

**MINUTES**  
**BURLESON COUNTY APPRAISAL DISTRICT**  
**Appraisal Review Board**  
**May 7, 2019**

Appraisal Review Board meeting, Tuesday, May 7, 2019 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 9:13 a.m.

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

Staff present were Chief Appraiser, Damon Daughtry, and Deputy Chief Appraiser, Tonya Barnes, ARB Coordinator, Mabrey Dowell.

**Agenda Item 2: Statement of Elected/Appointed Officer for 2019**

ARB Members read aloud, filled out and turned in their Statement of Elected/Appointed Officer forms for 2019.

**Agenda Item 3: Oath of Office for 2019**

Mabrey Dowell read and notarized the Oath of Office for 2019 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: Receive Open Meetings Act & Public Information Act Certificates**

ARB Members turned in their Open Meetings Act & Public Information Act Certificates.

**Agenda Item 6: Officer Selections for 2019**

The BCAD Board of Directors named Ralph Mutchler as the Chairman and Donnie Victorick as the secretary for the 2019 ARB Season. Motion was made by Ralph Mutchler to name Terry White as the Vice-Chairman for the 2019 ARB Season, seconded by Jessica Armstrong. All were in favor, motion passed.

**Agenda Item 7: Approve Minutes from the December 12, 2018 Meeting**

Motion was made by Terry White to approve the December 12, 2018 Minutes, seconded by Ralph Mutchler. All were in favor, motion passed.

**Agenda Item 8: Approve 2018 4<sup>th</sup> Quarter & 2019 1<sup>st</sup> Quarter Corrections to Certified Appraisal Rolls**

Motion was made by Donnie Victorick to approve the 2018 4<sup>th</sup> Quarter & 2019 1<sup>st</sup> Quarter Corrections to the Certified Appraisal Rolls, seconded by Terry White. All were in favor, motion passed.

**Agenda Item 9: Approve 2019 Protest Procedures**

Motion was made by Terry White to approve the 2019 Protest Procedures, seconded by Jessica Armstrong. All were in favor, motion passed.

**Agenda Item 10: Consider and Approve Selection of Legal Counsel for 2019**

Motion was made by Terry White to approve Burns & Reyes-Burns as the legal counsel for 2019, seconded by Donnie Victorick. All were in favor, motion passed.

**Agenda Item 11: Appraisal Records Turned Over to ARB from Chief Appraiser**

Chief Appraiser Damon Daughtry turned the appraisal records over to the ARB. Motion was made by Donnie Victorick to accept the appraisal records, seconded by Ralph Mutchler. All were in favor, motion passed.

**Agenda Item 12: 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 13: Future Meeting and Hearing Dates**

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

**Agenda Item 14: Adjourn**

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

Meeting adjourned at 11:07 a.m.

Minutes Approved July 10, 2019

Attested By: Ralph B. Mutchler, Chairman of the Board

Attested By: Donnie Victorick, Secretary of the Board