

WICHITA APPRAISAL DISTRICT

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BOARD OF DIRECTORS MEETING

June 2, 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, Max Schlegel, Steve Cookingham, Steve Fairchild, Kenny Haney, Tommy Smyth, and David Ramsey. Also present were Edward Trigg, Chief Appraiser, Lisa Stephens-Musick, Deputy Chief Appraiser, Dan Conatser, Director of Appraisal, and Sherrin Simpson, Administrative Assistant. Board members Terry Walker, Jeff Watts, and Dorothy Roberts-Burns were 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. Ramsey to offer the invocation.

Adoption of Minutes

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

Chief Appraiser's Report

- A. Office Upgrades – Mr. Trigg told board members that the District has completed upgrading of the lighting in the office, with all areas now having more energy efficient ballasts and bulbs in the fixtures. He said new A/C registers were also installed to better funnel heating and air conditioning to all areas of the office space.
- B. 2015 Preliminary Values – Mr. Trigg provided board members with spreadsheets that showed the difference between the preliminary 2015 values effective 4/30/15 and 5/31/15, discussing some of the factors that change values prior to certification. He explained that the District provides updates on these numbers to the jurisdictions each month until the tax roll is certified in July. He asked Director of Appraisal Dan Conatser to explain some of the aspects of transitioning appraisal of utilities and transmission lines to Pritchard & Abbott. Dan also explained some of the factors involved in appraising the railroad lines that run through Wichita County.
- C. Protest Numbers – Ms. Stephens-Musick gave an overview of protest activity this year as compared with 2014. She said the numbers are very comparable to last year at this stage in the process. She reported that about 62,000 property owners have the ability to file protests online this year and more people have taken advantage of that opportunity, although the percentage of those who file electronically is still not very large.
- D. School Audits – Mr. Trigg gave a report on school audits prepared and filed by the District on behalf of the school districts in Wichita County, which allows schools to recoup funds lost due to exemptions, lawsuit settlements, etc. He provided a workup that shows over \$3.4 million has been returned to the jurisdictions over the past five years through these audits. Mr. Trigg told board members that the District does not charge a fee to provide this service to the school districts.

Closed Meeting - Executive Session – Personnel Issues

Mr. Cookingham closed the meeting at 11:45 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 and personnel issues.

Meeting Reopened

Mr. Cookingham reopened the meeting at 12:24 p.m.

Discussion & Approval of Chief Appraiser's 2016 Contract

Mr. Avey offered a motion to approve a contract with Mr. Trigg as Chief Appraiser to run January 1, 2016 through July 31, 2017. Mr. Fairchild seconded the motion, which passed 7-0.

Discussion & Approval of 2016 Budget Proposal

The Board reviewed the Budget Committee's 2016 budget proposal of \$1,627,475, which represents an increase of only 1.96% over the 2015 budget of \$1,596,260. Mr. Fairchild offered a motion to approve the proposal as presented. Mr. Haney seconded the motion, which passed 7-0.

Discussion & Approval of Change to Employee Vacation Allowance

Mr. Schlegel offered a motion, with a second from Mr. Fairchild, to approve a change to the Personnel Manual to add additional vacation days for employees as follows:
Year 1-2: 12 days; Year 3: 13 days; Year 4: 14 days; Year 5-10: 15 days; Year 11 & greater: 20 days
The motion passed 7-0.

Taxpayer Liaison Report

The taxpayer liaison officer had nothing to report.

Public Comment

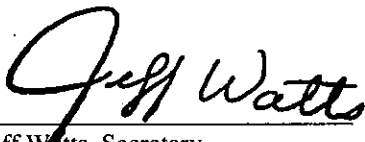
There were no comments from the public.

Financial Reports

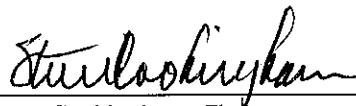
Mr. Ramsey offered a motion to approve the financial reports of April and May. Mr. Avey seconded the motion, which passed 7-0.

Adjournment

Mr. Cookingham announced that the next Board meeting will be Tuesday, August 11, 2015. He adjourned the meeting at 12:36 p.m.



Jeff Watts, Secretary



Steve Cookingham, Chairman

WICHITA APPRAISAL DISTRICT BOARD OF DIRECTORS

June 02, 2015
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 June 2, 2015 at 11:45 a.m.

II. BOARD MEMBERS PRESENT:

<u>Steve Cookingham</u>	<u>Max Schlegel</u>
<u>Mike Avey</u>	<u>Tommy Smyth</u>
<u>Steve Fairchild</u>	_____
<u>Kenny Haney</u>	OTHER INDIVIDUALS PRESENT:
<u>David Ramsey</u>	<u>Edward Trigg, Chief Appraiser</u>

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

- Personnel Matters (Sec.551.074)

Matters discussed included Chief Appraiser's contract, Chief Appraiser's salary and Vacation Benefits for employees.

IV. The Board of Directors adjourned from Executive Session on June 2, 2015 at 12:24 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 2nd day of June, 2015.


Board Chair