

# APPRAISAL REVIEW BOARD OF WICHITA COUNTY

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## APPRAISAL REVIEW BOARD MEETING

May 1, 2018

Pursuant to notice, a meeting of the Appraisal Review Board (ARB) of the Wichita County was held in the offices of the Wichita Appraisal District this date. ARB members present were Ross Brotherton, Ben Bell, Don Daugherty, Guy Duke, Jim Williamson, Scott Lobaugh, Kreg Keese and Randy Catlin.

### Swearing in ARB Members

New ARB members Scott Lobaugh and Guy Duke were sworn in along with reappointed members Kreg Keese, Donald Daugherty and Randy Catlin.

### Call to Order

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

### Approval of Minutes

Mr. Catlin offered a motion to approve minutes from the meeting held December 13 2017, with a second from Mr. Bell. The motion passed 7-0

### Chief Appraiser Submits Records to ARB

The Chief Appraiser, Lisa Stephens-Musick submitted the appraisal records to the ARB effective May 1, 2018.

### Amend and Approve ARB Procedures & Rules

Members reviewed the ARB Procedures & Rules, which included all the requirements set out by the Office of the Comptroller's Property Tax Assistance Division. A Copy was emailed prior to the meeting for the members to review. Mr. Williamson offered the motion to approve the Procedures as presented. Mr. Bell seconded the motion which passed 8-0.

### Approval of Changes to Appraisal Rolls for Prior Years


The Chief Appraiser provided ARB members with copies of supplements to prior years appraisal rolls and offered to explain any changes.

After reviewing and giving explanations Mr. Duke offered a motion to approve supplements 548-562. Mr Bell seconded the motion which passed 8-0

### Adjournment of Meeting

Mr. Brotherton adjourned the meeting at 9:20 a.m.

  
Chair

  
Secretary