

MINUTES
BURLESON COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS
JULY 28, 2020

Board of Directors Rescheduled Regular Meeting, Tuesday, July 28, 2020 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 6:05 p.m. Members present were Louise Pruett, Jason Urbanosky, Rebecca Gardner, Melvin Schoeneman and Kevin Scarmardo. Also present was Tonya Barnes, Interim Chief Appraiser.

Agenda Item 2: Citizen Comments

There were no citizen comments.

Agenda Item 3: Approval of Minutes & Financials

Motion was made by Jason Urbanosky to approve the June 9, 2020 Special Meeting Minutes, and June, 2020 Budget & Finance Reports, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

Agenda Item 4: (a) Review/Discuss/Approve Contract for Professional Appraisal Services for Mineral – Industrial – Utility – Personal Property for tax years 2021-2024 with Pritchard & Abbott, Inc.

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Jason Urbanosky to approve the contract for Professional Appraisal Services for Mineral – Industrial – Utility – Personal Property for tax years 2021-2024 with Pritchard & Abbott, Inc., seconded by Melvin Schoeneman; all were in favor, motion passed unanimously.

Agenda Item 4: (b) Review/Discuss/Approve/Adopt Resolution to Authorize Signatures for Depository Functions

Tonya Barnes informed the Board that Damon Daughtry, Bo Brewer and Cheryl Castaneda were no longer eligible to be authorized signatures since they are either no longer employed by the district or serving on the Board anymore. Rebecca Gardner and Jason Urbanosky both noted that they would be willing to be added as authorized signatures if needed. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Kevin Scarmardo to adopt the Resolution to Authorize Signatures for Depository Functions removing Damon Daughtry, Johnny C. Brewer, Jr. and Cheryl Castaneda as authorized signatures and approving Tonya Barnes, Louise Pruett, Rebecca Gardner and Jason Urbanosky as authorized signatures, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

Agenda Item 4: (c) Review/Discuss/Approve/Adopt Resolution Designating Investment Officer

Tonya Barnes informed the Board that Damon Daughtry was no longer eligible to be the investment officer for the district since he was no longer employed by the district. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Jason Urbanosky to adopt the Resolution Designating Investment Officer naming Tonya Barnes as the investment officer for the district, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

Agenda Item 4: (d) Review/Discuss/Approve/Adopt Revised Employee Policy Manual

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Rebecca Gardner to adopt the Revised Employee Policy Manual, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

Agenda Item 4: (e) Review/Discuss/Approve Bid for Gutters

Kevin Scarmardo and Jason Urbanosky noted that they were concerned with the way the gutters would drain and wanted to make sure that the water would not drain back towards the building. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Jason Urbanosky to table the approval of gutters until the next Board meeting, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

Agenda Item 4: (f) Approve 2020 2nd Quarter Appraisal Roll Changes

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Jason Urbanosky to approve the 2020 2nd Quarter Appraisal Roll Changes, seconded by Melvin Schoeneman; all were in favor, motion passed unanimously.

Agenda Item 4: (g) Approve 2020 2nd Quarter Investment Report

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Jason Urbanosky to approve the 2020 2nd Quarter Investment Report, seconded by Rebecca Gardner; all were in favor, motion passed unanimously.

Agenda Item 5: The Board may Retire into Executive Session Pursuant to the Texas Government Code, Sections 551.071 and Section 551.074 to Discuss any of the Following:

The Board retired into executive session at 6:30 p.m.

Agenda Item 6: Reconvene in Open Session

The Board reconvened into open session at 7:20 p.m.

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

Motion was made by Kevin Scarmardo to allow Tonya Barnes to pay for the court cost for years 2013-2016 for Randall Patterson Lawsuit and for year 2016 for Quion Investors Lawsuit to try and settle, seconded by Melvin Schoeneman; all were in favor, motion passed unanimously.

Motion was made by Jason Urbanosky to keep Tonya Barnes as the interim chief appraiser and move her yearly salary to \$71,000, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

Agenda Item 8: Chief Appraiser Report

Tonya Barnes informed the Board that the district did certify the 2020 appraisal roll on July 23rd and that the totals were mailed to each entity on that same day. She also noted that since certification, the district did roll over to the 2021 appraisal year and will begin field work for 2021 on August 3rd. 2021's reappraisal schedule includes the remaining properties in Caldwell ISD and all of Snook ISD.

Agenda Item 9: Next Meeting Dates

- August 18, 2020 – Public Hearings and Special Meeting

Agenda Item 10: Adjournment

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

Meeting was adjourned at 7:28 p.m.

Minutes Approved _____, 2020

Attested by: Louise P. [Signature], Chairman of the Board

Attested by: [Signature], Secretary of the Board