

**MINUTES**  
**BURLESON COUNTY APPRAISAL DISTRICT**  
**BOARD OF DIRECTORS**  
**January 15, 2019**

Board of Directors Regular Meeting, Tuesday, January 15, 2019 at 6:00 p.m. in the Appraisal District Office, 111 Fawn St., Caldwell, Texas.

**Agenda Item 1: Call to Order**

The meeting was called to order by Chair Louise Pruett at 6:04 p.m. Members present were Louise Pruett, Melvin Schoeneman, Cheryl Castaneda, Carla Patranella, Jason Urbanosky and Kevin Scarmardo. Also present were Damon Daughtry, Chief Appraiser, Tonya Barnes, Deputy Chief Appraiser, Barry Alford, Appraiser, Mabrey Dowell, Appraiser, and Bill Savage, GIS Technician.

**Agenda Item 2: Oath of Office & Statement of Appointed/Elected Officer Given to New and Returning Members**

Returning Members Louise Pruett and Melvin Schoeneman were read the Oath of Office & Statement of Appointed/Elected Officer by Tonya Barnes. The Oath of Office was notarized by Tonya Barnes.

**Agenda Item 3: Receive Burleson County Appraisal District Related Party Transactions Form & Public Access Form From All Board Members**

Louise Pruett, Melvin Schoeneman, Cheryl Castaneda, Carla Patranella and Kevin Scarmardo turned in their Related Party Transactions Form & Public Access Form for 2019.

**Agenda Item 4: Elect Officers of the Board**

Motion was made to by Kevin Scarmardo to appoint Louise Pruett as Chairman, Jason Urbanosky as Vice-Chairman and Melvin Schoeneman as Secretary, seconded by Carla Patranella; all were in favor, motion passed unanimously.

**Agenda Item 5: Citizen Comments**

There were no citizen comments.

**Agenda Item 6: Introduction of CAD Staff to the Board of Directors**

Chief Appraiser Damon Daughtry introduced Barry Alford, Mabrey Dowell and Bill Savage to the Board.

**Agenda Item 8: Approval of Minutes & Financials**

Chief Appraiser Damon Daughtry informed the Board that as of this date the 2018 Budget looks under, but he will not know for sure until the audit is done. Motion was made by Jason Urbanosky to approve the November 13, 2018 Special Meeting Minutes,



the November, 2018 Budget & Finance Reports, the December, 2018 Budget & Finance Reports and the 2018 Budget Report, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

**Agenda Item 9: (a) Accept/Approve 2018 4<sup>th</sup> Quarter Appraisal Roll Changes**

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Carla Patranella to accept and approve the 2018 4<sup>th</sup> Quarter Appraisal Roll Changes, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

**Agenda Item 9: (b) Accept/Approve 2018 4<sup>th</sup> Quarter Investment Report**

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion to was made by Jason Urbanosky to accept and approve the 2018 4<sup>th</sup> Quarter Investment Report, seconded by Carla Patranella; all were in favor, motion passed unanimously.

**Agenda Item 9: (c) Approve/Sign 2019 Bookkeeping Services Contract with Danny Koerth**

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Melvin Schoeneman to approve and sign the 2019 Bookkeeping Services Contract with Danny Koerth, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

**Agenda Item 9: (d) Discuss/Approve Resolution to Authorize Signatures for Depository Functions**

Chief Appraiser Damon Daughtry reviewed the depository signatures with the Board. The new resolution will authorize Damon Daughtry, Tonya Barnes, Louise Pruett, Johnny C. Brewer, Jr., Carla Patranella and Cheryl Castaneda to sign checks and other depository function requirements for the CAD. It will also remove Kim Orr and Curtis Doss as authorized signatures for depository functions. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made Jason Urbanosky to approve the Resolution to Authorize Signatures for Depository Functions, seconded by Carla Patranella; all were in favor, motion passed unanimously.

**Agenda Item 9: (e) Discuss/Approve Resolution Designating Investment Officer**

Chief Appraiser Damon Daughtry informed the Board that this resolution would appoint him as the designated investment officer for the CAD. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Jason Urbanosky to approve the Resolution Designating Investment Officer, seconded by Melvin Schoeneman; all were in favor, motion passed unanimously.

**Agenda Item 9: (f) Discuss/Approve Grievance Policy**

Chief Appraiser Damon Daughtry noted the revisions to the Grievance Policy. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Carla Patranella to approve the Grievance Policy, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.



**Agenda Item 9: (g) Discuss/Approve/Appoint 2019 ARB Members & Officers**

Chief Appraiser Damon Daughtry noted that the CAD had received four applications for new ARB members and one current member was wanting to return for 2019. He requested that the Board approve all five members for 2019. Board members reviewed the 2018 ARB Assistant Report, the new member applications and verified that all five candidates were current on their taxes. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Kevin Scarmardo to approve and appoint Ralph Mutchler, Steven Reed, Donnie Victorick, Terry White and Jessica Armstrong as the 2019 ARB members and approve and appoint Ralph Mutchler as Chairman and Donnie Victorick as Secretary, seconded by Melvin Schoeneman; all were in favor, motion passed unanimously.

**Agenda Item 9: (h) Discuss/Approve Revised Disaster/Emergency Recovery & Mitigation Plan**

Chief Appraiser Damon Daughtry noted the revisions to the Revised Disaster/Emergency Recovery & Mitigation Plan. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Carla Patranella to approve the Revised Disaster/Emergency Recovery & Mitigation Plan, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

**Agenda Item 9: (i) Discuss/Approve Revised Employee Policy Manual**

Chief Appraiser Damon Daughtry noted the revisions to the Revised Employee Policy Manual. He suggested removing the Disability Insurance Section and adding the Grievance Policy as one of the attachments in the back along with a few more added attachments. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Jason Urbanosky to approve the Revised Employee Policy Manual, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

**Agenda Item 9: (j) Discuss/Approve Revised Board of Director Policy Manual**

Chief Appraiser Damon Daughtry noted the revisions to the BOD Policy Manual and the added attachments in the back. He also noted that the BOD Policy Manual will be put on the CAD website. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Kevin Scarmardo to approve the Revised Board of Director Policy Manual, seconded by Carla Patranella; all were in favor, motion passed unanimously.

**Agenda Item 10: Chief Appraiser Report**

Chief Appraiser Damon Daughtry informed the Board that the 2019 Maps Review will be done in June and the preliminary data has already been sent. The PVS results for 2018 will be available at the end of January. Also, the CAD is about 85% done with the 2019 field work. This year the CAD was working on Phase 3 of field work which is Somerville ISD. Mobile devices were used this year and they are helping save time on the data entry end.

**Agenda Item 11: Next Meeting Dates**

- March 19, 2019 – Regular Meeting

**Agenda Item 12: Adjournment**

Motion to adjourn was made by Kevin Scarmardo, seconded by Carla Patranella; all were in favor, motion passed unanimously.

Meeting was adjourned at 7:02 p.m.

Minutes Approved March 19, 2019

Attested by: Louise Puro, Chairman of the Board

Attested by: Melvin Schum, Secretary of the Board