

WICHITA APPRAISAL DISTRICT

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BOARD OF DIRECTORS MEETING

April 11, 2017

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 Mike Avey, Steve Cookingham, Terry Walker, Glenn Barham, Kenny Haney, Jeff Watts and David Ramsey. Also present were Edward Trigg, Chief Appraiser; Lisa Stephens-Musick, Chief Appraiser Designee; Dina Norcross, Administrative Assistant and Sherrin Simpson, Administrative Assistant. Board members Tommy Smyth, Max Schlegel and Steve Fairchild were absent.

Call to Order

The meeting was called to order at 11:07 a.m. and it was established that a quorum was present. Mr. Cookingham asked Mr. Watts to offer the invocation. Since Mr. Ramsey arrived late, several motions reflect only six votes.

Adoption of Minutes

Mr. Haney offered a motion to approve the minutes of the February 2017 board meeting as presented. Mr. Walker seconded the motion, which passed 6-0.

Discussion & Approval of 2016 Financial Audit

Paul Fleming of Edgin, Parkman, Fleming & Fleming presented the completed audit of the District's 2016 financial records. He said it was a clean audit with no anomalies in the records and District personnel provided all requested work papers for review. Mr. Haney made a motion to approve the audit as presented. Mr. Barham seconded the motion, which passed 6-0.

Chief Appraiser's Report

- A. Appraisal Notice Dates – Mr. Trigg asked Lisa Stephens-Musick to provide a list of dates for mailing out appraisal notices, protest filing deadlines, ARB hearings, ARB approval of records and certification of the appraisal roll to jurisdictions.
- B. Real Estate Values – Mr. Trigg gave details of 2017 preliminary values for real estate, breaking down the increase for single family residential, commercial and land. He told board members the appraisers have seen a large increase in land value in some areas within the county.
- C. Duties & Responsibilities of Board of Directors – Mr. Trigg covered the primary duties of the Board of Directors, which includes establishing the appraisal office, hiring the Chief Appraiser, adopting an annual budget and developing a biennial reappraisal plan. He also spoke on their limited authority.

Discussion and Approval of Offsite Disaster Recovery Service

Mr. Trigg presented a proposal from Harris Govern to supply an Offsite Disaster Recovery Service. Paul Bata, IT Director discussed and answered questions about this and the current backup system. One advantage would be that it provides a four hour turn around to have the system up and running. Another advantage is that we could operate mobile in the event disaster struck our location. The cost of this service is \$5,000 annually. Mr. Watts made a motion to approve the proposal as presented. Mr. Haney seconded the motion, which passed 6-1. Mr. Avey opposed the motion.

Appointment of Taxpayer Liaison Officer

Dina Norcross was appointed Taxpayer Liaison Officer to replace Sherrin Simpson on a motion from Mr. Watts. Mr. Haney seconded the motion, which passed 7-0. The appointment is effective May 1, 2017.

Appointment of Budget Committee for 2018 Budget

Mr. Cookingham appointed the following board members to serve on the 2018 Budget Committee with him: Mike Avey, Ken Haney, Glenn Barham, and Jeff Watts.

Appointment of Public Power Pool Representative

Mr. Barham offered the motion to appoint Lisa Stephens-Musick as the district's representative for Public Power Pool (P3). P3 is an energy co-op that provides the district's electric service. Mr. Haney seconded the motion, which passed 7-0. She will be replacing Mr. Trigg in this role.

Closed Meeting - Executive Session – Personnel Issues

Mr. Cookingham made a motion at 12:08 p.m. to enter into executive session pursuant to Texas Government Code Section 551.074 regarding personnel matters. Mr. Haney seconded the motion, which passed 7-0. The public meeting was suspended at that time, while the Board entered into an executive session.

Meeting Reopened

Mr. Cookingham reopened the meeting at 12:25 p.m. No action was taken on the closed session matters.

Taxpayer Liaison Report

The taxpayer liaison officer had nothing to report.

Public Comment

There were no comments from the public.

Financial Reports

Mr. Watts offered a motion to approve the financial reports of February and March 2017. Mr. Haney seconded the motion, which passed 7-0.

Adjournment

Mr. Cookingham announced that the next Board meeting would be Tuesday, June 13, 2017. He adjourned the meeting at 12:35 p.m.



Jeff Watts, Secretary



Steve Cookingham, Chairman