



Dana Horton
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MINUTES OF MEETING
11 September 2025
BRAZOS CENTRAL APPRAISAL DISTRICT
BOARD OF DIRECTORS

1. Declaration of Quorum and Call to Order.

Kyle DeWitt as Chair, having determined that a quorum was present, called the meeting to order at 8:33 a.m. on Thursday 11 September 2025 at 4051 Pendleton Dr., Bryan, Texas.

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

Members Absent: n/a.

BCAD Staff: Dana Horton, Jonathan Austin, Scott Warren (joined the meeting at 9:24 a.m.) and Debbie Lockledge.

BCAD Staff Absent: n/a

Guests: A.J. Taylor and Melissa Suehs with Ingram, Wallis & Co., PC
Jon Miller as Brazos CAD's legal counsel.

2. Acknowledgement of Visitors and Hear Citizen Comments.

Mr. DeWitt 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. Public Hearing at 8:35 a.m. to present the Brazos Central Appraisal District's 2026 Operating Budget.

At 8:35 a.m. the Board opened this Public Hearing. Ms. Horton presented, noting the areas where there were increases such as postage, education, ARB, and such. After further discussion, Mr. Garrett made the motion to approve the 2026 Brazos CAD operating budget; Mr. Pena seconded that motion. The motion passed unanimously.

5. Consent Agenda.

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

- a. Approval of cash disbursements for August 2025.
- b. Brazos CAD financial account review.
- c. Board of Directors minutes for previous meeting(s).

Ms. Horton noted that for questions specific to the financials, A.J. Taylor being present at this meeting would be happy to address any questions in detail. Mr. Pena had several questions about retirement that Mr. Taylor was happy to walk him through their process. After further discussion, Ms. Horton asked if a

workshop might be in order to get a more thorough explanation The Board agreed to have Mr. Pendas and Mr. Taylor work together and provide the Board with a more detailed explanation of this process, and if needed hold a workshop.

Mr. DeWitt returned the Board to the consent agenda. Mr. Pena made the motion to approve the consent agenda; Mr. Garrett seconded the motion to approve the consent agenda; Mr. Garrett seconded the motion. The motion passed unanimously.

6. Presentation by representative from Thompson, Derrig & Craig P.C.:

This was done during the consent agenda discussion. Mr. Taylor proceeded to provided additional information on the audit report services and the services they provide to Brazos CAD. No action was needed.

7. Presentation of the 2024 Audit (previously tabled).

This presentation was made during the October Board meeting, but it was tabled and does need to be approved. Questions were asked about fraudulent checks that had caught. Ms. Horton went through the process of explaining how checks are processed. After further discussion, Mr. Pena made the motion to approve the 2024 Brazos CAD audit; Mr. Silas seconded the motion. The motion passed unanimously.

8. Executive Session

Ms. Horton pointed out that Executive Sessions are now handled differently as per the text at the bottom of the 9/11/2025 agenda.

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 9:05 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 during the Executive Session. The Board adjourned the Executive Session at 9:11 a.m. and immediately reconvened in regular session.

9. Discussion, consideration and possible action on:

a. Proposed Settlement(s) for Pending Litigation.

Mr. Pena made the motion to approve the proposed settlement for Cause No. 23-002185-CV-361 (see Attachment A); Mr. Silas seconded the motion. The motion passed unanimously.

b. Resolution 25-007 adopting the Brazos Central Appraisal District's 2026 Operating Budget.

Ms. Horton reminded the Board that they addressed this during the Public Hearing, noting that Mr. Garrett made the motion to approve the 2026 Brazos CAD Operating Budget and Ms. Schreiber seconded the motion. The motion having passed unanimously at that time, no further action was required.

c. Resolution 25-008 re-appointing Mr. Larry West to the Agricultural Advisory Board for the term of 11/02/2025 – 11/02/2027.

After some discussion, Mr. Garrett made the motion to approve Mr. West's reappointment; Mr. Pena seconded the motion. The motion passed unanimously.

d. Discussion regarding the Use of Personal Time Off versus Sick Leave and Vacation Time.

Mr. Horton noted that this item was originally placed on the agenda by Ms. Sherman. She added that she has not had time to research it, and included a brief overview of how sick leave and vacation time are currently handled. It was suggested that this be removed from this agenda until Ms. Horton has had time to research this. Mr. DeWitt suggested she put it back on the agenda at that time.

e. Discussion regarding the Potential Uses of Social Media by Brazos CAD.

Ms. Horton discussed the plan that is now in place for a monthly report regarding litigation sent to the City of Bryan, Bryan and College Station ISD's and the County, and a quarterly meeting to discuss the information in those reports. Mr. Garrett asked for the Board to receive a summary report of these monthly reports. After further discussion, Ms. Horton noted that the next two quarterly meetings scheduled are 11/14/2025 and 3/12/2026.

The Board discussed possible uses of Facebook and LinkedIn to communicate information to the public, and possible types of information, etc. Other options were discussed such as informing the public of new laws being considered or passed, etc.

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

Ms. Horton presented, noting the following:

- Appraisal staff are working on 2026 values.
- Brazos CAD has put a lot of effort into identifying who they are and affiliated with.
- Jonathan Austin is scheduled for the Chief Appraiser Institute.
- The flights are scheduled for January..
- Ms. Horton provided the Board with 2025 statistics for ARB activities during protest season and reviewed them for the Board.

10. Consideration of Other Business and Future Agenda Items.

.No other business or future agenda items were suggested.


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

The October regular Board meeting will be Thursday 16 October 2025 at 8:30 a.m. at the Brazos CAD boardroom.

12. Adjournment.

There being no further business, the meeting was adjourned.

Examined and approved as of this 20th day of November 2025.


Accepted: Chairman


Accepted: Secretary


Accepted: Vice-Chairman

LITIGATION SETTLEMENTS

As Approved by the Board of Directors

11 September 2025

1. Cause No. 23-002185-CV-361

YEAR	PID	AGREED VALUE
2023	87856	\$ 7,580,260
2024	87856	7,580,260