

MINUTES
BURLESON COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS
December 2, 2025

Board of Director's Rescheduled Regular Meeting, Tuesday, December 2, 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 Chair Justin Hruska at 6:04 p.m. Members present were Justin Hruska, Trey Groce, Kevin Scarmardo and Jason Urbanosky. Staff presents were Tonya Barnes, Cheryl Castaneda and Mabrey Dowell.

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 August 19, 2025 Public Hearing Minutes, the August 19, 2025 Regular Meeting Minutes, the August, 2025 Budget & Finance Reports, the September, 2025 Budget & Finance Reports and the October, 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 the Appraisal Department.

Agenda Item 5: Director of Operations Report

Mabrey Dowell presented the quarterly updates on the Public Service Department.

Agenda Item 6: (a) Review/Discuss/Approve 2025 3rd Quarter Investment Report

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 3rd Quarter Investment Report, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

Agenda Item 6: (b) Review/Discuss/Approve 2025 3rd Quarter Correction to Appraisal Roll

Chair Justin Hruska asked if there were any questions and/or comments; there were none. Motion was made by Jason Urbanosky to approve the 2025 3rd Quarter Correction to Appraisal Roll, seconded by Trey Groce; all were in favor, motion passed unanimously.

Agenda Item 6: (c) Review/Discuss/Approve Resolution to Waive 2025 4th Quarter Late Allocation Penalties

Chair Justin Hruska asked if there were any questions and/or comments; there were none. Motion was made by Trey Groce to approve the Resolution to Waive 2025 4th Quarter Late Allocation Penalties, seconded by Justin Hruska; all were in favor, motion passed unanimously.

Agenda Item 6: (d) Review/Discuss/Approve 2025 Audit Engagement Letter with Seidel Schroeder

Chair Justin Hruska asked if there were any questions and/or comments; there were none. Motion was made by Jason Urbanosky to approve the 2025 Audit Engagement Letter with Seidel Schroeder, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

Agenda Item 6: (e) Review/Discuss/Approve 2026 Holiday Schedule

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 Holiday Schedule, seconded by Trey Groce; all were in favor, motion passed unanimously.

Agenda Item 6: (f) Review/Discuss/Approve 2026 Investment Policy

Chair Justin Hruska asked if there were any questions and/or comments; there were none. Motion was made by Kevin Scarmardo to approve 2026 Investment Policy, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

Agenda Item 6: (g) Review/Discuss/Approve Resolution Designating Investment Officers, Policy & Training

Chair Justin Hruska 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, seconded by Trey Groce; all were in favor, motion passed unanimously.

Agenda Item 6: (h) Review/Discuss/Approve 2026 Contract Services for Agricultural Appraisal with Perdue, Brandon, Fielder, Collins & Mott

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 Contract Services for Agricultural Appraisal with Perdue, Brandon, Fielder, Collins & Mott, seconded by Trey Groce all were in favor, motion passed unanimously.

Agenda Item 6: (i) Review/Discuss/Approve Amendment to Agreement Dated October 31, 2022 with Pictometry International Corp. for Digital Geo-Reference Oblique Aerial Imagery

Chair Justin Hruska asked if there were any questions and/or comments; there were none. Motion was made by Trey Groce to approve Amendment to Agreement Dated October 31, 2022 with Pictometry International Corp. for Digital Geo-Reference Oblique Aerial Imagery, seconded by Jason Urbanosky all were in favor, motion passed unanimously.

Agenda Item 6: (j) Review/Discuss/Approve 2026-2031 Master Services Agreement with Pictometry International Corp. for Digital Geo-Reference Oblique Aerial Imagery

Chair Justin Hruska asked if there were any questions and/or comments; there were none. Motion was made by Trey Groce to approve 2026-2031 Master Services Agreement with Pictometry International Corp. for Digital Geo-Reference Oblique Aerial Imagery, seconded by Jason Urbanosky all were in favor, motion passed unanimously.

