

**MINUTES**  
**BURLESON COUNTY APPRAISAL DISTRICT**  
**BOARD OF DIRECTORS**  
**JANUARY 21, 2020**

Board of Directors Rescheduled Regular Meeting, Tuesday, January 21, 2020 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 6:05 p.m. Members present were Louise Pruett, Cheryl Castaneda, Rebecca Gardner, Melvin Schoeneman and Kevin Scarmardo. Also present were Damon Daughtry, Chief Appraiser, and Tonya Barnes, Deputy Chief Appraiser.

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

Tonya Barnes swore in returning member, Kevin Scarmardo, and new member, Rebecca Gardner. The statements were signed and notarized and turned in to Tonya Barnes.

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

All present BOD members filled out & turned in both forms to Tonya Barnes.

**Agenda Item 4: Resolution Thanking Carla Patranella for her Service on the Board**

Chair Louise Pruett read the resolution to the BOD and noted that a certificate and a copy of the resolution will be mailed to Carla Patranella.

**Agenda Item 5: Elect Officers of the Board**

Motion was made by Kevin Scarmardo to nominate Louise Pruett as chairman, Jason Urbanosky as vice-chairman and Rebecca Gardner as secretary, seconded by Cheryl Castaneda; all were in favor, motion passed unanimously.

**Agenda Item 6: Citizen Comments**

There were no citizen comments.

**Agenda Item 7: Approval of Minutes & Financials**

Chief Appraiser Damon Daughtry noted that per the 2019 Budget Report, the cad appears to be under budget, however, this will not be certain until the 2019 audit is done in a few months. Motion was made by Melvin Schoeneman to approve the November 10, 2019 Meeting Minutes, the November, 2019 Budget & Finance Reports, and the December, 2019 Budget & Finance Reports, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

**Agenda Item 8: (a) Accept/Approve 2019 4<sup>th</sup> Quarter Appraisal Roll Changes**

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Chief Appraiser Damon Daughtry reviewed the changes with the BOD. Motion was made by Kevin Scarmardo to approve the 2019 4<sup>th</sup> Quarter Appraisal Roll Changes, seconded by Cheryl Castaneda; all were in favor, motion passed unanimously.

**Agenda Item 8: (b) Accept/Approve 2019 4<sup>th</sup> Quarter Investment Report**

Chair Louise Pruett asked if there were any questions and/or concerns; there were none. Motion was made by Kevin Scarmardo to approve the 2019 4<sup>th</sup> Quarter Investment Report, seconded by Melvin Schoeneman; all were in favor, motion passed unanimously.

**Agenda Item 8: (c) Approve/Sign 2020 Bookkeeping Services Contract with Danny Koerth**

Chair Louise Pruett asked if there were any questions and/or concerns; there were none. Motion was made by Melvin Schoeneman to approve the 2020 Bookkeeping Services Contract with Danny Koerth, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

**Agenda Item 8: (d) Discuss/Approve 2020 Ag Valuation Contract**

Chair Louise Pruett asked if there were any questions and/or concerns; there were none. Motion was made by Rebecca Gardner to approve the 2020 Ag Valuation Contract, seconded by Cheryl Castaneda; all were in favor, motion passed unanimously.

**Agenda Item 8: (e) Discuss/Approve 2020 Variverge Contract for Mailing Services**

Chair Louise Pruett asked if there were any questions and/or concerns; there were none. Motion was made by Melvin Schoeneman to approve the 2020 Variverge Contract for Mailing Services, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

**Agenda Item 8: (f) Discuss/Approve Needed Building Repairs and Improvements**

Chair Louise Pruett asked if there were any questions and/or concerns; there were none. Motion was made by Cheryl Castaneda to approve the bid from Hi-Tech Septic for needed building repairs and improvements, seconded by Melvin Schoeneman; all were in favor, motion passed unanimously.

**Agenda Item 8: (g) Discuss/Approve Resolution to Authorize Signature for Depository Functions**

Chair Louise Pruett asked if there were any questions and/or concerns; there were none. Motion was made by Kevin Scarmardo to remove Carla Patranella as an authorized signature and leave Damon Daughtry, Tonya Barnes, Louise Pruett, Bo Brewer and Cheryl Castaneda as authorized signatures for depository functions, seconded by Rebecca Gardner; all were in favor, motion passed unanimously.

**Agenda Item 9: The Board will Retire into Executive Session Pursuant to the Texas Government Code, Section 551.074 to Discuss the Following:**

The Board retired into executive session at 6:41 p.m.

**Agenda Item 10: Reconvene in Open Session**

The Board reconvened in open session at 6:49 p.m.

**Agenda Item 11: Discussion and Action on any Items Discussed in Executive Session**

No discussion or action was had at this time.

**Agenda Item 12: Chief Appraiser Report**

Chief Appraiser Damon Daughtry informed the BOD that renditions for business personal property accounts were mailed out today and the appraisers are finishing up normal field work and starting on the permit list.

**Agenda Item 13: Next Meeting Dates**

- March 17, 2020 – Regular Meeting

**Agenda Item 14: Adjournment**

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

Meeting was adjourned at 6:55 p.m.

Minutes Approved March 17, 2020, 2020

Attested by: Laurie Pruitt, Chairman of the Board

Attested by: Bill Jack, Secretary of the Board