

MINUTES
BURLESON COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS
May 20, 2025

Board of Director's Regular Meeting, Tuesday, May 20, 2025 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 Justin Hruska at 6:00 p.m. Members present were Justin Hruska, Trey Groce, Rebecca Gardner, Kevin Scarmardo, Jason Urbanosky and Angelia Beene. Staff presents were Tonya Barnes and Cheryl Castaneda.

Agenda Item 2: Citizen Comments

There were no citizen comments.

Agenda Item 3: Approval of Minutes & Financials

Motion was made by Jason Urbanosky to approve the February 18, 2025 Regular Meeting Minutes, April 22, 2025 Special Meeting Minutes, March, 2025 Budget & Finance Reports, and April, 2025 Budget & Finance Reports, seconded by Trey Groce; all were in favor, motion passed unanimously.

Agenda Item 4: Director of Appraisals Report

Cheryl Castaneda presented the quarterly updates on Appraisal Department.

Agenda Item 5: (a) 2025 1st Quarter Investment Report

Chair Justin Hruska asked if there were any questions and/or comments; there were none. Motion was made by Kevin Scarmardo to approve the 2025 1st Quarter Investment Report, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

Agenda Item 5: (b) 2025 1st Quarter Corrections to Appraisal Roll

Chair Justin Hruska asked if there were any questions and/or comments; there were none. Motion was made by Trey Groce to approve the 2025 1st Quarter Correction to Appraisal Roll, seconded by Angelia Beene; all were in favor, motion passed unanimously.

Agenda Item 5: (c) 2026 Proposed Operating Budget to be Submitted to the Taxing Entities by 6-15-2025

Chair Justin Hruska asked if there were any questions and/or comments; there were none. Motion was made by Jason Urbanosky to approve the 2026 Proposed Operating Budget, seconded by Rebecca Gardner; all were in favor, motion passed unanimously.

Agenda Item 5: (d) Resolution for Interfund Transfers to be Submitted to the Taxing Entities with the 2026 Proposed Operating Budget

Chair Justin Hruska asked if there were any questions and/or comments; there were none. Motion was made by Kevin Scarmardo to approve the Resolution for Interfund Transfers, seconded by Trey Groce; all were in favor, motion passed unanimously.

Agenda Item 5: (e) Public Hearing Time for the 2026 Proposed Operating Budget

Chair Justin Hruska asked if there were any questions and/or comments; there were none. Motion was made by Angelia Beene to set the Public Hearing Time for the 2026 Proposed Operating Budget to August 19, 2025 at 5:55 p.m., seconded by Trey Groce ; all were in favor, motion passed unanimously.

Agenda Item 5: (f) Contract for Professional Appraisal Service for Mineral-Industrial-Utility-Personal Property with Pritchard & Abbott, Inc.

Jason Driskell and Chris Palermo presented the Pritchard & Abbott contract to the Board. Tonya Barnes noted that she was happy with the service that Pritchard & Abbott provided to the district and she believes that the issues noted in 2024 had been handled. Chair Justin Hruska asked if there were any questions and/or comments; there were none. Motion was made by Angelia Beene to approve the Contract for Professional Appraisal Service for Mineral-Industrial-Utility-Personal Property with Pritchard & Abbott, Inc., seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

Agenda Item 5: (g) Bookkeeping Policy & Procedures

Chair Justin Hruska asked if there were any questions and/or comments; there were none. Motion was made by Angelia Beene to approve the Bookkeeping Policy & Procedures, seconded by Trey Groce; 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

Tonya Barnes presented the quarterly updates on the Public Service Department. She gave a recap on the town hall meetings that were held in each school district in April. They each lasted about an hour and a half and the turnouts were good. She noted that she is hoping to host at least one of these meetings a year and plans to alternate which school district they will be in for convenience. She also noted that all notices had been mailed out and that protest season was going well so far. She updated the board on what bills the district was tracking in the current legislative session and gave an update on the district's current lawsuits and arbitrations. The district's surveys for the last quarter were also passed out.

Agenda Item 10: Consideration of Other Business and Future Agenda Items

No recommendations on consideration of other business and future agenda items were made.

Agenda Item 11: Next Meeting Dates

August 19, 2025 – Public Hearing & Regular Meeting

Agenda Item 12: Adjournment

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

Meeting was adjourned at 7:17 p.m.

Minutes Approved Aug. 19, 2025

Attested by:  _____, Chairman of the Board

Attested by:  _____, Secretary of the Board