

**MINUTES
BURLESON COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS
JANUARY 26, 2021**

Board of Directors Rescheduled Regular Meeting, Tuesday, January 26, 2021 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 6:04 p.m. Members present were Louise Pruett, Rebecca Gardner, Angelia Beene, Kevin Scarmardo, and Cameron Schluens. Also present were Tonya Barnes Chief Appraiser, Barry Alford and Mallori Baker.

Agenda Item 2: Oath of Office & Statement of Appointed/Elected Officer Given to New and Returning Members

Mallori Baker swore in returning members Louise Pruett and Angelia Beene, and new member, Cameron Schluens.

Agenda Item 3: Receive Burleson County Appraisal District Related Party Transactions Form & Public Access Form from All Board Members

All present Board members filled out and turned in paperwork.

Agenda Item 4: Elect Officers of the Board

Motion was made by Angelia Beene to approve Louise Pruett as chairman, Jason Urbanosky as vice-chairman, and Rebecca Gardner as Secretary, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

Agenda Item 5: Resolution for Service of Former Board Member Melvin Schoeneman

Motion was made by Rebecca Gardner to approve the Resolution for Service of Former Board Member Melvin Schoeneman, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

Agenda Item 6: Citizen Comments

No citizen comments.

Agenda Item 7: Introduction of CAD Staff to the Board of Directors

Tonya Barnes introduced the CAD Staff to the Board of Directors and acknowledged her appreciated for their hard work and dedication.

Agenda Item 8: Approval of Minutes & Financials

Motion was made by Angelia Beene to approve the November 17, 2020 Regular Meeting Minutes, the November, 2020 Budget & Finance Reports, and the December, 2020 Budget & Finance Reports, seconded by Rebecca Gardner; all were in favor, motion passed unanimously.

Agenda Item 9: (a) Discuss/Accept/Approve 2020 4th Quarter Appraisal Roll Changes

Chair Louise Pruettt asked if there were any questions and/or comments; there were none. Motion was made by Kevin Scarmardo to approve the 2020 4th Quarter Appraisal Roll Changes, seconded by Rebecca Gardner; all were in favor, motion passed unanimously.

Agenda Item 9: (b) Discuss/Accept/Approve 2020 4th Quarter Investment Report

Chair Louise Pruettt asked if there were any questions and/or comments; there were none. Motion was made by Kevin Scarmardo to approve the 2020 4th Quarter Investment Report, seconded by Angelia Beene; all were in favor, motion passed unanimously.

Agenda Item 9: (c) Discuss/Approve/Sign 2021 Bookkeeping Services Contract with Danny Koerth

Chair Louise Pruettt asked if there were any questions and/or comments; there were none. Motion was made by Kevin Scarmardo to approve the 2021 Bookkeeping Services Contract with Danny Koerth, seconded by Angelia Beene; all were in favor, motion passed unanimously.

Agenda Item 9: (d) Discuss/Approve/Sign Resolution to Authorize Signatures for Depository Functions

Chair Louise Pruettt asked if there were any questions and/or comments; there were none. Motion was made by Angelia Beene to appoint Tonya Barnes, Barry Alford, Louise Pruettt, Rebecca Gardner, and Jessica Lucero as authorized signatures for deposit functions and to approve the Resolution to Authorize Signatures for Depository Functions, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

Agenda Item 9: (e) Discuss/Approve Revised Disaster/Emergency Recovery & Mitigation Plan

Chair Louise Pruettt asked if there were any questions and/or comments; there were none. Motion was made by Rebecca Gardner to approve the Revised Disaster/Emergency Recovery & Mitigation Plan, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

Agenda Item 9: (f) Discuss/approve Covid-19 Policy & Procedures

Chair Louise Pruettt asked if there were any questions and/or comments; there were none. Motion was made by Angelia Beene to approve the Covid-19 Policy & Procedures, seconded by Rebecca Gardner; all were in favor, motion passed unanimously.

Agenda Item 10: 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:

There was no need for Executive Session.

Agenda Item 11: Reconvene in Open Session

The Board never went into Executive Session.

Agenda Item 12: Discussion and Action on Any Items Discussed in Executive Session

No action was needed on this agenda item.

Agenda Item 13: Chief Appraiser Report

Tonya Barnes informed the Board that all January mailings including renditions, ag applications and wildlife reports were mailed out and the appraisers are currently working permits in all school districts. She noted that the 2020 PVS results will be released on January 31st and that the 2021 MAPS Review will begin in March. She also noted that the entity meeting in December went well and the district is looking into making it an annual meeting going forward. Lastly, she noted that the office will be closed for staff training on January 27th from 12p-1p.

Agenda Item 14: Next Meeting Dates

- March 16, 2021 – Regular Meeting

Agenda Item 15: Adjournment

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

Meeting was adjourned at 6:40 p.m.

Minutes Approved March 16, 2021

Attested by: Law P. Smith, Chairman of the Board

Attested by: Ru Stal, Secretary of the Board