

**MINUTES**  
**BURLESON COUNTY APPRAISAL DISTRICT**  
**BOARD OF DIRECTORS**  
**April 19, 2022**

Board of Directors Regular Meeting, Tuesday, April 19, 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 6:03 p.m. Members present were Louise Pruett, Jason Urbanosky, Rebecca Gardner and Angelia Beene. Staff present were Tonya Barnes and Savanna Ramon.

**Agenda Item 2: Citizen Comments**

No citizen comments.

**Agenda Item 3: Receive Burleson County Appraisal District Related Party Transaction Form & Public Access Form From Board Members**

Angelia Beene filled out and turned in paperwork.

**Agenda Item 4: Approval of Minutes & Financials**

Motion was made by Angelia Beene to approve the January 25, 2022 Regular Meeting Minutes, the January, 2022 Budget & Finance Reports, the February, 2022 Budget & Finance Reports, and the March, 2022 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 Jason Urbanosky to approve the Audit Engagement Letter with Seidel Schroeder, seconded by Rebecca Gardner; all were in favor, motion passed unanimously.

**Agenda Item 5: (b) Discuss/Approve/Sign 2022 ARB Consultation and Fee Contract with Burns & Reyes-Burns, P.L.L.C.**

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Rebecca Gardner to approve the 2022 ARB Consultation and Fee Contract with Burns & Reyes-Burns, P.L.L.C., seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

**Agenda Item 5: (c) Accept/Approve 2022 1<sup>st</sup> Quarter Appraisal Roll Changes**

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Angelia Beene to approve the 2022 1<sup>st</sup> Quarter Appraisal Roll Changes, seconded by Rebecca Gardner; all were in favor, motion passed unanimously.

**Agenda Item 5: (d) Accept/Approve 2022 1<sup>st</sup> Quarter Investment Report**

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Angelia Beene to approve the 2022 1<sup>st</sup> Quarter Investment Report, seconded by Rebecca Gardner; all were in favor, motion passed unanimously.

**Agenda Item 6: Discuss Items**

Tonya Barnes passed out a rough draft of the 2023 Operating Budget which will need to be approved at the next Board meeting. She briefly explained the increases and where they were coming from.

**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:**

The Board retired into executive session at 6:15 p.m.

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

The Board reconvened into open session at 6:24 p.m.

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

No action was taken.

**Agenda Item 10: Chief Appraiser Report**

Tonya Barnes informed the Board that the first round of Notices went out as planned on April 14<sup>th</sup>. She noted that there will be a smaller seconded that is tentatively set to go out on May 20<sup>th</sup>. She also noted that Seidel, Schroeder is tentatively scheduled to begin the district's 2021 audit on April 28<sup>th</sup> and present it to the Board in July.

**Agenda Item 11: Next Meeting Dates**

- July 19, 2022 – Regular Meeting

**Agenda Item 12: Adjournment**

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

Meeting was adjourned at 6:30 p.m.

Minutes Approved May 17, 2022

Attested by: Louise Pruett, Chairman of the Board

Attested by: [Signature], Secretary of the Board