noting that he went to Brazos CAD first instead of the Tax Office.

Mr. Pendas had questions about the financial statement balance sheet, the net pension liability and the deferred pension liability in particular. Ms. Horton addressed his questions to the best of her ability. After further discussion, she agreed to contact Brazos CAD's accountant for a more detailed explanation and will bring that information to the next meeting.

Ms. Pesl made the motion to approve the consent agenda; Ms, Schreiber 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. The Board went into Executive Session at 8:40 a.m.to discuss the following matter(s):

a. Pursuant to Texas Government Code §551.071:

- (1) To meet with its attorney and seek advice regarding pending or contemplated litigation and settlement offers; and
- (2) To consult with its attorney regarding matters on which the attorney has a duty to advise the Board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas.

No action was taken on the Executive Session. The Board adjourned the Executive Session at 10:03 a.m. and immediately reconvened in regular session.

6. Discussion, consideration and possible action on:

a. **Preliminary 2026 Brazos Central Appraisal District Operating Budget** (*previously tabled*).

Ms. Horton noted there are not a lot of large line items, and she directed them to page 15 of the budget document where things can be discussed by item.

She outlined her proposed salary increases (both COLA and merit). Ms. Sherman questioned why we do not pay longevity; Ms. Horton responded that we did at one time pay longevity but that was removed 8-10 years ago. Ms. Leonard added a brief outline of how the County is handling this. Ms. Horton then reviewed the time frame for presenting the budget, modifying it and approving it, noting that the budget must be approved before 15 September.

Ms. Horton noted the following areas that had substantial increases:

- Postage increased and the Legislature continues to increase the number of things that must be mailed certified;
- Appraisal Review Board, following the addition of 3 new ARB positions plus additional hearing dates. We are currently up 2,000 protests over last year thus far.
- Education has increased because we have so many new hires. For those hired as appraisers, we are required to educate them through the RPA curriculum and maintain their license in good standing through TDLR.
- Security System Maintenance increased because one of the maintenance areas was not included in last year's budget so that had to be added in this 2026 budget.
- Dues, memberships and subscriptions have all increased.
- Litigation was increased.
- Professional programming was increased as well as IT services.
- An auto allowance was added to this budget.

After further discussion on various items in the budget, Mr. Pena made the motion to accept the Preliminary 2026 Budget as presented; Ms, Pesl seconded the motion. The motion passed unanimously.

b. Proposed Settlements of Pending Litigation.

Mr. Pena made the motion to approve all proposed settlements as outlined in Addendum A (see attached); Ms; Schreiber seconded the motion. The motion passed unanimously.

c. Depository Services Bid Proposals.

Ms. Horton noted that a copy of the bid is in their packet for review. Upon opening the bids, she noted the following banks who submitted a bid:

- (1) Brenham National Bank (received 6/06/2025)
- (2) First Financial Bank (received 6/09/2025)
- (3) VeraBank (received 6/10/2025)
- (4) ExtraCo Bank (received 6/11/2025)
- (5) Guarantee Bank (received 6/11/2025)

Ms. Horton outlined the procedure Brazos CAD typically follows in reviewing bid submissions, with tabling this agenda item and review of all bids and review sheets through the next month. This will be on July's agenda for the Board to present their findings in July and select which bank best fits our needs as stated in the bid. Ms. Horton will provide a comparison spreadsheet in the July meeting to assist in making their selection. Mr. Garrett noted this agenda item is tabled until the July meeting.

d. Acknowledgement of the Taxpayer Liaison Officer's Report for April 2025.

Ms. Horton addressed this and provided some background on each situation he included in his report. Ms. Leonard noted this had been brought to their attention as well and gave an overview of their actions thus far.

Mr. DeWitt asked Ms. Horton to report back to the Board with an update on the situations in Mr. Grisham's report.

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

Ms. Horton presented, noting the following:

- The ARB is currently meeting 5 days/week..
- June is primarily protest hearings and related activities. We have currently received 20,500 protests thus far.

8. Consideration of Other Business and Future Agenda Items.

No other business at this time.

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

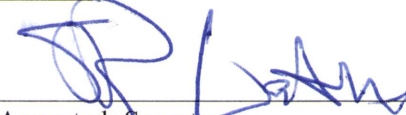
The nJuly regular Board meeting will be Thursday 24 July 2025 at 8:30 a.m.at the Tax Office since protest hearings will continue to be ongoing in the Brazos CAD boardroom.

10. Adjournment.

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

Examined and approved as of this 24th day of July 2025.

for 
Accepted: Chairman


Accepted: Secretary

Accepted: Vice-Chairman

LITIGATION SETTLEMENTS

As Approved by the Board of Directors

12 June 2025

Addendum A

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1. Cause No. 23-002781-CV-361

YEAR	PID	AGREED VALUE
2023	409251	\$ 26,730
	409255	2,834,388
	409256	18,016,045
	409257	18,037,677
	409258	585,160

2. Cause No. 24-002315-CV-472

YEAR	PID	AGREED VALUE
2024	409251	\$ 28,903
	409255	2,105,090
	409256	19,480,776
	409257	19,504,167
	409258	631,063

3. Cause No. 24-002961-CV-472

YEAR	PID	AGREED VALUE
2024	413265	\$ 5,625,000

4. Cause No. 23-002567-CV-472

YEAR	PID	AGREED VALUE
2023	41719	\$ 1,233,690
	41720	1,865,876
	41722	900,434

5. Cause No. 24-002236-CV-472

YEAR	PID	AGREED VALUE
2024	41719	\$ 1,233,690
	41720	1,865,876
	41722	1,000,434

6. Cause No. 22-002466-CV-472

YEAR	PID	AGREED VALUE
2022	18616	\$ 62,750,000
2023	18616	67,000,000