

MINUTES
BURLESON COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS
MAY 15, 2018

Board of Directors Regular Meeting, Tuesday, May 15, 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 6:01 p.m. Members present were Melvin Schoeneman, Louise Pruett, Bo Brewer, Carla Patranella, Curtis Doss and Jason Urbanosky. Also present were Kim Orr, Chief Appraiser, and Tonya Barnes, administrative assistant.

Agenda Item 2: Citizen Comments

There were no citizen comments at this time.

Agenda Item 3: Approval of Minutes & Financials

Motion was made by Curtis Doss to approve the March 18, 2018 Regular Meeting Minutes, seconded by Bo Brewer; all were in favor, motion passed unanimously. Motion was made by Jason Urbanosky to approve the March, 2018 Budget & Finance Reports and the April, 2018 Budget & Finance Reports, seconded by Curtis Doss; all were in favor, motion passed unanimously.

Agenda Item 4: (a) Review/Amend/Approve 2019 Proposed Operating Budget to be submitted to the Burleson County Taxing Units by 6-15-18

Chief Appraiser Kim Orr noted the changes in the 2019 Budget since the March, 2018 meeting. She noted the biggest change since 2018 is the new employee for 2019. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Curtis Doss to approve the 2019 Proposed Operating Budget, seconded by Bo Brewer; all were in favor, motion passed unanimously.

Agenda Item 4: (b) Review/Amend/Approve Resolution for Interfund Transfers to be submitted to the Burleson County Taxing Units with the 2019 Proposed Operating Budget

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Carla Patranella to approve the Resolution for Interfund Transfer, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

Agenda Item 4: (c) Set Public Hearing time for 2019 BCAD Budget (July 17, 2018 at 5:55 p.m.)

Chair Louise Pruett noted she will not be available on July 17th. The Board made the decision to move the next meeting to August 21, 2018 and have the Budget & Reappraisal Plan public hearings on this date as well.

Agenda Item 4: (d) Accept/Approve 2018 1st Quarter Appraisal Roll Changes

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Curtis Doss to approve the 2018 1st Quarter Appraisal Roll Changes, seconded by Bo Brewer; all were in favor, motion passed unanimously.

Agenda Item 4: (e) Accept/Approve 2018 1st Quarter Investment Report

Chief Appraiser Kim Orr reviewed the 2018 1st Quarter Investment 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 2018 1st Quarter Investment Report, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

Agenda Item 4: (f) Review/Discuss/Approve Burleson County Appraisal District Computer and E-mail Policy

Chief Appraiser Kim Orr reviewed the Computer and E-mail Policy. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Jason Urbanosky to approve the Burleson County Appraisal District Computer and E-mail Policy, seconded by Bo Brewer; all were in favor, motion passed unanimously.

Agenda Item 4: (g) Review/Discuss/Approve Burleson County Cellular Phone/Personal Device Policy

Chief Appraiser Kim Orr reviewed the Cellular Phone/Personal Device Policy. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Curtis Doss to approve the Burleson County Cellular Phone/Personal Device Policy, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

Agenda Item 4: (h) Review/Discuss/Approve ARB Per Diem Increase for 2018

Chief Appraiser Kim Orr explained why the ARB Per Diem needs to be increased and gave the Board two options she was considering. Curtis Doss said he would agree with increasing the per diem to \$125 per day for 2018 and consider \$150 per day next year. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Curtis Doss to approve the ARB Per Diem Increase for 2018 to \$125 per day and \$67.50 per half-day, seconded by Carla Patranella; all were in favor, motion passed unanimously.

Agenda Item 4: (i) Review/Discuss/Approve ARB Consultation and Fee Contract with Burns & Reyes-Burns, P.L.L.C.

Chief Appraiser Kim Orr presented the ARB Contract and explained the section on the retainer. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Carla Patranella to approve the ARB Consultation and Fee Contract with Burns & Reyes-Burns, P.L.L.C, seconded by Bo Brewer; all were in favor, motion passed unanimously.

Agenda Item 4: (j) Appoint members to the Ag Advisory Board

Chief Appraiser Kim Orr informed the Board that she had asked Dusty Tittle, John Grange, Craig Scarmardo, Jay Wilder and John Giesenschlag to serve on the Ag Advisory Board. She noted that Dusty Tittle and John Grange agreed to a two-year term and the other members agreed to a one-year term. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Curtis Doss to appoint the five members named to the Ag Advisory Board, seconded by Carla Patranella; all were in favor, motion passed unanimously.

Agenda Item 5: 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 6:29 p.m.

Agenda Item 6: Reconvene in Open Session

The BOD reconvened into Open Session at 7:03 p.m.

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

The Board presented Chief Appraiser Kim Orr with her review.

Agenda Item 8: Chief Appraiser Report

Chief Appraiser Kim Orr informed the Board that the majority of the 2018 Notice of Appraised Values had been sent out. She included that the office is in the middle of protest season right now and it is looking to be a heavy year. She also noted that the office's roof had been replaced and the deductible was \$1,000.

Agenda Item 9: Next Meeting Dates

- August 21, 2018 – Regular Meeting

Agenda Item 10: Adjournment

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

Meeting was adjourned at 7:15 p.m.

Minutes Approved August 21, 2018

Attested by: Louise Pruett, Chairman of the Board

Attested by: Melvin Schoeneman, Secretary of the Board