

MINUTES
BURLESON COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS
March 19, 2019

Board of Directors Regular Meeting, Tuesday, March 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 6:00 p.m. Members present were Louise Pruett, Melvin Schoeneman, Carla Patranella, Bo Brewer and Kevin Scarmardo. 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: Oath of Office & Statement of Appointed/Elected Officer Given to New and Returning Members

Returning Member Bo Brewer was read the Oath of Office & Statement of Appointed/Elected Officer by Tonya Barnes. The Oath of Office was notarized by Tonya Barnes.

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

Bo Brewer turned in his Related Party Transactions Form & Public Access Form for 2019.

Agenda Item 5: Approval of Minutes & Financials

Motion was made by Jason Urbanosky to approved the January 15, 2019 Minutes and the January, 2019 and February, 2019 Budget & Finance Reports, seconded by Bo Brewer; all were in favor, motion passed unanimously.

Agenda Item 6: (a) Discuss/Approve/Sign Audit Engagement Letter with Seidel Schroeder

Chief Appraiser Damon Daughtry reviewed the engagement letter with the Board. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Jason Urbanosky to approve the Audit Engagement Letter with Seidel Schroeder, seconded by Carla Patranella; all were in favor, motion passed unanimously.

Agenda Item 7: Discussion Items

Chief Appraiser Damon Daughtry reviewed the proposed 2020 budget with the Board.

Agenda Item 8: 551.074 to Discuss any of the Following:

There was no need for executive session.

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

No action needed.

Agenda Item 10: Chief Appraiser Report

Chief Appraiser Damon Daughtry informed the Board that the 2020 MAPS Review will be in June and the District passed the 2019 PVS. He also discussed getting a contract with Veriverge for 2020 since their checks are normally over \$1500.00. The 1st Notice run will be on April 12th and the 2nd will be on May 10th. Pritchard & Abbott should go out around the same time. He noted that the Chief Appraiser Review is done annually and asked if they would like to wait until around his anniversary date at the end of the year instead of May when they had been performing the review in the past. He noted that if there were any changes they would like to make to the review format, please let him know. Last, he noted that there is still one lawsuit hanging out with offers and if the Board would like to speak with the attorney about this, please let him know.

Agenda Item 11: Next Meeting Dates

- May 21, 2019 – Regular Meeting

Agenda Item 12: Adjournment

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

Meeting was adjourned at 6:26 p.m.

Minutes Approved May 28, 2019

Attested by: Louise Pruitt Chairman of the Board

Attested by: Malvin Schoen, Secretary of the Board