

**MINUTES**  
**BURLESON COUNTY APPRAISAL DISTRICT**  
**BOARD OF DIRECTORS**  
**NOVEMBER 17, 2020**

Board of Directors Regular Meeting, Tuesday, November 17, 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 6:03 p.m. Members present were Louise Pruett, Jason Urbanosky, Rebecca Gardner, Angelia Beene, Jessica Lucero and Kevin Scarmardo. Also present were Tonya Barnes, Interim Chief Appraiser, Barry Alford and Mallori Baker.

**Agenda Item 2: Citizen Comments**

There were no citizen comments.

**Agenda Item 3: Approval of Minutes & Financials**

Motion was made by Jason Urbanosky to approve the September 15, 2020 Regular Meeting Minutes, and September, 2020 Budget & Finance Reports, and October, 2020 Budget & Finance Reports, seconded by Rebecca Gardner; all were in favor, motion passed unanimously.

**Agenda Item 4: (a) Review/Discuss/Approve 2020 3<sup>rd</sup> Quarter Investment Report**

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Kevin Scarmardo to approve the 2020 3<sup>rd</sup> Quarter Investment Report, seconded by Angelia Beene; all were in favor, motion passed unanimously.

**Agenda Item 4: (b) Review/Discuss/Approve 2020 3<sup>rd</sup> Quarter Appraisal Roll Changes**

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Rebecca Gardner to approve the 2020 3<sup>rd</sup> Quarter Appraisal Roll Changes, seconded by Jessica Lucero; all were in favor, motion passed unanimously.

**Agenda Item 4: (c) Review/Discuss/Approve Burleson CAD's Holiday Schedule for 2021**

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Angelia Beene to approve the Burleson CAD's Holiday Schedule for 2021, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

**Agenda Item 4: (d) Review/Discuss/Approve 2021 Appraisal Review Board Members**

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Kevin Scarmardo to approve the 2021 Appraisal Review Board Members, seconded by Rebecca Gardner; all were in favor, motion passed unanimously.

**Agenda Item 4: (e) Review/Discuss/Approve Extension Agreement for Depository Bid Contract with Prosperity Bank for 2021-2022**

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Angelia Beene to approve the Extension Agreement for Depository Bid Contract with Prosperity Bank for 2021-2022, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

**Agenda Item 4: (f) Review/Discuss/Approve Combining Postage Fund Bank Account with General Fund Bank Account**

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Kevin Scarmardo to approve Combining Postage Fund Bank Account with General Fund Bank Account, seconded by Jessica Lucero; all were in favor, motion passed unanimously.

**Agenda Item 4: (g) Review/Discuss/Approve Resolution to Waive Allocation Late Payment Penalties for 2020**

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 to Waive Allocation late Payment Penalties for 2020, seconded by Rebecca Gardner; all were in favor, motion passed unanimously.

**Agenda Item 4: (h) Review/Discuss/Approve Contract for Consultation Services with Perdue, Brandon, Fielder, Collins & Mott for 2021 Agricultural Appraisals**

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Rebecca Gardner to approve the Contract for Consultation Services with Perdue, Brandon, Fielder, Collins & Mott for 2021 Agricultural Appraisals, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

**Agenda Item 4: (i) Review/Discuss/Approve Investment Policy for 2021**

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Angelia Beene to approve the Investment Policy for 2021, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

**Agenda Item 5: The Board may Retire into Executive Session Pursuant to the Texas Government Code, Sections 551.071 and Section 551.074 to Discuss any of the Following:**

The Board retired into executive session at 6:36 p.m.



**Agenda Item 6: Reconvene in Open Session**

The Board reconvened into open session at 6:45 p.m.

**Agenda Item 7: Discussion and Action on Any Items Discussed in Executive Session**

Motion was made by Rebecca Gardner to appoint Tonya Barnes as Chief Appraiser, seconded by Jessica Lucero; all were in favor, motion passed unanimously.

**Agenda Item 8: Chief Appraiser Report**

Tonya Barnes informed the Board that she has completed the Chief Appraiser Institute and that Mallori Baker is now a Level 2 Appraiser. She also noted that the stock with Computershare sold for around \$7,000 in September. Also, the office will be closed the morning of December 15<sup>th</sup> for an entity meeting that the staff is attending at Caldwell High School and will also be closed on from 12pm-2pm on November 19<sup>th</sup> for Staff Luncheon and Training.

**Agenda Item 9: Next Meeting Dates**

- January 19, 2021 – Regular Meeting

**Agenda Item 10: Adjournment**

Motion to adjourn was made by Rebecca Gardner, seconded by Angelia Beene; all were in favor, motion passed unanimously.

Meeting was adjourned at 6:55 p.m.

Minutes Approved January 26, 2021

Attested by: Louise P. Smith Chairman of the Board

Attested by: [Signature] Secretary of the Board