

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

Board of Directors Rescheduled Regular Meeting, Tuesday, March 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 6:02 p.m. Members present were Louise Pruett, Cheryl Castaneda, Jason Urbanosky, Melvin Schoeneman, Bo Brewer and Kevin Scarmardo. Also present were Tonya Barnes, Deputy Chief Appraiser, and Mallori Baker.

**Agenda Item 2: Citizen Comments**

There were no citizen comments.

**Agenda Item 3: Oath of Office & Statement of Appointed/Elected Given to New and Returning Members**

Mallori Baker swore in returning member, Jason Urbanosky. The statements were signed and notarized and turned in to Tonya Barnes.

**Agenda Item 4: Receive Burleson County Appraisal District Related Party Transactions Form & Public Access Form from All Board Members**

Jason Urbanosky and Bo Brewer filled out & turned in both forms to Tonya Barnes.

**Agenda Item 5: Introduction of CAD Employees**

Mallori Baker was introduced to the Board by Tonya Barnes.

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

Motion was made by Kevin Scarmardo to approve the January 21, 2020 Regular Meeting Minutes, January, 2020 Budget & Finance Reports, and February, 2020 Budget & Finance Reports, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

**Agenda Item 7: (a) Discuss/Approve/Sign Audit Engagement Letter with Seidel Schroeder**

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Kevin Scarmardo to approve the Audit Engagement Letter with Seidel Schroeder, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

**Agenda Item 8: Discussion Items**

Tonya Barnes went over the 2021 Proposed Operating Budget with the Board. The 2021 Operating Budget proposes a total increase of 1.7% from the 2020 Operating Budget.

**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 6:22 p.m.

The Board reconvened into open session at 7:20 p.m.

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

No discussion or action was had at this time.

**Agenda Item 11: Chief Appraiser Report**

Tonya Barnes informed the Board that the district is working with the Comptroller's Office to fix the sections of the MAPS Review that they did not make a 100% on. The majority of Notice of Appraised Values are getting ready to be mailed out on April 13<sup>th</sup> and with this being a PVS year, values did go up. She also informed the Board that the district would be following the county on closing to the public in regards to the COVID-19 situation.

**Agenda Item 12: Next Meeting Dates**

- May 19, 2020 – Regular Meeting

**Agenda Item 13: Adjournment**

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

Meeting was adjourned at 7:31 p.m.

Minutes Approved May 19, 2020

Attested by: Louise Pruitt, Chairman of the Board

Attested by: Bill Jack, Secretary of the Board