

WICHITA APPRAISAL DISTRICT

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BOARD OF DIRECTORS MEETING

June 14, 2016

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

Call to Order

The meeting was called to order at 11:20 a.m. and it was established that a quorum was present. Mr. Cookingham asked Mr. Watts to offer the invocation.

Adoption of Minutes

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

Chief Appraiser's Report

- A. Protests – A work-up was provided showing the number of protests handled by the District in 2014 and 2015, as well as how many were filed by June 3, 2016. The work-up showed that there have been approximately 400 more protests filed this year than last, with 2,335 filed through June 3rd. Mr. Trigg asked board members to notice how many protests were filed on or near the filing deadline. He reminded board members that the District has to certify the tax roll to the taxing jurisdictions by July 25th each year.
- B. 2016 Preliminary Values – Mr. Trigg provided board members with spreadsheets that showed the difference between the preliminary 2016 values effective 4/29/16 and last year's certified values. He explained that there are always factors that change some values from the preliminary state to certification and said the District provides updates on these numbers to the jurisdictions each month until the tax roll is certified in July. He indicated that he expects the final values to be generally flat; however, jurisdictions with numerous mineral accounts will see lower values because of the significant drop in oil prices from last year.
- C. MAP Review – