

MINUTES
BURLESON COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS
March 16, 2021

Board of Directors Regular Meeting, Tuesday, March 16, 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 6:07 p.m. Members present were Louise Pruett, Jason Urbanosky, Angelia Beene, and Jessica Lucero. Staff present were Tonya Barnes, Barry Alford and Mallori Baker.

Agenda Item 2: Citizen Comments

No citizen comments.

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

Jessica Lucero and Jason Urbanosky filled out and turned in paperwork.

Agenda Item 4: Approval of Minutes & Financials

Motion was made by Angelia Beene to approve the January 26, 2021 Regular Meeting Minutes, the January, 2021 Budget & Finance Reports, and the February, 2021 Budget & Finance Reports, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

Agenda Item 5: (a) Discuss/Approve/Sign Audit Engagement Letter with Seidel Schroeder

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Jessica Lucero to approve the Audit Engagement Letter with Seidel Schroeder, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

Agenda Item 5: (b) Discuss/Approve/Sign Master Services Agreement with Variverge for 2021-2023

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Jason Urbanosky to approve the Master Services Agreement with Variverge for 2021-2023, seconded by Angelia Beene; all were in favor, motion passed unanimously.

Agenda Item 6: Discussion Items

Tonya Barnes presented the preliminary budget to the Board. She noted that she is still working on the budget and is waiting on a couple of 2022 estimates from vendors at this time. Currently, the 2022 budget is showing an estimated increase of \$54,000 from 2021's budgets. Most of this increase is due to the new website the cad is required to have and contract increases in 2022 that have previously been approved.

Agenda Item 7: 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 8: The Board will Reconvene in Open Session

The Board never went into Executive Session.

Agenda Item 9: Discussion and Action on Any Items Discussed in Executive Session

No action was needed on this agenda item.

Agenda Item 10: Chief Appraiser Report

Tonya Barnes informed the Board that the cad passed the 2020 Property Value Study in all three school districts and has completed the 2021 MAP Review with the Comptroller's Office. She also noted that there are around sixty permits left to work for 2021 and then field work will be complete and the first round of Notice of Appraised Values will go out on April 12th. The office will be closed for lunch on March 17th for staff training and closed all day on April 8th for Spring Training. Last, she noted that an employee had resigned, and she is in the process of filling the vacant position.

Agenda Item 11: Next Meeting Dates

- May 18, 2021 – Regular Meeting

Agenda Item 12: Adjournment

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

Meeting was adjourned at 6:32 p.m.

Minutes Approved May 18, 2021

Attested by: Louise Pruitt, Chairman of the Board

Attested by: [Signature], Secretary of the Board