

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

February 13, 2018

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, Kerry Maroney, Steve Fairchild, Terry Walker and Tommy Smyth. Also present were Lisa Stephens-Musick, Chief Appraiser, Dan Conatser, Director of Appraisal, Monty Toliver, Residential Supervisor, Dent Keltner, Sr. Commercial Appraiser and Dina Norcross, Administrative Assistant. Board members David Ramsey, Max Schlegel and Jeff Watts were absent.

Call to Order

The meeting was called to order at 11:04 a.m. and it was established that a quorum was present. Mr. Cookingham gave the invocation. New board member Kerry Maroney and returning members Steve Cookingham and Glenn Barham were sworn in prior to the meeting.

Election of Officers

Mr. Avey offered a motion to reappoint Mr. Cookingham as Board Chair, Max Schlegel as Vice Chair, and Mr. Watts as Secretary. Mr. Fairchild seconded the motion, which passed 6-0. The 2018 officers are:

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

Public Comment

There were no comments from the public.

Adoption of Minutes

Mr. Fairchild offered a motion to approve the minutes of the December 2017 board meeting as presented. Mr. Avey seconded the motion, which passed 6-0.

Chief Appraiser's Report

- A. Personnel - Lisa reported that all staff members had performance reviews in January conducted by their supervisors and felt the evaluations were informative and effective. The district hired two new appraisers that will begin working in March. Westley Garcia will work as a residential appraiser and Leslie Dunn will work as a business personal property appraiser. She feels they both will be great additions to our staff.
- B. 2018 Reappraisal Plan - Monty Toliver, Dent Keltner and Dan Conatser reported on the progress of the reappraisal activity for the departments of the district. Each discussed how the change of deadlines as directed by recent legislation has been incorporated into the work calendar and all explained how the deadlines will be met.
- C. Ag Advisory Board Meeting - On January 18th the Ag Advisory Board met, Mr. Toliver expressed his appreciation for knowledge of the three-member board. The board's input on expenses related to agricultural land management, in addition to the surveys the district mails to property owners, is invaluable in establishing schedules for the appraisal of agricultural land.

- D. 2017 Property Value Study Results - On January 31st the district received the results of the Property Value Study; all school districts values were within the confidence interval. The CAD Summary Worksheet was reviewed which indicates the overall Median Level of Appraisal within the district to be 1.00. The results of each school district were also reviewed.
- E. Methods and Assistance Program Review - The district's 2018 MAP review was conducted the week of February 5th. The MAP Review Exit Form was presented to the board with no recommendations and one pending item relating to late allocations from taxing units.

Discussion & Appointment of Appraisal Review Board (ARB) Officers

Mr. Maroney offered a motion to appoint Ross Brotherton as Chairman and Ben Bell as Secretary of the ARB. Mr. Barham seconded the motion, which passed 6-0.

Discussion & Approval of Ag Advisory Board

Mr. Barham offered a motion to reappointment Kevin Roberts to the Ag Advisory Board for another two-year term. Sandy Lalk and Keith Meadows will continue to serve on this board, they were reappointed in 2017 to serve two-year terms. Mr. Fairchild seconded the motion, which passed 6-0.

Discussion & Appointment of Amending the Board of Directors Manual

Mr. Barham offered a motion, to amend the Board of Directors Manual under Authority and Functions Section C to add: Each taxing unit participating in the district is allocated a portion of the amount of the budget equal to the proportion that the total dollar amount of property taxes imposed in the district by the unit for the tax year in which the budget proposal is prepared bears to the sum of the total dollar amount of property taxes imposed in the district by each participating unit for that year. Each taxing unit shall pay its allocation in four equal payments to be made at the end of each calendar quarter, and the first payment shall be made before January 1 of the year in which the budget takes effect. A payment is delinquent if not paid on the date it is due. For good cause shown, the board of directors may waive the penalty and interest on a delinquent payment. The board recognizes circumstances occur that may cause a taxing unit to make payment after the date the payment is due. Therefore, the chief appraiser with the approval of the board chairman shall contact the unit to secure the payment without imposing a penalty within a reasonable time after the due date. Mr. Maroney seconded the motion, which passed 6-0.

Discussion & Approval of Investment Policy

The 2018 Investment Policy for the district was presented to the board; no changes were made to the policy from the prior year. Mr. Barham offered a motion to approve the 2018 Investment Policy, Mr. Fairchild seconded the motion, which passed 6-0.

Taxpayer Liaison Report

There was nothing to report.

Financial Reports

Mr. Fairchild offered a motion to approve the financial reports of December 2017 and January 2018. Mr. Avey seconded the motion, which passed 6-0.

Adjournment

Mr. Cookingham announced that the next Board meeting would be Tuesday April 10, 2018. He adjourned the meeting at 12:23 p.m.


Jeff Watts, Secretary


Steve Cookingham, Chairman