

**MINUTES**  
**BURLESON COUNTY APPRAISAL DISTRICT**  
**BOARD OF DIRECTORS**  
**AUGUST 27, 2019**

Board of Directors Rescheduled Regular Meeting, Tuesday, August 27, 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 6:12 p.m. Members present were Louise Pruett, Cheryl Castaneda, Jason Urbanosky and Carla Patranella. 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: (a) Approve/Adopt Amended 2018 Budget**

Motion was made by Carla Patranella to approve and adopt the 2018 Amended Budget, seconded by Cheryl Castaneda; all were in favor, motion passed unanimously.

**Agenda Item 3: (b) Seidel, Schroeder 2018 Audit Report Review and Update**

Chief Appraiser Damon Daughtry reviewed Seidel, Schroeder's reports and informed the BOD what information Seidel, Schroeder will need to complete the audit. He is planning on them being at the November BOD meeting.

**Agenda Item 3: (c) Approve/Adopt the 2020 Proposed Operating Budget**

Motion was made by Jason Urbanosky to approve and adopt the 2020 Proposed Operating Budget, seconded by Cheryl Castaneda; all were in favor, motion passed unanimously.

**Agenda Item 3: (d) Approve/Adopt Resolution Allowing Interfund Transfers**

Chair Louise Pruett read the Interfund Transfer Resolution to the BOD. Motion was made by Jason Urbanosky to approve and adopt the Resolution Allowing Interfund Transfers, seconded by Carla Patranella; all were in favor, motion passed unanimously.

**Agenda Item 4: Approval of Minutes & Financials**

Motion was made by Carla Patranella to approve the July 16, 2019 Regular Meeting Minutes and the July, 2019 Budget & Finance Report, seconded by Jason Urbanosky; all were in favor, motion passed unanimously.

**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 Items Discussed in Executive Session**

No action was needed on this agenda item.

**Agenda Item 8: Chief Appraiser Report**

Chief Appraiser Damon Daughtry gave the Chief Appraiser Report. He noted the CAD certified the 2019 Appraisal Roll on July 18, 2019. He informed the BOD that in the last legislative session they voted to allow citizens to be able to make comments at any time before or during agenda items. He is looking into possibly amending the manual to comply with these changes. They also voted and the CAD will have to have another website including tax rates. Notices will be sent to property owners explaining the website to them. Also, notices will have to be sent electronically if requested by the property owner. He also reminded the BOD that he will be handing out the chief appraiser review to the CAD employees to fill out since his review will be during the November meeting.

**Agenda Item 9: Next Meeting Dates**

- November 19, 2019 – Regular Meeting

**Agenda Item 10: Adjournment**

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

Meeting was adjourned at 6:30 p.m.

Minutes Approved \_\_\_\_\_, 2019

Attested by: \_\_\_\_\_, Chairman of the Board

Attested by: \_\_\_\_\_, Secretary of the Board