

**MINUTES
BURLESON COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS
November 15, 2022**

Board of Directors Regular Meeting, Tuesday, November 15, 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 6:04 p.m. Members present were Louise Pruett, Rebecca Gardner, Kevin Scarmardo, Angelia Beene and Jason Urbanosky. Staff present were Tonya Barnes, Barry Alford, Savanna Ramon, and Chris Palermo from Pritchard & Abbott.

Agenda Item 2: Citizen Comments

Chris Palermo introduced himself to the board and noted that he will be in the county for the next couple of weeks doing inspections on industrial properties.

Agenda Item 3: Approval of Minutes & Financials

Motion was made by Angelia Beene to approve the October 27, 2022 Special Meeting Minutes, and the October, 2022 Budget & Finance Reports, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

Agenda Item 4: (a) Open Bids/Review/Discuss/Select/Approve Bank Depository for 2023-2024

The board received two depository bids from Citizens State Bank and Prosperity Bank. Chair Louise Pruett opened both bids and passed them around for the board to review. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Jason Urbanosky to select Citizens State Bank for the 2023-2024 bank depository, seconded by Angelia Beene; all were in favor, motion passed unanimously.

Agenda Item 4: (b) Review/Discuss/Approve 2023 Contract for Consultation Services for Agricultural Appraisal with Perdue, Brandon, Fielder, Collins & Mott

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Angelia Beene to approve the 2023 Contract for Consultation Services for Agricultural Appraisal with Perdue, Brandon, Fielder, Collins & Mott, seconded by Rebecca Gardner; all were in favor, motion passed unanimously.

Agenda Item 4: (c) Review/Discuss/Approve Burleson CAD's Holiday Schedule for 2023

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Rebecca Gardner to approve the 2023 Burleson CAD Holiday Schedule, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

Agenda Item 4: (d) Review/Discuss/Approve Resolution Designating Investment Officers

Tonya Barnes noted that she would like to add Barry Alford as a second investment officer for the district. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Rebecca Gardner to approve the Resolution Designating Investment Officers, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

Agenda Item 4: (e) Review/Discuss/Approve Investment Policy for 2023

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Angelia Beene to approve the 2023 Investment Policy, seconded by Rebecca Gardner; all were in favor, motion passed unanimously.

Agenda Item 4: (f) Review/Discuss/Approve 2022 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 2022 Audit Engagement Letter with Seidel Schroeder, seconded by Rebecca Gardner; all were in favor, motion passed unanimously.

Agenda Item 5: 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 6:24 p.m

Agenda Item 6: The Board will Reconvene in Open Session

The Board reconvened into open session at 6:50 p.m.

Agenda Item 7: Discussion and Action on Any Items Discussed in Executive Session

The Board gave Tonya Barnes a copy of her evaluation for 2022.

Agenda Item 8: Chief Appraiser Report

Tonya Barnes informed the board that the 2023 reappraisal in Caldwell ISD is complete and the appraisers will begin working permits in December. She also noted that the district currently has received around 500 homestead applications back from Caldwell ISD residents due to the district's mailout a few months prior. Lastly, she stated that she will be working on updating the Board Manual and it will be on the agenda in January.

Agenda Item 9: Next Meeting Dates

- January 17, 2023 – Regular Meeting

Agenda Item 10: Adjournment

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

Meeting was adjourned at 7:01 p.m.

Minutes Approved Jan 17, 2023

Attested by: Louise Pruett, Chairman of the Board

Attested by: Ue God, Secretary of the Board