

MINUTES
BURLESON COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS
February 17, 2026

Board of Director's Regular Meeting, Tuesday, February 17, 2026, 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 6:00 p.m. Members present were Justin Hruska, Trey Groce, Rebecca Gardner, Angelia Beene & Keith Howe. Staff present were Tonya Barnes, Cheryl Castaneda, Mabrey Dowell, Kristal Hermes, Kim Sain, Naphtali Saldana, Jaycee Henderson, Pam McCulloch & Mallori Baker.

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

Mabrey Dowell swore in returning member Rebecca Gardner as well as new member Keith Howe.

Agenda Item 3: Elect Officers of the Board

Motion was made by Trey Groce to elect Justin Hruska as chairman, seconded by Angelia Beene; all were in favor, motion passed unanimously.

Motion was made by Angelia Beene to elect Kevin Scarmardo 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 Trey Groce; all were in favor, motion passed unanimously.

Agenda Item 4: Acknowledgement of Service of Former Board Member Jason Urbanosky

The Board members thanked Jason Urbanosky for his time of service. Tonya Barnes presented him with a plaque.

Agenda Item 5: Citizen Comments

There were no citizen comments.

Agenda Item 6: Introduction of CAD Staff to the Board of Directors

Tonya Barnes introduced the CAD Staff to the Board of Directors.

Agenda Item 7: Approval of Minutes & Financials

Motion was made by Angelia Beene to approve the December 2, 2025 Regular Meeting Minutes, the November, 2025 Budget & Finance Reports, the December, 2025 Budget & Finance Reports, the January, 2026 Budget & Finance Reports and the 2025 Budget Report, seconded by Rebecca Gardner; all were in favor, motion passed unanimously.

Agenda Item 8: Director of Appraisals Report

Cheryl Castaneda presented the quarterly updates on the Appraisal Department.

Agenda Item 9: Director of Operations Report

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

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Agenda Item 10: (a) Review/Discuss/Approve 2025 4th Quarter Investment Report

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

Agenda Item 10: (b) Review/Discuss/Approve 2025 4th Quarter Corrections to Appraisal Roll

Chair Justin Hruska asked if there were any questions and/or comments; there were none. Motion was made by Angelia Beene to approve the 2025 4th Quarter Correction to Appraisal Roll, seconded by Rebecca Gardner; all were in favor, motion passed unanimously.

Agenda Item 10: (c) Review/Discuss/Approve 2026 Authorized Signatures for Depository Functions

Chair Justin Hruska asked if there were any questions and/or comments; It was decided to keep Justin Hruska, Tonya Barnes, Mabrey Dowell, Jessica Lucero and Rebecca Gardner as authorized signatures. Motion was made by Keith Howe to not make any changes to the 2026 Authorized Signatures for Depository Functions, seconded by Trey Groce; all were in favor, motion passed unanimously.

Agenda Item 10: (d) Review/Discuss/Approve 2026 Contract with BIS Consultants

Chair Justin Hruska asked if there were any questions and/or comments; there were none. Motion was made by Rebecca Gardner to approve the 2026 Contract with BIS Consultants, seconded by Trey Groce; all were in favor, motion passed unanimously.

Agenda Item 10: (e) Review/Discuss/Approve 2026 1st 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 waiving the 2026 1st Quarter late Allocation Penalties for Beaver Creek Water District, seconded by Angelia Beene ; all were in favor, motion passed unanimously.

Agenda Item 10: (f) Review/Discuss/Approve Authorization to Sell the HP DesignJet Z5600 PostScript Printer through Swico Auctions

Chair Justin Hruska asked if there were any questions and/or comments; there were none. Motion was made by Angelia Beene to approve Authorization to Sell the HP DesignJet Z5600 PostScript Printer through Swico Auctions, seconded by Trey Groce all were in favor, motion passed unanimously.

Agenda Item 10: (g) Review/Discuss/Approve Ford Motor Credit Company LLC Master Equipment Lease-Purchase Agreement

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

Agenda Item 11: 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 12: The Board will Reconvene in Open Session

The Board never went into Executive Session.

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Agenda Item 13: Discussion and Action on Any Items Discussed in Executive Session

No action was needed on this agenda item.

Agenda Item 14: Chief Appraiser Report

- a. Chief Appraiser Tonya Barnes presented the 2025 Annual Report to the Board.
- b. Barnes updated the Board on the 2026 Appraisal Review Board. There will only be three arb members for 2026 and they are Chair Any Wilson, Secretary Malcolm Gosdin, and Randy Berryhill. She did note that they received another application, but it was not approved by the District Judge.
- c. Barnes informed the Board that the first round of notices for 2026 will be mailed out on April 15th. The second round of notices which include mostly commercial and bpp accounts will go out towards the end of May.
- d. Barnes informed the Board that the Town Hall Meeting this year will be at the Burleson County Expo on April 13th at 6 p.m. and that she will be posting this flyer on the District's website and Facebook page beginning in March.
- e. Barnes let the Board know that the office will be closed on April 15th for Staff Spring Training.
- f. Barnes presented the Board with a list of current lawsuits still pending and noted that currently there are no SOAH or arbitrations pending.
- g. Barnes presented the Board with the Customer Service Surveys she had received since the last meeting. She noted that so far the feedback had been positive.

Agenda Item 15: Consideration of Other Business and Future Agenda Items

There was no consideration of other business or future agenda items.

Agenda Item 16: Next Meeting Dates


May 19, 2026 – Regular Meeting

Agenda Item 17: Adjournment

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

Meeting was adjourned at 6:31 p.m.

Minutes Approved 5/26, 2026

Attested by:  _____, Chairman of the Board

Attested by:  _____, Secretary of the Board

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