

# 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

October 14, 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, Steve Fairchild, David Ramsey, Max Schlegel, and Jeff Watts. Also present were Edward Trigg, Chief Appraiser; Lisa Stephens-Musick, Deputy Chief Appraiser; and Sherrin Simpson, Administrative Assistant. Board members Dorothy Roberts-Burns, Kenny Haney and Tommy Smyth were absent.

### Call to Order

The meeting was called to order at 11:11 a.m. and it was established that a quorum was present. The quorum consisted of seven board members. Mr. Cookingham asked Eddie Trigg to offer the invocation.

### Adoption of Minutes

Mr. Fairchild offered a motion to approve the minutes of the August board meeting as presented. Mr. Watts seconded the motion and the motion passed 7-0.

### Chief Appraiser's Report

- A. Office Upgrades – Mr. Trigg told board members that appraisers' desk chairs have been replaced, explaining that inexpensive chairs previously purchased did not hold up well to everyday use. He also said a new screen and overhead projector have been purchased for the district's training room for more effective training opportunities for both district employees and area appraisal districts and tax offices.
- B. Litigation – Mr. Trigg provided a list of properties whose owners filed lawsuits against the appraisal district for the 2014 tax year. Also included on the list were pending lawsuits from prior years. He indicated the district is pleased that only 2 lawsuits have been filed this year, being Lowe's and 3 Walgreen stores. Mr. Trigg pointed out that the list of pending lawsuits is now very short, as several old lawsuits have now been settled. He provided information on the recently settled Sikes Senter lawsuit, as well as pending Agreed Judgments on a 2008 lawsuit and another that encompassed tax years 2011 and 2012.
- C. 2015 Methods and Assistance Program (MAP) – Lisa Stephens-Musick informed board members that the district received a preliminary report in September that the District passed the current MAP study with no recommendations for improvement or changes. She said the district's Certificate of Excellence in Assessment Administration (CEAA) from International Association of Assessing Officers (IAAO) allowed the district to reduce the number of areas reviewed in the MAP review by the Comptroller's Property Tax Division, since many of those had already been reviewed by IAAO.
- D. Annual Report – Mr. Trigg reviewed the 2014 Wichita Appraisal District Annual Report, which he reminded board members is located on the district's website. He also mentioned that Agendas for Board meetings and minutes of the Board meetings, after they have been approved, are now located on the website as well.

### Discussion & Adoption of Resolution to Approve 2015 Plan Rate for Texas County & District Retirement (TCDRS)

Mr. Trigg told board members that, even though the district set last year's TCERS contribution rate at 10.40%, he is recommending a reduction in the rate to 9.20%. His recommended elected rate of 9.20% allows for 3.00% contribution towards the unfunded liability. Mr. Schlegel offered a motion to approve a resolution to set the 2015 plan rate with TCERS at 9.20%. Mr. Fairchild seconded the motion, which passed 7-0.

**Discussion & Adoption of Resolution to Approve District Contribution to Employee Health Insurance**

Mr. Trigg provided Board members with copies of the 2015 plan rates for employee health insurance and asked the board to increase the district's contribution from \$430 per employee per month to \$475 per employee per month. The health insurance premium increase will be 23% from 2014 to 2015. Mr. Walker offered a motion, seconded by Mr. Ramsey, to accept the recommendation. The motion passed 7-0.

**Discussion & Adoption of Resolution to Approve District Travel Policy for Meal Reimbursement**

Mr. Watts offered a motion to approve an increase to the allowable meal reimbursement from \$36 per day to \$50 per day for meal reimbursement and incidental expenses when employees are traveling on district business. Mr. Avey seconded the motion, which passed 7-0.

**Discussion & Adoption of Resolution to Approve Revisions to Personnel Manual**

Mr. Trigg explained that the district employed the legal services of Bettye Lynn, an attorney specializing in labor and employment law, to help revise the district's personnel manual. Mr. Fairchild made a motion to approve the revised manual and Mr. Walker seconded the motion. The motion passed 7-0.

**Financial Reports**

Mr. Fairchild made a motion to approve the financial reports of August and September. Mr. Watts seconded the motion, which passed 7-0.

**Taxpayer Liaison Report**


The Taxpayer Liaison Officer, Sherrin Simpson, said there was nothing to report.

**Public Comment**

There were no comments from the public.

**Adjournment**

Mr. Cookingham suggested that the district ask a representative of TCDRS to attend a board meeting in the near future, and possibly meet with employees also. He then asked board members to put the date of the next board meeting on their calendar as Tuesday, December 9, 2014. The meeting was adjourned at 12:33 p.m.

  
Jeff Watts, Secretary

  
Steve Cookingham, Chairman