

WICHITA APPRAISAL DISTRICT

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BOARD OF DIRECTORS MEETING

April 8, 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 Terry Walker, Steve Cookingham, Steve Fairchild, Kenny Haney, Tommy Smyth, Dorothy Roberts-Burns and Jeff Watts. Also present were Edward Trigg, Chief Appraiser, Lisa Stephens-Musick, Deputy Chief Appraiser, Dan Conatser, Director of Appraisal, Sherrin Simpson, Administrative Assistant, and Paul Fleming, auditor with Edgin, Parkman, Fleming & Fleming. Board members Mike Avey, David Ramsey and Max Schlegel were absent.

Call to Order

The meeting was called to order at 11:28 a.m. when it was established that a quorum was present. Mr. Cookingham offered the invocation.

Adoption of Minutes

Mr. Fairchild offered a motion to approve the minutes of the February 2014 board meeting, with a correction to the date projected for the April meeting. Minutes read April 10, 2014 and should have read April 8, 2014. Mr. Haney seconded the motion, which passed 5-0.

Discussion & Approval of 2013 Financial Audit

Mr. Cookingham invited Paul Fleming of Edgin, Parkman, Fleming & Fleming PC to present the results of the Wichita Appraisal District 2013 financial audit. Mr. Fleming reviewed the audit. When asked about the District's controls on payment of bills, etc. he said the District's controls are as good as just about any he sees, and better than many, "with at least three sets of eyes on all payments". He indicated there were no negative issues and no recommendations for changes in financial practices. Mr. Fleming said the fund balance for 2013 was \$23,576 greater than it was for 2012, for a total fund balance of \$481,780. Mr. Fairchild offered a motion to approve the audit and, with a second from Mr. Haney, the motion passed 6-0.

Discussion & Approval of Surplus/Reserve

Mr. Trigg gave board members a breakdown of fund balance designations, which allocates \$75,000 for Legal Contingency, \$280,580 for Capital Expenditures, \$1,200 for Assigned Funds (for payment of subsequent year's expenditures committed to in prior year), and Unassigned Funds of \$125,000. Mr. Trigg said it is his recommendation to add Disaster Funds to the Unassigned Funds category. Mr. Walker offered a motion to approve the fund balance designations as presented by Mr. Trigg and Ms. Roberts-Burns seconded the motion. The motion passed 6-0.

Chief Appraiser's Report

- A. Reappraisal Status – Mr. Trigg asked Director of Appraisal Dan Conatser to report on the status of reappraisal at this time. Mr. Conatser gave some projections on what is happening with values on industrial plants, utilities and commercial properties, indicating that he expects a slight increase over 2013 overall values.
- B. Appraisal Notice Dates – Mr. Trigg asked Deputy Chief Appraiser Lisa Stephens-Musick to review dates projected for delivery of Notices of Appraised Value to property and business owners and to explain some facets of what that entails. Ms. Stephens-Musick told board members that real estate appraisal notices are scheduled to go out on April 25th, with mineral notices and business personal property notices scheduled to be mailed on April 29. She explained that district personnel is presently working on quality control issues to try to prevent incorrect notices being mailed, as well as making some adjustments that can only be made after the mass appraisal process has been completed.
- C. Legislation – Mr. Trigg reported on visits that he and Board Chair Steve Cookingham had with Senator Craig Estes and State Representative James Frank recently. He explained that he wanted to be sure they understand the pitfalls of protests and lawsuits filed under "equal and uniform" that disregard market value in the

appraisal process. Although homestead properties already have a 10% cap on taxable value, he told board members that he expects a strong push to lower the 10% cap and add a cap to commercial properties during the next legislative session. He also mentioned that TAAD takes no position on caps.

- D. Appraisal Review Board (ARB) Training – Mr. Trigg told board members that all ARB members are required to attend training provided by the Office of the Comptroller's Property Tax Division. He explained that new ARB members will attend a day of basic training for ARB members May 7 and returning ARB members' advanced training on May 8 will involve more complex appraisal issues.
- E. Duties, Authority and Policies of the Board of Directors – Mr. Trigg and board members reviewed the duties and authority of members of the Board of Directors as set out in the Texas Property Tax Code.

Appointment of Budget Committee

Mr. Cookingham appointed David Ramsey, Steve Fairchild, Jeff Watts, Ken Haney and Mike Avey to serve with him on the Budget Committee. A tentative date of May 22 at noon was scheduled for the Budget Committee meeting. The Board will review a proposed 2015 budget at the June meeting, as the tax code requires taxing jurisdictions to be notified by June 15 of a budget proposal for the upcoming budget year.

Taxpayer Liaison Report

The taxpayer liaison officer had nothing to report.

Public Comment


There were no comments from the public.

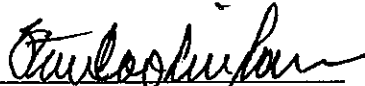
Financial Reports

Mr. Fairchild offered a motion to approve the financial reports of February and March. Ms. Roberts-Burns seconded the motion, which passed 6-0.

Adjournment

Mr. Cookingham announced that the next meeting of the board of directors will be Tuesday, June 10, 2014. He adjourned the meeting at 12:30 p.m.


Jeff Watts, Secretary


Steve Cookingham, Chairman