

**MINUTES  
BURLESON COUNTY APPRAISAL DISTRICT  
BOARD OF DIRECTORS  
OCTOBER 16, 2108**

Board of Directors Special Meeting, Tuesday, October 16, 2108 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 6:03 p.m. Members present were Louise Pruett, Melvin Schoeneman, Cheryl Castaneda, Jason Urbanosky and Carla Patranella. Also present were Kim Orr, Chief Appraiser, Damon Daughtry, Deputy Chief Appraiser, and Tonya Barnes, administrative assistant.

**Agenda Item 2: Citizen Comments**

There were no citizen comments. Curtis Doss, retired Tax Assessor Collector, was present and the Board presented him with a plaque for his service. Chair Louise Pruett read the Resolution of Service for Curtis Doss and thanked him for his service on the Board.

**Agenda Item 3: Oath of Office for New Member**

Cheryl Castaneda was sworn in by Tonya Barnes.

**Agenda Item 4: Receive Open Records and Public Meetings Certification for New Member**

Cheryl Castaneda turned in her Open Records and Public Meetings Certifications to show that she completed both courses.

**Agenda Item 5: Receive Burleson County Appraisal District – Related Party Transactions Form for New Board Member**

Cheryl Castaneda turned in her Related Party Transactions Form to show what properties she has interest in in Burleson County.

**Agenda Item 6: Approval of Minutes & Financials**

Motion was made by Melvin Schoeneman to approve the August 21, 2018 Meeting Minutes, seconded by Jason Urbanosky; all were in favor, motion passed unanimously. Motion was made by Carla Patranella to approve the August Budget & Finance Reports, seconded by Cheryl Castaneda; all were in favor, motion passed unanimously. Motion was made by Jason Urbanosky to approve the September Budget & Finance Reports, seconded by Melvin Schoeneman; all were in favor, motion passed unanimously.

**Agenda Item 7: (a) Open Bids/Discuss/Select Bank Depository for 2019-2020**

Chief Appraiser Kim Orr informed the Board that the district had received two Bank Depository Bids from Citizen State Bank and Prosperity Bank. Both bids were read aloud by Chief Appraiser Kim Orr and passed out to each Board Member for review. The Board compared both bids aloud. It was noted that Citizen State Bank's interest rate was better. Chief Appraiser Kim Orr stated that she would speak with Prosperity Bank about the interest rate and see if it can be negotiated. Chair Louise Pruett asked if there were any other questions and/or comments; there were none. Motion was made by Carla Patranella to stay with Prosperity Bank for the Bank Depository for 2019-2020, seconded by Melvin Schoeneman; all were in favor, motion passed unanimously.

**Agenda Item 7: (b) Review/Discuss/Approve Contract for Consultation Services for Agricultural Appraisal with Perdue, Brandon, Fielder, Collins & Mott**

Chief Appraiser Kim Orr reviewed the contract with the Board. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Jason Urbanosky, seconded by Melvin Schoeneman; all were in favor, motion passed unanimously.

**Agenda Item 7: (c) Approve 3<sup>rd</sup> Quarter Investment Report**

Chief Appraiser Kim Orr reviewed the 3<sup>rd</sup> Quarter Investment Report with the Board. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Carla Patranella, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

**Agenda Item 7: (d) Approve 3<sup>rd</sup> Quarter Change Report**

Chief Appraiser Kim Orr reviewed the 3<sup>rd</sup> Quarter Change Report with the Board. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Melvin Schoeneman, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

**Agenda Item 8: The Board Will Retire into Executive Session Pursuant to the Texas Government Code, Section 551.074 to Discuss Any of the Following:**

The BOD retired into Executive Session at 6:40 p.m.

**Agenda Item 9: Discussion and Action on Any Items Discussed in Executive Session**

The BOD reconvened into Open Session at 7:24 p.m. Motion was made by Melvin Schoeneman to accept Chief Appraiser Kim Orr's resignation effective October 30, 2018, seconded by Jason Urbanosky; all were in favor, motion passed unanimously. Motion was made by Jason Urbanosky to appoint Damon Daughtry, Deputy Chief Appraiser, Interim-Chief Appraiser effective October 31, 2018, seconded by Melvin Schoeneman; all were in favor, motion passed unanimously.

**Agenda Item 10: Chief Appraiser's Report**

Chief Appraiser Kim Orr informed the Board that Tonya Barnes passed her Level IV Exam and Sheila Brandt passed her Level III Exam.

**Agenda Item 11: Next Meeting Dates**

The Board discussed having a Special Meeting in November to discuss the Chief Appraiser position. Chief Appraiser Kim Orr noted that she will email the whole Board and find a date that is convenient for everyone.

**Agenda Item 12: Adjournment**

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

Meeting was adjourned at 7:32 p.m.

Minutes Approved November 13, 2018

Attested by: Lou Luntto, Chairman of the Board

Attested by Melvi Schan, Secretary of the Board