

**MINUTES
BURLESON COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS
November 14, 2023**

Board of Director's Regular Meeting, Tuesday, November 14, 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 6:04 p.m. Members present were Louise Pruett, Justin Hruska, Jason Urbanosky, Jessica Lucero, and Angelia Beene. Staff present was Tonya Barnes and Mallori Baker.

Agenda Item 2: Citizen Comments

There were no citizen comments.

Agenda Item 3: Approval of Minutes & Financials

Motion was made by Justin Hruska to approve the October 10, 2023 Special Meeting Minutes, the August, 2023 Budget & Finance Reports, September, 2023 Budget & Finance Reports, and the October, 2023 Budget & Finance Reports, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

Agenda Item 4: Discussion Items

Chief Appraiser Tonya Barnes informed the Board that the 2022 Property Value Study was finalized, and Snook ISD and Somerville ISD were not within the confidence range. They were however in their first year of grace and are currently being studied for 2023.

Agenda Item 5: (a) Approve 2024 Contract for Consultation Services for Agricultural Appraisal with Perdue, Brandon, Fielder, Collins & Mott

Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Angelia Beene to approve the 2024 Contract for Consultation Services for Agricultural Appraisal with Perdue, Brandon, Fielder, Collins & Mott, seconded by Justin Hruska; all were in favor, motion passed unanimously.

Agenda Item 5: (b) Approve 2024 Bookkeeping Contract with Danny Koerth CPA

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made Justin Hruska to approve the 2024 Bookkeeping Contract with Danny Koerth CPA, seconded by Jessica Lucero; all were in favor, motion passed unanimously.

Agenda Item 5: (c) Approve 2024 Holiday Schedule

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made Angelia Beene to approve the 2024 Holiday Schedule, seconded by Justin Hruska; all were in favor, motion passed unanimously.

Agenda Item 5: (d) Approve 2024 Investment Policy

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Angelia Beene to approve the 2024 Investment Policy, seconded by Justin Hruska; all were in favor, motion passed unanimously.

Agenda Item 5: (e) Approve Resolution Designating Investment Officers, Policy & Training

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 Designating Investment Officers, Policy & Training and to remove Barry Alford as an investment officer and add Mabrey Dowell, seconded by Justin Hruska; all were in favor, motion passed unanimously.

Agenda Item 5: (f) Approve 2023 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 Angelia Beene to approve the 2023 Audit Engagement Letter with Seidel Schroeder, seconded by Justin Hruska; all were in favor, motion passed unanimously.

Agenda Item 5: (g) Approve Revised Employee Manual

Chair Louise Pruett asked if there were any questions and/or comments; there were none.

Motion was made by Angelia Beene to approve the Revised Employee Manual, seconded by Justin Hruska; all were in favor, motion passed unanimously.

Agenda Item 5: (h) Approve Resolution to Waive 2023 Late Allocation Penalties

Chair Louise Pruett asked if there were any questions and/or comments. It was noted that a letter should be drafted and sent to each entity expressing the importance of receiving the allocation payments on time. Motion was made by Justin Hruska to approve the Resolution to Waive 2023 Late Allocation Penalties, seconded by Angelia Beene; all were in favor, motion passed unanimously.

Agenda Item 5: (i) Approve 2023 3rd 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 2023 3rd Quarter Investment Report, seconded by Justin Hruska; all were in favor, motion passed unanimously.

Agenda Item 5: (j) Approve 2023 3rd Quarter Change Report

Chair Louise Pruett asked if there were any questions and/or comments; there were none.

Motion was made by Justin Hruska to approve the 2023 3rd Quarter Change Report, seconded by Jessica Lucero; all were in favor, motion passed unanimously.

Agenda Item 5: (k) Approve Blue Cross Blue Shield Medical, Dental & Vision Insurance

Chair Louise Pruett asked if there were any questions and/or comments; there were none.

Motion was made by Justin Hruska to approve Blue Cross Blue Shield as the medical, dental and vision insurance for the district, seconded by Angelia Beene; all were in favor, motion passed unanimously.

Agenda Item 5: (l) Approve Phone Services with Vested Networks LLC

Chair Louise Pruett asked if there were any questions and/or comments; there were none.

Motion was made by Angelia Beene to approve Vested Networks LLC as the phone service for the district, seconded by Justin Hruska; all were in favor, motion passed unanimously.

Agenda Item 5: (m) Approve HVAC Updates with DJ's A/C & Heating LLC

Chair Louise Pruett asked if there were any questions and/or comments; there were none.

Motion was made by Angelia Beene to approve the HVAC updates quoted by DJ's A/C & Heating LLC, seconded by Justin Hruska; all were in favor, motion passed unanimously.

Agenda Item 6: 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 7: The Board will Reconvene in Open Session

The Board never went into Executive Session.

Agenda Item 8: Discussion and Action on Any Items Discussed in Executive Session

No action was needed on this agenda item.

Agenda Item 9: Chief Appraiser Report

Chief Appraiser Tonya Barnes informed the Board that reappraisal is done in region 2 for the 2024 year. The appraisers will begin working on permits and currently there are 653 permits entered. She also stated that BIS is working on setting up the Owner and Agent Portal for 2024 on the district's website. She mentioned that this year the district will be asking for Somerville ISD and Snook ISD residents to renew their homesteads. Last year Caldwell ISD residents were asked and there are approximately 500 that did not reapply so they will be removed for the 2024 year.

Agenda Item 10: Next Meeting Dates

- February 20, 2024 – Regular Meeting

Agenda Item 11: Adjournment

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

Meeting was adjourned at 8:10 p.m.

Minutes Approved Feb. 27, 2024

Attested by: Louise Pineda, Chairman of the Board

Attested by: Ch. Hruska, Secretary of the Board