

**MINUTES**  
**BURLESON COUNTY APPRAISAL DISTRICT**  
**BOARD OF DIRECTORS**  
**February 27, 2024**

Board of Director's Regular Meeting, Tuesday, February 27, 2024 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 6:02 p.m. Members present were Louise Pruett, Justin Hruska, Jason Urbanosky, Rebecca Gardner, Kevin Scarmardo, and Angelia Beene. Staff present was Tonya Barnes, Cheryl Castaneda, Mabrey Dowell, Mallori Baker, Jaycee Henderson, Pam McCulloch, Kristal Hermes and Naphtali Rios.

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

Mabrey Dowell swore in returning members Kevin Scarmardo, Jason Urbanosky and Rebecca Gardner.

**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 elect Louise Pruett as chairman, seconded by Rebecca Gardner; all were in favor, motion passed unanimously.

Motion was made by Justin Hruska to elect Jason Urbanosky as vice-chairman, seconded by Rebecca Gardner; all were in favor, motion passed unanimously.

Motion was made by Angelia Beene to elect Rebecca Gardner as secretary, seconded by Justin Hruska; all were in favor, motion passed unanimously.

**Agenda Item 5: Citizen Comments**

There were no citizen comments. The board did individually receive a letter from a taxpayer and Tonya Barnes stated that the district would give call her and discuss her concerns on Wednesday.

**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 Rebecca Gardner to approve the November 14, 2023 Regular Meeting Minutes, the November, 2023 Budget & Finance Reports, the December, 2023 Budget & Finance Reports, the January, 2024 Budget & Finance Reports, and the 2023 Budget Report, seconded by Angelia Beene; all were in favor, motion passed unanimously.

**Agenda Item 8: (a) Review/Discuss/Approve 2023 4<sup>th</sup> Quarter Investment Report**

Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Angelia Beene to approve the 2023 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 2023 4<sup>th</sup> Quarter Change Report**

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made Justin Hruska to approve the 2023 4<sup>th</sup> Quarter Change Report, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

**Agenda Item 8: (c) Review/Discuss/Approve 2024 Contract with BIS Consultants**

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made Angelia Beene to approve the 2024 Contract with BIS Consultants, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

**Agenda Item 8: (d) Review/Discuss/Approve BIS Consultants to Handle Burleson CAD's GIS Maintenance**

Alex Sanders and Hector Gomez with BIS Consultants went over the GIS Maintenance service that BIS Consultants provides for appraisal districts. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Angelia Beene to approve BIS Consultants to handle Burleson CAD's GIS Maintenance, seconded by Justin Hruska; all were in favor, motion passed unanimously.

**Agenda Item 8: (e) Review/Discuss/Approve Contract with VariVerge**

Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Rebecca Gardner to approve Contract with VariVerge, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

**Agenda Item 8: (f) Review/Discuss/Approve 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 to keep Tonya Barnes, Louise Pruett, Rebecca Gardner and Jessica Lucero as authorized signatures, remove Barry Alford as an authorized signature and add Mabrey Dowell as an authorized signature, and to approve the Resolution to authorize Signatures for Depository Functions, seconded by Justin Hruska; all were in favor, motion passed unanimously.

**Agenda Item 8: (g) Review/Discuss/Approve Resolution Waiving 2024 1<sup>st</sup> Quarter Allocation Penalties**

Tonya Barnes informed the Board that there was only one entity that paid the 2024 1<sup>st</sup> Quarter Allocation payment late and they paid for the the whole year so she is requesting that the Board waive the penalty. 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 Waiving 20214 1<sup>st</sup> Quarter Allocation Penalties, seconded by Justin Hruska; all were in favor, motion passed unanimously.

**Agenda Item 8: (h) Review/Discuss/Approve Allocation Penalty Letter**

Chair Louise Pruett asked if there were any questions and/or comments. Motion was made by Angelia Beene to approve the Allocation Penalty Letter to be sent to each taxing entity, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

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

Tonya Barnes informed the Board that the cost for the Enhance Real Estate Report had increased since it was last purchased in 2022, but it is still a necessary service needed. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Angelia Beene to approve the purchase of the Enhance Real Estate Report from Carahsoft Technology Corporation in the amount of \$5,000, seconded by Rebecca Gardner; all were in favor, motion passed unanimously.

**Agenda Item 8: (j) Review/Discuss/Approve Purchase of Board Table and Chairs**

Tonya Barnes informed the Board that the district needed a new board table and 12 chairs. The current table and chairs were not idea for ARB hearings, which are now being conducted at the office. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Angelia Beene to approve the purchase of \$4,956.67, seconded by Justin Hruska; 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**

Chief Appraiser Tonya Barnes noted that the appraisers are finishing up 2024 permits and the first round of Notice of Appraised Values are scheduled to be mailed on April 15<sup>th</sup>. Spring Training will be held on April 16<sup>th</sup> so the office will be closed to the public that day. She also noted that the district will be hosting an ARB training on March 28<sup>th</sup> at the Burleson County Expo Center and the ARB's attorney, Armstrong & Armstrong, will be coming down to provide the training to our ARB and surrounding counties's ARBs. She stated that the district made a 100% on its 2023 MAP Review and passed the 2023 PVS for Somerville ISD and Snook ISD. Caldwell ISD was not studied in 2023. Those results are all posted on the Comptroller's website.

**Agenda Item 13: Next Meeting Dates**

- May 21, 2024 – 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 7:10 p.m.

Minutes Approved May 21, 2024

Attested by: Louie Pruitt, Chairman of the Board

Attested by: W. S. S., Secretary of the Board