

WICHITA APPRAISAL DISTRICT

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BOARD OF DIRECTORS MEETING

June 12, 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 Fairchild, Max Schlegel, Steve Cookingham, Terry Walker, Glenn Barham, Kerry Maroney and Jeff Taylor. Also present were Lisa Stephens-Musick, Chief Appraiser and Dina Norcross, Administrative Assistant. Board members Jeff Watts, Mike Avey and Tommy Smyth were absent. Jeff Taylor, recently appointed by the city of Wichita Falls, was sworn into office prior to the meeting.

Call to Order

The meeting was called to order at 11:03 a.m. and it was established that a quorum was present. Mr. Cookingham offered the invocation.

Adoption of Minutes

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

Chief Appraiser's Report

- A. Personnel – The board recognized Sallie Sanders thanking her for 30 years of service and wished her well on her upcoming retirement. The board was advised that Clay Cowan had passed the test to achieve his Registered Professional Appraiser (RPA) designation in April. The Wichita County Sherriff's Office recently conducted an Active Shooter Training course with all district staff members
- B. 2018 Protest – Ms. Stephens-Musick gave an overview of the 2018 protest activity as compared with 2017. She said the protests had increased about 200 from last year at this stage in the process. She reported that the first ARB hearings were held May 30th and the last hearings will be on July 10th.
- C. Preliminary Values – Board members were provided information on the 2018 preliminary values. A spreadsheet indicating the April 30th estimated values, last year's certified values and the values as of June 8, 2018 was provided to the board. The district is legally required to provide an estimate to the jurisdictions by April 30th each year for budgeting purposes; many properties' values have not been established at that time due to extended deadlines, late filed exemptions and protests that have been or will be filed. The jurisdictions will receive value updates each week until the appraisal roll is certified in July.
- D. Homestead Audit – An update on the results of the homestead audit were provided indicating that approximately \$122,751 in potential collections have been provided to the tax collectors due to erroneous exemptions discovered. Penalty and interest will be additional funds that should be collected. The audit is in the final stages with seven accounts pending due to notification requirements. At that time the district will pay the final installment from the district's reserve fund to Perdue, Brandon, Fielder, Collins & Mott LLC.

Discussion & Appropriate Action- Telephone System

Discussion was held regarding the purchase of a phone system for the district. Ms. Stephens-Musick indicated that the hosted service (cloud based) would, after 2 years, cost the district an additional \$5,515 each year and felt that the on-premise option was better for the district's needs and costs. Mr. Schlegel offered a motion to approve the purchase of a new phone system from Web Fire in the amount of \$19,179.25. Steve Fairchild seconded, which passed 7-0.

Discussion & Appropriate Action- 2019-2020 Mineral Contract

Ms. Stephens-Musick offered that the contract presented is the same as the previous contract except for an increase in cost of \$3,000. Pritchard & Abbott did not request an increase in the 2017-2018 contract. Mr. Walker offered a motion to renew the contract as presented with Pritchard & Abbott for 2019-2020. Mr. Barham seconded the motion, which passed 7-0.

Closed Meeting - Executive Session – Personnel Issues

Mr. Cookingham closed the meeting at 12:09 pm. The board entered into an executive session pursuant to Texas Government Code Section 551.074 regarding personnel matters to discuss the Chief Appraiser's annual evaluation, contract and compensation.

Return to Open Session

Mr. Cookingham reopened the meeting at 12:35 p.m.

Discussion & Appropriate Action- Chief Appraiser's Annual Evaluation, Contract and Compensation

Mr. Barham offered a motion to approve a contract with Lisa Stephens-Musick as chief appraiser from January 1, 2019 through December 31, 2020. Mr. Maroney seconded the motion, which passed 7-0.

Discussion & Appropriate Action- 2019 Budget Proposal

The Board reviewed the Budget Committee's 2019 budget proposal of \$1,718,456 which represents a 2.12% increase of \$35,749 over the 2018 budget of \$1,682,707. Mr. Barham offered a motion to approve the budget proposal. Mr. Fairchild seconded the motion, which passed 7-0.

Financial Reports

Mr. Schlegel offered a motion to approve the financial reports of April and May, with a correction noted by Mr. Taylor. Mr. Fairchild seconded the motion, which passed 7-0.

Taxpayer Liaison Report

The taxpayer liaison officer had nothing to report.

Public Comment

There were no comments from the public.

Adjournment

Mr. Cookingham announced that the next Board meeting will be Tuesday, August 14, 2018. He adjourned the meeting at 12:52 p.m.

Jeff Watts, Secretary



Steve Cookingham, Chairman

