

**MINUTES**  
**BURLESON COUNTY APPRAISAL DISTRICT**  
**BOARD OF DIRECTORS**  
**January 25, 2022**

Board of Directors Regular Meeting, Tuesday, January 25, 2022 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, and Kevin Scarmardo. Staff present were Tonya Barnes, Barry Alford, and Mallori Baker.

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

Mallori Baker swore in returning members Jason Urbanosky, Rebecca Gardner and Kevin Scarmardo.

**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 Jason Urbanosky to approve Louise Pruett as chairman, Jason Urbanosky as vice-chairman, and Rebecca Gardner as Secretary, seconded by Rebecca Gardner; all were in favor, motion passed unanimously.

**Agenda Item 5: Citizen Comments**

No citizen comments.

**Agenda Item 6: Introduction of CAD Staff to the Board of Directors**

Tonya Barnes introduced the CAD Staff to the Board of Directors and acknowledged them all for their hard work and dedication to the district.

**Agenda Item 7: Approval of Minutes & Financials**

Motion was made by Jason Urbanosky to approve the November 16, 2021 Meeting Minutes, the November, 2021 Budget & Finance Reports, and the December, 2021 Budget & Finance Reports, seconded by Rebecca Gardner; all were in favor, motion passed unanimously.

**Agenda Item 8: (a) Review/Discuss/Approve 2021 4<sup>th</sup> Quarter Investment Report**

Chair Louise Pruett asked if there were any questions; there were none. Motion was made by Rebecca Gardener to approve the 2021 4<sup>th</sup> Quarter Investment Report, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

**Agenda Item 8: (b) Review/Discuss/Approve 2021 4<sup>th</sup> Quarter Appraisal Roll Changes**

Chair Louise Pruett asked if there were any questions; there were none. Motion was made by Rebecca Gardner to approve the 2021 4<sup>th</sup> Quarter Appraisal Roll changes, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

**Agenda Item 8: (c) Review/Discuss/Approve/Sign Bookkeeping Services Contract with Danny Koerth**

Chair Louise Pruett asked if there were any questions; there were none. Motion was made by Jason Urbanosky to approve the Bookkeeping Services Contract with Danny Koerth, seconded by Rebecca Gardner; all were in favor, motion passed unanimously.

**Agenda Item 8: (d) Review/Discuss/Approve/Sign Contract for Consultation Services with Perdue, Brandon, Fielder, Collins & Mott for 2022 Agricultural Appraisals**

Chair Louise Pruett asked if there were any questions; there were none. Motion was made by Rebecca Gardner to approve the Contract for Consultation Services with Perdue, Brandon, Fielder, Collins & Mott for 2022 Agricultural Appraisals, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

**Agenda Item 8: (e) Review/Discuss/Approve/Sign Resolution to Authorize Signatures for Depository Functions**

Chair Louise Pruett asked if there were any questions; there were none. Motion was made by Rebecca Gardner to approve the Resolution to Authorize Signatures for Depository Functions, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

**Agenda Item 8: (f) Review/Discuss/Approve Purchase of Enhanced Real Estate Report from Carahsoft Technology Corporation**

Chair Louise Pruett asked if there were any questions; there were none. Motion was made by Rebecca Gardner to approve the purchase of Enhanced Real Estate Report from Carahsoft Technology Corporation, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

**Agenda Item 9: 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 6:25 p.m.

**Agenda Item 10: The Board will Reconvene in Open Session**

The Board reconvened into open session at 6:34 p.m.

**Agenda Item 11: Discussion and Action on Any Items Discussed in Executive Session**

Motion was made by Rebecca Gardner to increase the chief appraiser salary to \$80,000, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

**Agenda Item 12: Chief Appraiser Report**

Tonya Barnes informed the BOD that the first round of Notice of Appraised Values will go out on April 14<sup>th</sup>. She acknowledged the appraisal staff on the work they had accomplished for the 2022 appraisal year and noted that they will be done with permits by the end of February. She also noted that Pictometry will be on site to have a training with the entities in April. Lastly, she congratulated Mallori Baker on passing her Level III Appraiser Exam.

**Agenda Item 13: Next Meeting Dates**

- March 15, 2022 - Regular Meeting

**Agenda Item 14: Adjournment**

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

Meeting was adjourned at 6:39 p.m.

Minutes Approved April 19, 2022

Attested by: Zornia Pineda, Chairman of the Board

Attested by: [Signature], Secretary of the Board