

MINUTES
BURLESON COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS
July 16, 2019

Board of Directors Rescheduled Regular Meeting, Tuesday, July 16, 2019 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, Melvin Schoeneman, Cheryl Castaneda, Jason Urbanosky and Kevin Scarmardo. Also present were Damon Daughtry, Chief Appraiser, and Tonya Barnes, Deputy Chief Appraiser.

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 May 28, 2019 Minutes, the May, 2019 and June, 2019 Budget & Finance Reports, and the 2nd Quarter Investment Report, seconded by Kevin Scarmardo; all were in favor, motion passed unanimously.

Agenda Item 4: (a) Seidel, Schroeder Preliminary 2018 Audit Report

Chief Appraiser Damon Daughtry reviewed the preliminary 2018 audit report with the BOD. In 2018 the district was \$42,864 under budget and the funds will need to be allocated in order to finalize the budget. He noted that the district would either need to refund the taxing entities their portion of the money or amend the 2018 budget. He also noted that he spoke with Burleson County and Caldwell ISD and they were both in favor of amending the 2018 budget to show the money going into the district's building and technology fund. If the BOD accepts this then the amended 2018 budget will need to be submitted to all the taxing entities to give them 30 days to respond. Chair Louise Pruett asked if there were any questions and/or comments; there were none. Motion was made by Bo Brewer to accept the 2018 amended budget to be submitted to the taxing entities, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

Agenda Item 4: (b) Approve/Adopt the 2020 Proposed Operating Budget

No action was taken on this agenda item.

Agenda Item 4: (c) Approve/Adopt Resolution Allowing Interfund Transfers

No action was taken on this agenda item.

Agenda Item 4: (d) Accept/Approve 2019 2nd Quarter Appraisal Roll Changes

Chair Louise Pruettt asked if there were any questions and/or comments; there were none. Motion was made by Kevin Scarmardo to approve the 2019 2nd Quarter Appraisal Roll Changes, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

Agenda Item 4: (e) Approve Disbursement of Funds from Capital Government Corporation

Chief Appraiser Damon Daughtry explained that the district had a \$3,155.44 balance with American National Bank of Texas that was credited from Government Capital Corporation for the purchase of the iPads. In order for them to close the account and issue the district a check for the remaining balance the BOD would need to make a motion for the funds to be disbursed. Chair Louise Pruettt asked if there were any questions and/or comments; there were none. Motion was made by Kevin Scarmardo to approve the disbursement of funds from Capital Government Corporation, seconded by Bo Brewer; all were in favor, motion passed unanimously.

Agenda Item 4: (f) Discuss Format of Chief Appraiser Review and Employee Input

The BOD reviewed the format of the chief appraiser review form for the upcoming chief appraiser evaluation in November. Chief Appraiser Damon Daughtry also noted that if the BOD was interested, he would be willing to give the district's employees the same form to fill out and return to the BOD as well.

Agenda Item 5: The Board May Retire Into Executive Session Pursuant to the Texas Government Code, Sections 551.071 and 551.074 to Discuss any of the Following:

There was no need for Executive Session.

Agenda Item 6: Reconvene in Open Session

The Board never went into Executive Session.

Agenda Item 7: Discussion and Action on any Item Discussed in Executive Session

No action was needed on this agenda item.

Agenda Item 8: Chief Appraiser Report

Chief Appraiser Damon Daughtry informed the BOD of the 2019 protest season numbers and noted that values did go up from 2018. He also mentioned that the district would be certifying the 2019 appraisal roll on July 17th. The district is hoping to begin field work for 2020 around August 5th and will be working in Caldwell ISD.

Agenda Item 9: Next Meeting Dates

- August 27, 2019 – Special Meeting

Agenda Item 10: Adjournment

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

Meeting was adjourned at 6:26 p.m.

Minutes Approved _____, 2019

Attested by: _____, Chairman of the Board

Attested by: _____, Secretary of the Board