

WICHITA APPRAISAL DISTRICT

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BOARD OF DIRECTORS MEETING

February 9, 2016

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, Glenn Barham, Mike Avey, Terry Walker, Kenny Haney, David Ramsey, Jeff Watts, Max Schlegel, and Tommy Smyth. Also present were Edward Trigg, Chief Appraiser, Lisa Stephens-Musick, Deputy Chief Appraiser, Dan Conatser, Director of Appraisal and Sherrin Simpson, Administrative Assistant. Board member Steve Fairchild was absent.

Call to Order

The meeting was called to order at 11:02 a.m. and it was established that a quorum was present. Mr. Cookingham asked Mr. Ramsey to offer the invocation. New board member Glenn Barham was sworn in prior to the meeting. He filled the position formerly held by Dorothy Roberts-Burns whose term of service ended 12/31/15. Reappointed board members who were also sworn in included Steve Cookingham, David Ramsey, Kenny Haney and Max Schlegel.

Election of Officers

Mr. Avey offered a motion to appoint Mr. Cookingham as Board Chair, followed by a second from Mr. Walker. The motion passed 7-0. Mr. Avey offered a motion, followed by a second by Mr. Walker to appoint Max Schlegel as Vice-Chair. The motion passed 6-0. Mr. Avey offered a motion to appoint Mr. Watts as Secretary. Mr. Walker seconded the motion, which passed 7-0. The 2016 officers are:

Chair: Steve Cookingham
Vice Chair: Max Schlegel
Secretary: Jeff Watts

Adoption of Minutes

Mr. Watts offered a motion to approve the minutes of the December 2015 board meeting as presented. Mr. Haney seconded the motion, which passed 7-0.

Chief Appraiser's Report

- A. Personnel – Mr. Trigg reported that all employees had performance reviews in January conducted by their supervisors and that he felt the evaluations were informative and effective. He also reported that attendance was very good in 2015, and that attendance awards were presented to employees who had perfect attendance (4 employees), as well as those who used ½ day (1) of sick leave and those who missed 1 day (3). Mr. Trigg said the district is short one residential appraiser at this time and is currently looking for someone to fill that position.
- B. Property Value Study – Deputy Chief Appraiser Lisa Stephens-Musick gave board members an overview of the results of the Comptroller's Property Value Study for 2015, explaining that the district succeeded in obtaining a .99 ratio, which is very good. She said the PVS is conducted every other year, while the Methods and Assistance Program (MAP) study is conducted in the alternate years. She said the PVS studies appraisal values and ratios, while the MAP studies methods and procedures,
- C. Reappraisal Plan – Director of Appraisal Dan Conatser gave board members information on where the district is in the reappraisal plan at this time. He explained that the district is on target to complete the 2016 reappraisal timely and explained some of the methodology involved in various categories of appraisal. Mr. Trigg gave preliminary information on mineral values for 2016, which will be considerably lower than 2015 values.

- D. Concealed and Open Carry Gun Laws – Mr. Trigg told board members that he will put this on the agenda for the April board meeting and ask board members to determine the district's policy on this issue. Mr. Trigg advised the board of directors on the choices available as it pertains to the right to carry or restrict a concealed or open carry handgun within the appraisal district office.
- E. Appraisal Review Board (ARB) Appointments – Mr. Trigg provided board members with a list of the 2016 Appraisal Review Board (ARB) appointed by Administrative District Judge Barney Fudge.

Discussion & Appointment of Appraisal Review Board (ARB) Officers

Mr. Watts offered a motion to appoint Austin Cooper as Chair of the 2016 ARB. Mr. Haney seconded the motion, which passed 8-0. Mr. Watts offered a motion to appoint Mac Reid as Secretary of the 2016 ARB. Mr. Haney seconded the motion, which passed 8-0.

Discussion & Approval of Ag Advisory Board

Mr. Haney offered a motion to approve appointment of the Ag Advisory Board to include a two-year term for Kevin Roberts, as selected by Chief Appraiser Trigg. Sandy Lalk and Keith Meadows continue to serve on this board, as they were appointed last year to two-year terms. Mr. Watts seconded the motion, which passed 8-0.

Discussion & Approval of Investment Policy

Mr. Haney offered approval of a motion to approve the 2016 Investment Policy, with the only change from 2015 being the reduction from 10 hours to 5 hours of continuing education being required every two years by the chief appraiser. Mr. Watts seconded the motion, which passed 8-0.

Taxpayer Liaison Report

The taxpayer liaison officer asked Lisa Stephens-Musick to report on one complaint that came from the district's website. She explained that it was made by a property owner who thought they were using the tax office website and wanted to pay their taxes. She directed them to the tax office website and the matter is resolved.

Public Comment

There were no comments from the public.

Financial Reports

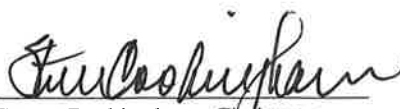
Mr. Haney offered a motion to approve the financial reports of December 2015 and January 2016. Mr. Schlegel seconded the motion, which passed 8-0.

Adjournment

Mr. Cookingham announced that the next Board meeting would be Tuesday, April 12, 2016. He adjourned the meeting at 12:23 p.m.



Jeff Watts, Secretary



Steve Cookingham, Chairman