

**APPRAISAL REVIEW BOARD OF WICHITA COUNTY**  
**600 SCOTT STREET, THIRD FLOOR**  
Wichita Falls, Texas 76307  
(940) 322-2435

**APPRAISAL REVIEW BOARD MEETING**

**May 17, 2016**

Pursuant to notice, a quorum meeting of the Appraisal Review Board (ARB) of Wichita County was held in the offices of the Wichita Appraisal District this date. ARB members present included Austin Cooper, Kreg Keesee, Randy Catlin, Lynn Landrum, Don Daugherty, Mac Reid, Ben Bell, Chad Witherspoon, Greg Sweatt and Jim Williamson. ARB member Mark Lam was absent.

**Oath of Office**

New ARB members Kreg Keesee and Randy Catlin took the Oath of Office prior to the meeting's call to order. Also taking the Oath were reappointed ARB members Austin Cooper, Mac Reid, Lynn Landrum and Don Daugherty.

**Call to Order**

Austin Cooper, ARB Chair, called the meeting to order at 8:30 a.m. and established that a quorum was present.

**Approval of ARB Minutes**

Mr. Bell offered a motion to approve minutes for the ARB meeting December 9, 2015. Mr. Landrum offered a second to the motion, which passed 10-0.

**Chief Appraiser Submits Records to ARB**

The Chief Appraiser, Eddie Trigg, submitted the appraisal records to the Appraisal Review Board effective May 17, 2016.

**Procedures and Rules of the 2016 Appraisal Review Board**

The ARB members reviewed their ARB Procedures & Rules, which include all the requirements as set out by the Office of the Comptroller's Property Tax Assistance Division (PTAD). A copy of the procedures was emailed to the members for review prior to the meeting. Mr. Landrum offered a motion to approve the Procedures as presented. Mr. Catlin seconded the motion, which passed 10-0.

**Approval of Appraisal Roll Changes**

Deputy Chief Appraiser Lisa Stephens-Musick provided ARB members with copies of supplements to previous year's tax rolls and offered to explain any changes about which members might have questions. She reviewed a spreadsheet that listed all supplements to prior years' tax rolls and the explanations on those. Mr. Witherspoon offered a motion to approve supplements 458-477. Mr. Reid seconded the motion, which passed 10-0.

Mr. Cooper, ARB Chair, and Mr. Trigg, Chief Appraiser, reminded ARB members that their primary purpose is to always be fair and equitable with all property owners, treating them with respect.

ARB members were given copies of a tentative schedule for ARB hearings and asked to notify the taxpayer liaison officer of dates they are available to serve on hearing panels.

**Adjournment of Meeting**

Mr. Cooper adjourned the meeting at 9:40 a.m.

  
Secretary

  
Chair



# WICHITA APPRAISAL DISTRICT

P.O. Box 5172 • 600 SCOTT STREET • WICHITA FALLS, TEXAS 76307  
PHONE: (940) 322-2435 • FAX: (940) 322-8190  
www.wadtx.com

STATE OF TEXAS     )(

WICHITA COUNTY    )(

I, Edward H. Trigg, Chief Appraiser for the Wichita Appraisal District, solemnly swear that I have made or caused to be made a diligent inquiry to ascertain all property in the district subject to appraisal by me and that I have included in the records all property that I am aware of at an appraised value determined as required by law. This pertains to all property whereby a Notice of Appraised Value was delivered through May 17, 2016.

Edward H. Trigg  
Edward H. Trigg, Chief Appraiser

5/17/16  
Date