

# WICHITA APPRAISAL DISTRICT

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## BOARD OF DIRECTORS MEETING

April 14, 2015

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, Dorothy Roberts-Burns, Kenny Haney, Max Schlegel, Steve Fairchild, Jeff Watts and David Ramsey. Also present were Edward Trigg, Chief Appraiser; Lisa Stephens-Musick, Deputy Chief Appraiser; Dan Conatser, Director of Appraisal; Monty Toliver, Residential Supervisor; Brian Peterson, Commercial Appraiser; Denton Keltner Commercial & Land Appraiser and Sherrin Simpson, Administrative Assistant. Board member Tommy Smyth was absent.

### Call to Order

The meeting was called to order at 11:05 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 eight votes.

### Adoption of Minutes

Mr. Watts offered a motion to approve the minutes of the February 2015 board meeting as presented. Ms. Roberts-Burns seconded the motion, which passed 8-0.

### Discussion & Approval of 2014 Financial Audit

Paul Fleming of Edgin, Parkman, Fleming & Fleming presented the completed audit of the District's 2014 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. Trigg asked if funds in the assigned and unassigned fund categories could be moved from one fund to another if needed, with approval of the board. Mr. Fleming said he finds no restrictions against the board approving such changes. Mr. Haney made a motion to approve the audit as presented. Ms. Roberts-Burns seconded the motion, which passed 8-0.

### Discussion & Approval of Reserve Fund Plan

Mr. Trigg provided board members with a list titled "Fund Balance Reserve" that categorized the reserve funds as set out with a legal contingency of \$100,000, projected capital expenditures of \$280,580 and Unassigned Funds of \$176,766 for disaster purposes. The total fund balance effective December 31, 2014 is \$558,546. He also provided a list of projected expenditures through 2017 that would result in a fund balance of \$444,914. Mr. Watts offered a motion, with a second from Mr. Fairchild, to approve the Fund Balance Reserve categories as presented. The motion passed 8-0.

### Chief Appraiser's Report

- A. Reappraisal Status – Mr. Trigg asked several appraisers to outline the status of reappraisal in their individual departments. Residential Supervisor Monty Toliver began by telling board members that the residential department saw about 21 million dollars in new construction added to the tax roll in the past year. He said this includes not only new homes, but also additions to existing homes, pools, outbuilding, etc. Mr. Toliver explained how the residential department separates reappraisal of residential properties into market areas that include physical inspection of some properties, measurement of some properties using Pictometry, and using a model calibration computer analysis. Brian Peterson gave an overview of reappraisal of commercial properties and listed various sources of information for specific types of commercial property such as apartments, hotel/motel properties, multi-tenant retail property, etc. He explained that the information from outside sources is very important since sales price information on commercial property is very difficult to obtain. He said the district is also reviewing deeds of trust for sales information and sending letters to buyers and sellers asking if the information gleaned from those documents is correct. Denton Keltner gave information about reappraisal practices used with car washes, mini warehouses, and manufactured housing. He also gave an overview of reappraisal of land only accounts, which encompasses both commercial tracts and rural acreage. Mr. Keltner said the inventory of vacant lots for building residential properties is now very small.

Director of Appraisal Dan Conatser summarized activity in industrial property and the manufacturing industry in Wichita County, as well as the electric utilities. Board member Mike Avey commended the appraisal staff on their knowledge of both appraisal practices and of their specific areas, as well as their dedication to their work product.

- B. Appraisal Notice Dates – Mr. Trigg provided a list of target dates for sending out appraisal notices and said that the district will certify the tax roll on July 24, 2015.
- C. Legislation – Mr. Trigg said that, as a member of the Texas Association of Appraisal Districts (TAAD) legislative committee, he continues to track legislation being considered that impacts the work of appraisal districts. He gave a brief overview of some types of legislation being introduced.
- D. LexisNexis – Deputy Chief Appraiser Lisa Stephens-Musick gave a brief explanation of the district’s responsibilities in providing correct mailing addresses of all property within Wichita County, not only for district purposes, but also for all the taxing jurisdictions for use in mailing out tax statements. She said the district has recently purchased a license for one employee to use LexisNexis, an online source for finding up to date contact information. Ms. Stephens-Musick said it has already proved to be very helpful in locating some of the addresses we have listed as “Address Unknown”.
- E. Duties & Responsibilities of Board of Directors – Mr. Trigg suggested this item be postpone until another meeting because of time constraints.

**Appointment of Budget Committee for 2016 Budget**

Mr. Cookingham appointed the following board members to serve on the 2016 Budget Committee with him: Mike Avey, Steve Fairchild, Ken Haney, David Ramsey, and Jeff Watts.

**Closed Meeting - Executive Session – Personnel Issues**

Jeff Watts made a motion at 12:30 p.m. to enter into executive session pursuant to Texas Government Code Section 551.074 regarding personnel matters. Ms. Roberts-Burns seconded the motion, which passed 9-0. The public meeting was suspended at that time, while the Board entered into an executive session.

**Meeting Reopened**

Mr. Cookingham reopened the meeting at 1:02 p.m.

**Discussion & Approval of Amendments to Board of Directors Manual**

Mr. Haney offered a motion to approve amendments to the Board of Directors Manual, Section III, Authority & Functions, L Other statutory duties and Section IV, District Administration as presented. Mr. Avey seconded the motion, which passed 9-0.

**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 February and March 2015. Mr. Watts seconded the motion, which passed 8-0.

**Adjournment**

Mr. Cookingham announced that the next Board meeting would be Tuesday, June 2, 2015. He adjourned the meeting at 1:10 p.m.



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Jeff Watts, Secretary



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Steve Cookingham, Chairman

**WICHITA APPRAISAL DISTRICT  
BOARD OF DIRECTORS**

April 14, 2014  
Boardroom, 600 Scott Street, Third Floor  
Wichita Falls, Texas

**EXECUTIVE SESSION CERTIFIED AGENDA**

I. The Wichita Appraisal District Board of Directors convened into Executive Session in the office of the Wichita Appraisal District, 600 Scott Street, Wichita Falls, Texas in accordance with Texas Government Code Sec. 551.101 on April 14, 2015 at 12:30 p.m.

II. BOARD MEMBERS PRESENT:

<u>Steve Cookingham</u>	<u>Terry Walker</u>
<u>Mike Avey</u>	<u>Max Schlegel</u>
<u>Steve Fairchild</u>	_____
<u>Kenny Haney</u>	<b>OTHER INDIVIDUALS PRESENT:</b>
<u>David Ramsey</u>	<u>Edward Trigg</u>
<u>Jeff Watts</u>	_____
<u>Dorothy Roberts-Burns</u>	_____

III. The Board of Directors had discussion on the following matters:

- Personnel Matters (Sec.551.074)

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IV. The Board of Directors adjourned from Executive Session on April 14, 2015 at 1:02 p.m.

V. Certification

I, Steve Cookingham, do hereby certify this to be a true and correct agenda of the Executive Session held by the Board of Directors on the 14<sup>th</sup> day of April, 2015.

  
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Board Chair