

**MINUTES**  
**BURLESON COUNTY APPRAISAL DISTRICT**  
**BOARD OF DIRECTORS**  
**JANUARY 24, 2018**

Board of Directors Regular Meeting, Wednesday, January 24, 2018 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 Vice -Chairman Jason Urbanosky at 6:00 p.m. Members present were Melvin Schoeneman, Louise Pruett, Curtis Doss, Jason Urbanosky, Bo Brewer, Carla Patranella and Kevin Scarmardo. Also present were Kim Orr, Chief Appraiser, Damon Daughtry, Deputy Chief Appraiser, Tonya Barnes, administrative assistant, Pam McCulloch, Laura Lazo, Brenda Kubicki, Sheila Brandt, Mabrey Dowell and Cheryl Castaneda.

**Agenda Item 2: Oath of Office of New and Returning Members**

Bo Brewer, Carla Patranella, Kevin Scarmardo and Jason Urbanosky were administered the Oath of Office and Statement of Appointed/Elected Officer which was notarized by Tonya Barnes.

**Agenda Item 3: Receive Open Records and Public Meetings Certification for New Members**

Bo Brewer and Carla Patranella turned in their Certificate of Course Completion for Open Meetings Act and Public Information Act.

**Agenda Item 4: Receive Burleson County Appraisal District – Related Party Transactions Form for All Board Members**

All seven of the BOD members turned in their Burleson County Appraisal District Related Party Transactions Forms and Personal Information Forms.

**Agenda Item 5: Elect Officers of the Board (Chairman, Vice-Chairman and Secretary)**

Louise Pruett mentioned that she would be willing to be chairman and Jason Urbanosky mentioned that he would be willing to continue to serve as vice-chairman. Motion was made by Curtis Doss to nominate Louise Pruett as chairman, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously. Motion was made by Curtis Doss to nominated Jason Urbanosky as vice-chairman and Melvin Schoeneman as secretary, seconded by Melvin Schoeneman; all were in favor, motion passed unanimously.

**Agenda Item 6: Resolution for Service of Former Board member Janet Carrigan**

Chief Appraiser Kim Orr informed the BOD that Carla Patranella is Caldwell ISD's new representative in replace of Janet Carrigan. She also noted that she had a plaque made for Janet Carrigan for her service which will be given to her at a later date as well as a Resolution of Service for the Burleson County Appraisal District. Motion was made by Curtis Doss to acknowledge the services of Janet Carrigan, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

**Agenda Item 7: Citizen Comments**

There were no citizen comments at this time

**Agenda Item 8: Introduction of CAD Staff to the Board of Directors**

Chief Appraiser Kim Orr noted that she hired three new employees in 2017 and would like to take this time to introduce all of the Burleson County Appraisal District Employees. In no particular order, each employee stood and she introduced them and gave a brief description of what their job duties are. She then introduced each BOD member and noted what entity they represent.

**Agenda Item 9: The Board Will Retire into Executive Session Pursuant to the Texas Government Code, Sections 551.071 and 551.074 to Discuss Any of the Following:**

The BOD retired into Executive Session at 6:24 p.m.

The BOD reconvened into Open Session at 6:50 p.m.

**Agenda Item 10: Discussion and Action on Any Items Discussed in Executive Session**

No discussion or action was needed on any items discussed in Executive Session.

**Agenda Item 11: Approval of Minutes & Financials**

Motion was made by Jason Urbanosky to accept the December 19, 2017 Special Meeting Minutes, seconded by Curtis Doss; all were in favor, motion passed unanimously. Chief Appraiser Kim Orr noted that changes were made to both budget reports since the BOD was emailed their packets. She also pointed out that the District finished the 2017 budget year under budget. She also explained what happens with the left-over funds and noted that she would like to consider at a later date setting up a contingency fund. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Curtis Doss to approve the December, 2017 Budget & Finance Reports and the 2017 Budget Report, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

**Agenda Item 12: (a) Accept 2017 4<sup>th</sup> Quarter Appraisal Roll Changes**

Chief Appraiser Kim Orr explained to the BOD what an appraisal roll change was. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Curtis Doss to accept the 2017 4<sup>th</sup> Quarter Appraisal Roll Changes, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.



**Agenda Item 12: (b) Accept/Approve 2017 4<sup>th</sup> Quarter Investment Report**

Chief Appraiser Kim Orr reviewed the investment report with the BOD. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Jason Urbanosky to accept and approve the 2017 4<sup>th</sup> Quarter Investment Report, seconded by Melvin Schoeneman; all were in favor, motion passed unanimously.

**Agenda Item 12: (c) Approve/Sign 2018 Bookkeeping Services Contract with Danny Koerth**

Chief Appraiser Kim Orr reviewed the contract with the BOD and noted that she was pleased with using Danny Koerth for these services. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Carla Patranella to approve the 2018 Bookkeeping Services Contract with Danny Koerth, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

**Agenda Item 12: (d) Discuss/Approve Resolution to Authorize Signatures for Depository Functions**

Chief Appraiser Kim Orr informed the BOD that Janet Carrigan and Curtis Doss were the two BOD members on the signature card for 2017 along with herself and Damon Daughtry. She also noted that Janet Carrigan can no longer be on the signature card since she is not on the BOD anymore. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Louise Pruett to approve to add Bo Brewer, Louise Pruett and Carla Patranella as authorized signatures for depository functions and leave Curtis Doss, Kim Orr and Damon Daughtry on as authorized signatures for depository functions, seconded by Carla Patranella; all were in favor, motion passed unanimously.

**Agenda Item 12: (e) Discussion and Possible Action Regarding Future Meeting Dates and Times if Changes Are Made**

Chief Appraiser Kim Orr noted that the BOD meetings currently take place at 6:00 p.m. on the 3<sup>rd</sup> Tuesday of every other month and asked if this was still when they would like to meet. No action was needed and the meeting date and time will remain the same.

**Agenda Item 13: Chief Appraiser Report**

Chief Appraiser Kim Orr reported that the District passed the MAP Review and one week from this date the results from the PVS will be available. She explained to the BOD what the MAP Review and PVS were. She also noted that in 2018 all school districts in Burleson County will be part of the PVS, but only Somerville ISD was studied in 2017 since it did not pass in 2016. She also reported that she is considering going a couple directions for the GIS Department and will either be hiring someone or contracting with BIS. She will be making this decision within the next few weeks. She also asked the BOD if they had any questions and/or concerns which they would like to discuss at future meetings. No questions and/or concerns were noted at this time.

**Agenda Item 14: Next Meeting Dates**

- March 20, 2018 – Regular Meeting

**Agenda Item 15: Adjournment**

Motion to adjourn was made by Melvin Schoeneman, seconded by Curtis Doss; all were in favor, motion passed unanimously.

Meeting was adjourned at 7:22 p.m.

Minutes Approved March 20, 2018

Attested by: Louise Piretti, Chairman of the Board

Attested by: Melvin Schoeneman, Secretary of the Board