

WICHITA APPRAISAL DISTRICT

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BOARD OF DIRECTORS MEETING

June 10, 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, Kenny Haney, Terry Walker, Dorothy Roberts-Burns, Mike Avey, Max Schlegel, and David Ramsey. Also present were Edward Trigg, Chief Appraiser, Lisa Stephens-Musick, Deputy Chief Appraiser, Dan Conatser, Director of Appraisal, Sherrin Simpson, Administrative Assistant, and John Rutledge from Pritchard & Abbott Inc., mineral consultants. Board members Tommy Smyth, Jeff Watts and Steve Fairchild 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. Mr. Cookingham asked Mr. Ramsey to offer the invocation.

Adoption of Minutes

Mr. Haney offered a motion to approve the minutes of the April board meeting as presented. Ms. Dorothy Roberts-Burns seconded the motion, which passed 7-0.

Chief Appraiser's Report

- A. Personnel – Mr. Trigg explained to Board members that, although the district is short a business personal property appraiser, this is not a time when personnel are available to train new employees, so a new hire won't be made until later in the summer. He also explained that the open position will probably be filled from within the office's residential department and the new employee will become a residential appraiser. He told Board members that Brian Peterson and Dent Keltner from the Commercial Department will attend this year's Chief Appraiser Institute in Austin to give them a broader base of knowledge about appraisal district activities outside their department and that Residential Supervisor Monty Toliver will attend the Institute next year. He explained that Dan Conatser and Monty Toliver are both nearing completion of work on International Association of Assessing Officers (IAAO) designations that have been a multi-year project.
- B. 2014 Preliminary Values – Mr. Trigg provided a spreadsheet of preliminary values that were provided to the taxing entities and explained adjustments the district used to help the jurisdictions estimate the final values that they can use in working up their budget proposals for next year.
- C. Protest Numbers – Ms. Stephens-Musick gave an overview of the Appraisal Review Board (ARB) at the present time, saying that there have been approximately 350 more protests filed than last year. She explained that there have been more mineral protests and more agent protests than usual.
- D. 2013 Accomplishments – Mr. Conatser reviewed some of the 2013 accomplishments in appraisal and Mr. Trigg reviewed additional accomplishments, including being awarded the IAAO Certificate of Excellence in Assessment Administration. In addition, the district expanded the ability to file protests online, called e-file, to 40,000 residential property owners for 2014, which was significantly more than the 10,000 that were given that option last year.

Discussion & Approval of Mineral/Utility Contract

Mr. Trigg asked John Rutledge, Assistant District Manager of Pritchard & Abbott, Inc. (P&A) to explain the services P&A provides. Mr. Rutledge is a geologist and a 24 year employee of P&A. He explained that most appraisers have a degree in geology or petroleum engineering and that the company works all across Texas, as well as in Louisiana, Nebraska, West Virginia and Virginia. Mr. Rutledge explained that P&A has provided some utility appraisal support to the district for several years; however, the district's Director of Appraisal, Dan Conatser has performed the actual appraisals.

Mr. Trigg explained that no one else at the district has the expertise to perform utility appraisal and he felt it would be wise to employ P&A to perform that service while Mr. Conatser can work with them to help implement the change prior to his retirement in a few years.

Mr. Avey offered a motion to approve a 2-year contract with P&A to provide mineral and utility appraisal services for the 2015 and 2016 appraisal years. Ms. Roberts-Burns seconded the motion, which passed 7-0.

Closed Meeting - Executive Session – Personnel Issues

Mr. Cookingham closed the meeting at 12:20 and the Board entered into an executive session pursuant to Texas Government Code Section 551.074 regarding personnel matters to discuss the renewal of the Chief Appraiser's contract.

Meeting Reopened

Mr. Cookingham reopened the meeting at 12:25.

Discussion & Approval of Chief Appraiser's 2015 Contract

Mr. Schlegel offered a motion to approve a two-year Chief Appraiser's contract with Mr. Trigg to run January 1, 2015 through December 31, 2016. Mr. Haney seconded the motion, which passed 7-0.

Discussion & Approval of 2015 Budget Proposal

Mr. Trigg provided Board members with the 2015 budget proposal recommended by the budget committee. He explained that the 2015 budget proposal of \$1,596,260 represents an increase of only 1.4% over the 2014 budget of \$1,574,263. Mr. Schlegel offered a motion to approve the proposal to be sent to the jurisdictions for review. Mr. Haney seconded the motion, which passed 7-0.

Taxpayer Liaison Report

The taxpayer liaison officer had nothing to report.

Public Comment


There were no comments from the public.

Financial Reports

Mr. Haney offered a motion to approve the financial reports of April and May. Mr. Walker seconded the motion, which passed 7-0.

Adjournment

Mr. Cookingham announced that the next Board meeting would be Tuesday, August 19, 2014. He adjourned the meeting at 12:55 p.m.



Jeff Watts, Secretary



Steve Cookingham, Chairman

WICHITA APPRAISAL DISTRICT

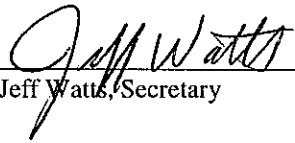
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BOARD OF DIRECTORS MEETING EXECUTIVE SESSION

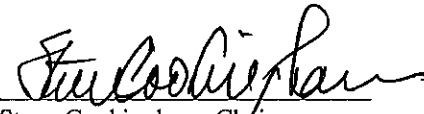
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Executive Session – Personnel Issues

At 12:20 p.m. the Board moved into Executive Session pursuant to Texas Government Code Section 551.074 regarding personnel matters, to discuss the renewal of the Chief Appraiser's contract. Present at the executive session were Board members Steve Cookingham, Kenny Haney, Terry Walker, Dorothy Roberts-Burns, Mike Avey, Max Schlegel, and David Ramsey. At 12:25 a.m. Mr. Cookingham closed the Executive Session, recalled Mr. Trigg to the meeting and immediately returned to Open Session.



Jeff Watts, Secretary



Steve Cookingham, Chairman