

MINUTES
BURLESON COUNTY APPRAISAL DISTRICT
Appraisal Review Board
May 15, 2020

Appraisal Review Board meeting, Friday, May 15, 2020 at 9:00 a.m. at the Burleson County Appraisal District Office at 111 East Fawn Street, Caldwell, Texas.

Agenda Item 1: Call Meeting to Order

The meeting began at 9:20 a.m.

Members present were Ralph Mutchler, Donnie Victorick, Terry White, Steven Reed and Jessica Armstrong.

Staff present were Deputy Chief Appraiser, Tonya Barnes, ARB Coordinator, Mabrey Dowell & CAD employee, Mallori Baker.

Agenda Item 2: Statement of Elected/Appointed Officer for 2020

ARB Members read aloud, filled out and turned in their Statement of Elected/Appointed Officer forms for 2020.

Agenda Item 3: Oath of Office for 2020

Mabrey Dowell read and notarized the Oath of Office for 2020 ARB Members. These forms were filled out and turned in.

Agenda Item 4: Receive Public Access to Information Forms & Report of Property Interest Forms

ARB Members filled out and turned in their Public Access to Information Forms & Report of Property Interest Forms.

Agenda Item 5: Officer Selections for 2020

The BCAD Board of Directors named Ralph Mutchler as the Chairman and Jessica Armstrong as the secretary for the 2020 ARB Season. Motion was made by Jessica Armstrong to name Terry White as the Vice-Chairman for the 2020 ARB Season, seconded by Steven Reed. All were in favor, motion passed.

Agenda Item 6: Approve Minutes from the December 04, 2019 Meeting

Motion was made by Jessica Armstrong to approve the December 04, 2019 Minutes, seconded by Donnie Victorick. All were in favor, motion passed.

Agenda Item 7: Approve 2019 4th Quarter & 2020 1st Quarter Corrections to Certified Appraisal Rolls

Motion was made by Donnie Victorick to approve the 2019 4th Quarter & 2020 1st Quarter Corrections to the Certified Appraisal Rolls, seconded by Terry White. All were in favor, motion passed.

Agenda Item 8: Approve 2020 Protest Procedures

Motion was made by Donnie Victorick to approve the 2020 Protest Procedures, seconded by Terry White. All were in favor, motion passed.

Agenda Item 9: Consider and Approve Selection of Legal Counsel for 2020

Motion was made by Terry White to approve Burns & Reyes-Burns as the legal counsel for 2020, seconded by Jessica Armstrong. All were in favor, motion passed.

Agenda Item 10: Appraisal Records Turned Over to ARB from Chief Appraiser

Deputy Chief Appraiser Tonya Barnes turned the appraisal records over to the ARB. Motion was made by Terry White to accept the appraisal records, seconded by Jessica Armstrong. All were in favor, motion passed.

Agenda Item 11: Explanation of Notice of Appraised Values & Appraisal Cards

Ralph Mutchler gave a brief explanation to all new ARB Members of the appraisal cards and how to read each section of the cards.

Agenda Item 12: Future Meeting and Hearing Dates

ARB Members were given a list of tentative meeting and hearing dates.

Agenda Item 13: Adjourn

Having no other business, a motion was made by Terry White to adjourn; seconded by Jessica Armstrong. All were in favor, motion passed.

Meeting adjourned at 9:43 a.m.

Minutes Approved June 22, 2020

Attested By: Ralph Mutchler, Chairman of the Board

Attested By: [Signature], Secretary of the Board