

**MINUTES**  
**BURLESON COUNTY APPRAISAL DISTRICT**  
**BOARD OF DIRECTORS**  
**AUGUST 21, 2018**

Board of Directors Special Meeting, Tuesday, August 21, 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 6:00 p.m. Members present were Louise Pruett, Melvin Schoeneman, Kevin Scarmardo, Bo Brewer and Curtis Doss. Also present were Kim Orr, Chief Appraiser, and Tonya Barnes, administrative assistant, Shannon Stary with Pritchard & Abbott, Inc. and Melanie Schulte with Seidel Schroeder.

**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 May 15, 2018 Regular Meeting Minutes, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously. Curtis Doss questioned a split entry on the June 30<sup>th</sup> check registry. Kevin Scarmardo explained that it looks like multiple entries entered at one time and then Quick Books shows them individually as a split entry. Chief Appraiser Kim Orr asked if the BOD would like her to follow up with Danny Koerth and get back with them at the next meeting. Curtis Doss said he did not feel that it was necessary and it looked good to him. Motion was made by Curtis Doss to approve the May, 2018 Budget & Finance Reports, the June, 2018 Budget & Finance Reports and the July, 2018 Budget & Finance Reports, seconded by Bo Brewer; all were in favor, motion passed unanimously.

**Agenda Item 4: (a) Seidel, Schroeder 2017 Audit Report**

Melanie Schulte with Seidel Schroeder reviewed the 2017 Audit Report with the Board. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Bo Brewer to approve the 2017 Audit Report, seconded by Curtis Doss; all were in favor, motion passed unanimously.

**Agenda Item 4: (b) Approve/Adopt 2019-2020 Reappraisal Plan**

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Curtis Doss to approve and adopt the 2019-2020 Reappraisal Plan, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

**Agenda Item 4: (c) Approve/Adopt 2019 Proposed Operating Budget**

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Curtis Doss to approve and adopt the 2019 Proposed Operating Budget, seconded by Melvin Schoeneman; all were in favor, motion passed unanimously.

**Agenda Item 4: (d) Approve/Adopt 2019 Resolution Allowing Interfund Transfers for 2019 Budget**

Chief Appraiser Kim Orr explained that although she did not have to use it at all for 2017 or 2018 yet, this resolution allows her to transfer funds between line items if needed for the 2019 budget year. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Curtis Doss to approve and adopt the 2019 Resolution Allowing Interfund Transfers for 2019 Budget, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

**Agenda Item 4: (e) Review Discuss/Approve Contract for Professional Appraisal Services for Mineral – Industrial – Utility – Personal Property for tax years 2019-2020 with Pritchard & Abbott, Inc.**

Chief Appraiser Kim Orr recommended staying with Pritchard & Abbott, Inc. for 2 more years. Shannon Stary with Pritchard & Abbott, Inc. addressed the Board and reviewed the 2018 appraisal year and noted that he believes Pritchard & Abbott, Inc. has developed a good working relationship with the district as well as the school districts and the county. Chief Appraiser Kim Orr also noted that Dylan Wood reviewed the contract and saw no issues with it. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Kevin Scarmardo to approve the 2019-2020 Contract for Professional Appraisal Services with Pritchard & Abbott, Inc., seconded by Curtis Doss; all were in favor, motion passed unanimously.

**Agenda Item 4: (f) Approve 2<sup>nd</sup> Quarter Investment Report**

Chief Appraiser Kim Orr reviewed the 2<sup>nd</sup> Quarter Investment Report. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Kevin Scarmardo to approve the 2<sup>nd</sup> Quarter Investment Report, seconded by Bo Brewer; all were in favor, motion passed unanimously.

**Agenda Item 4: (g) Approve 2<sup>nd</sup> Quarter Change Report**

Chief Appraiser Kim Orr reviewed the 2<sup>nd</sup> Quarter Change Report. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Curtis Doss to approve the 2<sup>nd</sup> Quarter Change Report, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

**Agenda Item 4: (h) Review/Discuss/Approve Burleson CAD's Holiday Schedule for 2019**

Chief Appraiser Kim Orr noted that the 2019 Holiday Schedule was copied from Burleson County's 2019 Holiday Schedule. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Kevin Scarmardo to approve

the Burleson CAD's Holiday Schedule for 2019, seconded by Curtis Doss; all were in favor, motion passed unanimously.

**Agenda Item 5: The Board Will Retire into Executive Session Pursuant to the Texas Government Code, Section 551.074 to Discuss Any of the Following:**

The BOD retired into Executive Session at 6:40 p.m.

**Agenda Item 6: Discussion and Action on Any Items Discussed in Executive Session**

The BOD reconvened into Open Session at 7:31 p.m. Motion was made by Curtis Doss to approve a raise for the chief appraiser, seconded by Melvin Schoeneman; all were in favor, motion passed unanimously.

**Agenda Item 7: Chief Appraiser's Report**

Chief Appraiser Kim Orr informed the Board that on July 20<sup>th</sup> the 2018 Roll was certified. There are currently about 36 protests open at the moment and they are scheduled to be heard this month. She also noted that the appraisers are already back in the field and starting 2019 field work.

**Agenda Item 8: Next Meeting Dates**

- September 18, 2018 – Regular Meeting

**Agenda Item 9: Adjournment**

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

Meeting was adjourned at 7:35 p.m.

Minutes Approved Oct 16, 2018

Attested by: Louise Pruitt, Chairman of the Board

Attested by: Melvin Schoeneman, Secretary of the Board