

# WICHITA APPRAISAL DISTRICT

P.O. Box 5172 600 Scott Street Wichita Falls, Texas 76307  
940-322-2435 940-322-8190 Fax

## BOARD OF DIRECTORS MEETING

August 19, 2014

Pursuant to notice, a meeting of the Board of Directors ("Board") of the Wichita Appraisal District ("the District") was held in the offices of the District this date at 11:00 a.m. The quorum included Board members Steve Cookingham, Mike Avey, Terry Walker, Dorothy Roberts-Burns, Jeff Watts, Kenny Haney, Tommy Smyth and Max Schlegel. Also present were Edward Trigg, Chief Appraiser, Lisa Stephens-Musick, Deputy Chief Appraiser, Dan Conatser, Director of Appraisal and Sherrin Simpson, Administrative Assistant. Board members David Ramsey and Steve Fairchild were absent.

### Call to Order

The meeting was called to order at 11:07 a.m. and it was established that a quorum was present. Mr. Cookingham asked Mr. Trigg to offer the invocation.

### Adoption of Minutes

Mr. Walker offered a motion to approve the minutes of the June board meeting as presented, including the minutes from the executive session. Ms. Roberts-Burns seconded the motion, which passed 6-0.

### Chief Appraiser's Report

- A. Certified Values – Mr. Trigg gave members a summary of 2014 certified values, saying that most jurisdictions had slight value increases. However, he explained that Electra ISD and Holliday ISD had slight value decreases due to reduced mineral values.
- B. Strategic Plan – Mr. Trigg reviewed the district's Strategic Plan for 2015 appraisal and provided board members a list of the topics that were addressed at the strategic planning meetings. The plan included reviewing the appraisers' mission statement, objectives, goals, strengths and weaknesses, etc.
- C. Litigation/Settlements – Mr. Trigg asked Director of Appraisal, Dan Conatser, to review the status of current lawsuits that have been filed against the appraisal district. Board members were provided with a list of current lawsuits, as well as a list of settlements that have been completed in 2014. Mr. Conatser explained that Lowe's Home Centers is the only 2014 lawsuit that has been filed so far. He also reviewed the settlements of lawsuits on Warner Electric and Stanley A Thomas. Mr. Conatser reported that the attorneys for Auburndale Parker LP/Parker Square Theater have filed an Order for Nonsuit, so it will require no refund or settlement agreement.
- D. Personnel – Mr. Trigg asked Lisa Stephens-Musick to report on the issue of personnel. She explained that the District has made several efforts to advertise for the open position of residential appraiser, but that there has been very little response. The search is ongoing.

### Public Meeting Re: 2015 Budget Proposal

The board officially entered into a public meeting at 11:48 a.m. to allow questions and comments regarding the 2015 budget proposal. With no members of the public in attendance, the public meeting was closed at 11:50 a.m.

### Discussion & Approval of 2015 Budget

Jeff Watts offered a motion to approve the 2015 budget as proposed. Dorothy Roberts-Burns seconded the motion. The board approved the 2015 budget as presented with a vote of 8-0.

### Public Meeting Re: 2015-2016 Reappraisal Plan

The board officially entered into a public meeting at 11:58 a.m. to allow questions and comments regarding the 2015-2016 Reappraisal Plan. With no members of the public in attendance, the public meeting was closed at 11:59 a.m.

**Discussion & Approval of 2015-2016 Reappraisal Plan**

Mr. Trigg gave copies of the 2015-2016 Reappraisal Plan to board members for review. He provided members with large maps that were copies of those in the reappraisal document and explained the market areas set for physical inspection for 2015 and 2016. Max Schlegel offered a motion, with a second from Kenny Haney, to approve the 2015-2016 Reappraisal Plan. The board approved the 2015-2016 Reappraisal Plan with a vote of 8-0. The Reappraisal Plan can be viewed on the Wichita Appraisal District website at [www.wadtx.com](http://www.wadtx.com).

**Discussion & Approval of Payment for Elevator Repair**

Mr. Trigg provided board members with a copy of a memo from Wichita County Judge Woody Gossom who was asking the appraisal district to contribute toward the recent expense of repairing an elevator in the courthouse annex on a pro-rata basis. Mr. Watts offered a motion to approve said contribution in the amount of \$5,346. Ms. Roberts-Burns seconded the motion, which passed 8-0.

**Discussion & Approval of Planned Scope & Timing of Audit**

Ms. Roberts-Burns offered a motion to approve the firm of Edgin, Parkman, Fleming & Fleming PC to conduct the District's 2014 financial audit and to approve the proposed scope and timing of the audit. Mr. Haney seconded the motion, which passed 8-0.

**Taxpayer Liaison Report**

Ms. Simpson stated that there was nothing new to report.

**Public Comment**

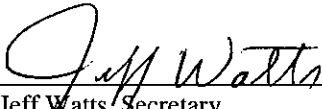
There were no comments from the public.

**Financial Reports**

Mr. Avey offered a motion to approve the financial reports of June and July. Mr. Schlegel seconded the motion, which passed 8-0.

**Adjournment**

Mr. Cookingham announced that the next Board meeting will be Tuesday, October 14, 2014. He adjourned the meeting at 12:25 p.m.

  
Jeff Watts, Secretary

  
Steve Cookingham, Chairman