

MINUTES
BURLESON COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS
January 17, 2023

Board of Directors Regular Meeting, Tuesday, January 17, 2023 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, Angelia Beene, Justin Hruska, Jessica Lucero and Jason Urbanosky. Staff present were Tonya Barnes, Barry Alford, Savanna Ramon, Mallori Baker, Jaycee Henderson, Pam McCulloch, Bill Savage and Kristal Hermes.

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 Justin Hruska.

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 Jessica Lucero to approve Louise Pruett as chairman, Jason Urbanosky as vice-chairman, and Rebecca Gardner as secretary, seconded by Angelia Beene; 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 Angelia Beene to approve the November 15, 2022 Regular Meeting Minutes, and the November, 2022 and December, 2022 Budget & Finance Reports, seconded by Jessica Lucero; all were in favor, motion passed unanimously.

Motion was made by Jason Urbanosky to approve the 2022 Budget Report, seconded by Angelia Beene; all were in favor, motion passed unanimously.

Agenda Item 8: (a) Review/Discuss/Approve 2022 4th Quarter Investment Report

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Jason Urbanosky to approve the 2022 4th Quarter Investment Report, seconded by Jessica Lucero; all were in favor, motion passed unanimously.

Agenda Item 8: (b) Review/Discuss/Approve/Sign 2022 4th Quarter Change 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 4th Quarter Change Report, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

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

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Jessica Lucero to approve the Bookkeeping Service Contract with Danny Koerth, seconded by Justin Hruska; all were in favor, motion passed unanimously.

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

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Jason Urbanosky to approve the Resolution to Authorize Signatures for Depository Functions, seconded by Justin Hruska; all were in favor, motion passed unanimously.

Agenda Item 8: (e) Review/Discuss/Approve/Sign Resolution to Discontinue the Covid-19 Policy & Procedures

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

Agenda Item 8: (f) Review/Discuss/Approve/Sign Revised Board of Directors' Policy Manual

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Jason Urbanosky to approve the Revised Board of Directors' Policy Manual, seconded by Justin Hruska; all were in favor, motion passed unanimously.

Agenda Item 8: (g) Review/Discuss/Approve/Sign Revised Disaster/Emergency Recovery & Mitigation Plan

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Jason Urbanosky to approve the Revised Disaster/Emergency Recovery & Mitigation Plan, seconded by Angelia Beene; 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:

There was no need for Executive Session.

Agenda Item 10: The Board will Reconvene in Open Session

The Board never went into Executive Session.

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

No action was needed on this agenda item.

Agenda Item 12: Chief Appraiser Report

Tonya Barnes informed the Board that the districts funds have been switched over to Citizens State Bank. There is still a small portion remaining in the General Fund Account at Prosperity Bank to make sure all outstanding checks have cleared. As soon as everything clears, the remaining funds will be switched over. She also stated that the Comptroller's Office will be at the district in May to finish conducting the 2023 MAP Review. She stated that there are around 1,700 homestead applications still needing to be filed from the mailout in Caldwell ISD. The appraisers are done with reappraisal in Caldwell ISD and all Snook ISD permits have been finished which only leaves Somerville and Caldwell permits for 2023. Mallori has completed all wildlife inspections for 2023 and all January mailouts for income, wildlife and BPP have been sent. Lastly, she noted that the 1st round of NOA's will go out around April 14th.

Agenda Item 13: Next Meeting Dates

- May 16, 2023 – Regular Meeting

Agenda Item 14: Adjournment

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

Meeting was adjourned at 6:42 p.m.

Minutes Approved March 9, 2023

Attested by: Louise Rueto Chairman of the Board

Attested by: [Signature], Secretary of the Board