Agenda Item 6: (k) Review/Discuss/Approve Group Health Care Provider (Medical, Dental & Vision Insurance)

Chair Justin Hruska asked if there were any questions and/or comments; there were none. Motion was made by Trey Groce to approve Group Health Care Provider (Medical, Dental & Vision Insurance), seconded by Jason Urbanosky all were in favor, motion passed unanimously.

Agenda Item 6: (l) Review/Discuss/Approve Authorization to Sell Three Microsoft Surface ProX Laptops with Keyboards through Swico Auctions

Chair Justin Hruska asked if there were any questions and/or comments; there were none. Motion was made by Jason Urbanosky to approve Authorization to Sell Three Microsoft Surface ProX Laptops with Keyboards through Swico Auctions, seconded by Trey Groce all were in favor, motion passed unanimously.

Agenda Item 6: (m) Review/Discuss/Approve Contract with General Motors for the lease of three 2026 Colorado 2WD Crew Cab Trucks

There was no action taken on this item.

Agenda Item 6: (n) Review/Discuss/Approve Authorization to Use Alford Oil Company for Fuel Service for District Vehicles

Chair Justin Hruska asked if there were any questions and/or comments; there were none. Motion was made by Jason Urbanosky to approve Authorization to Use Alford Oil Company for Fuel Service for District Vehicles, seconded by Kevin Scarmardo all were in favor, motion passed unanimously.

Agenda Item 6: (o) Review/Discuss/Approve Authorization to Use TML Risk Pool for District Vehicle Insurance

Chair Justin Hruska asked if there were any questions and/or comments; there were none. Motion was made by Trey Groce to approve Authorization to Use TML Risk Pool for District Vehicle Insurance, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

Agenda Item 6: (p) Review/Discuss/Approve Policy & Procedures for District Vehicles

Chair Justin Hruska asked if there were any questions and/or comments; there were none. Motion was made by Jason Urbanosky to approve Policy & Procedures for District Vehicles, seconded by Trey Groce; all were in favor, motion passed unanimously.

Agenda Item 6: (q) Review/Discuss/Approve Updated Employee Manual

Chair Justin Hruska asked if there were any questions and/or comments; there were none. Motion was made by Jason Urbanosky to approve the Updated Employee Manual; seconded by Trey Groce; all were in favor, motion passed unanimously.

Agenda Item 7: 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 6:42 p.m.

Agenda Item 8: The Board will Reconvene in Open Session

The Board reconvened into Open Session at 7:21 p.m.

Agenda Item 9: Discussion and Action on Any Items Discussed in Executive Session

Motion was made by Jason Urbanosky to increase Chief Appraiser Tonya Barnes's salary to \$93,936 for the 2026 fiscal year, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

Agenda Item 10: Chief Appraiser Report

- a. Chief Appraiser Tonya Barnes updated the Board on the 2025 MAP Review. She stated that while the District would pass, the need to update Charitable Organization’s applications and supporting documents was needed. The District would be getting a recommendation from the map reviewer on this question. She noted that herself and the exemption clerk were working to get this resolved for 2026.
- b. Barnes informed the Board of the 2026 TAAD Conference and noted that Board Directors could attend and if they wanted, she would register them.
- c. Barnes stated that the District currently has 5 lawsuits still pending for the 2023 and 2024 years. She also noted that since the last Board meeting, the SOAH account had been settled.
- d. Barnes passed out the surveys since the last Board meeting and told the board that the surveys were working well and that employees are getting good results.

Agenda Item 11: Consideration of Other Business and Future Agenda Items

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

Agenda Item 12: Next Meeting Dates

February 17, 2026 – Regular Meeting

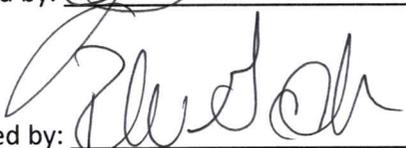
Agenda Item 13: Adjournment

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

Meeting was adjourned at 7:30 p.m.

Minutes Approved Feb 17, 2026

Attested by:  _____, Chairman of the Board

Attested by:  _____, Secretary of the Board