

**MINUTES**  
**BURLESON COUNTY APPRAISAL DISTRICT**  
**BOARD OF DIRECTORS**  
**MARCH 20, 2018**

Board of Directors Regular Meeting, Wednesday, March 20, 2018 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 6:08 p.m. Members present were Melvin Schoeneman, Louise Pruett, Bo Brewer, Carla Patranella and Kevin Scarmardo. Also present were Kim Orr, Chief Appraiser, and Damon Daughtry, Deputy Chief Appraiser.

**Agenda Item 2: Citizen Comments**

There were no citizen comments at this time.

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

Motion was made by Kevin Scarmardo to approve the January 24, 2018 Regular Meeting Minutes, seconded by Bo Brewer; all were in favor, motion passed unanimously. Motion was made by Kevin Scarmardo to approve the January, 2018 Budget & Finance Reports and the February, 2018 Budget & Finance Reports, seconded by Carla Patranella; all were in favor, motion passed unanimously.

**Agenda Item 4: (a) Discuss/Approve/Sign Contract for Consultation Services for Agricultural Appraisal with Perdue, Brandon, Fielder, Collins & Mott**

Chief Appraiser Kim Orr informed the Board that she looked at other companies for agricultural appraisal valuations and Perdue gave the best deal in her opinion with a contract total for 2018 of \$3,250. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Louise Pruett to approve the Contract for Consultation Services for Agricultural Appraisal with Perdue, Brandon, Fielder, Collins & Mott, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

**Agenda Item 4: (b) 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 Carla Patranella, seconded by Bo Brewer; all were in favor, motion passed unanimously.

**Agenda Item 5: Discussion Items**

Chief Appraiser Kim Orr and the Board reviewed and discussed the 2019 Proposed Operating Budget which will be on the May, 2018 Board Agenda for approval to be submitted to the Burleson County Taxing Entities.

**Agenda Item 6: The Board Will Retire into Executive Session Pursuant to the Texas Government Code, Sections 551.071 and 551.074 to Discuss Any of the Following:**

The BOD retired into Executive Session at 6:26 p.m. to meet with Attorney Dylan Wood.

**Agenda Item 7: Reconvene in Open Session**

The BOD reconvened into Open Session at 6:50 p.m.

**Agenda Item 8: Discussion and Action on Any Items Discussed in Executive Session**

No discussion or action was needed on any items discussed in Executive Session.

**Agenda Item 9: Chief Appraiser Report**

Chief Appraiser Kim Orr updated the Board on the appraisal district operations since the last meeting.

**Agenda Item 10: Next Meeting Dates**

- May 15, 2018 – Regular Meeting

**Agenda Item 11: Adjournment**

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

Meeting was adjourned at 6:44 p.m.

Minutes Approved May 15, 2018

Attested by: Louie Pruitt, Chairman of the Board

Attested by: Melvin Schoen, Secretary of the Board