

**MINUTES**  
**BURLESON COUNTY APPRAISAL DISTRICT**  
**BOARD OF DIRECTORS**  
**NOVEMBER 19, 2019**

Board of Directors Rescheduled Regular Meeting, Tuesday, November 19, 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 6:05 p.m. Members present were Louise Pruett, Cheryl Castaneda, Jason Urbanosk, Melvin Schoeneman, Kevin Scarmardo and Bo Brewer. Also present were Damon Daughtry, Chief Appraiser, and Tonya Barnes, Deputy Chief Appraiser.

**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 August 27, 2019 Public Hearing Minutes, August 27, 2019 Regular Meeting Minutes and August, September, and October Budget & Finance Reports, seconded by Cheryl Castaneda; all were in favor, motion passed unanimously.

**Agenda Item 4: (a) Seidel, Schroeder 2018 Audit Report**

Melanie Schulte with Seidel Schroeder presented the 2018 Audit Report. Chair Louise Pruett asked if there were any question and/or comments; there were none. Motion was made by Jason Urbanosky to accept the 2018 Audit Report, seconded by Cheryl Castaneda; all were in favor, motion passed unanimously.

**Agenda Item 4: (b) Approve 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 3<sup>rd</sup> Quarter Investment Report, seconded by Bo Brewer; all were in favor, motion passed unanimously.

**Agenda Item 4: (c) Approve 3<sup>rd</sup> Quarter Change Report**

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

**Agenda Item 4: (d) Approve Burleson CAD's Holiday Schedule for 2020**

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 Burleson CAD's Holiday Schedule, seconded by Bo Brewer; all were in favor, motion passed unanimously.

**Agenda Item 4: (e) Approve 2020 ARB Members & Officers (Chairman & Secretary)**

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Jason Urbanosky to approve Ralph Mutchler as Chairman, Donnie Victorick as Secretary, Terry White as member, Jessica Armstrong as member, and Steven Reed as member of the 2020 ARB, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

**Agenda Item 5: 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 6:46 p.m.

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

The Board reconvened in open session at 7:30 p.m.

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

No discussion or action was had at this time.

**Agenda Item 8: Chief Appraiser's Report**

Chief Appraiser Damon Daughter noted that the district is currently underway with field work for 2020. He also noted that he would like to look into changing the employee's time off from vacation time, personal time and sick time to just a straight PTO time. He is going to check around and see what other entities and districts use. He also noted that the district has taken two construction bids for office repairs and improvements. It was mentioned that he should check with one of the local construction companies. He said that he would give them a call before the next meeting to see if they would be interested.

**Agenda Item 9: Next Meeting Dates**

- January 21, 2020 – Regular Meeting

**Agenda Item 10: Adjournment**

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

Meeting was adjourned at 7:47 p.m.

Minutes Approved Jan. 21, 2020

Attested by: Larise Pruitt, Chairman of the Board

Attested by: Reed Job, Secretary of the Board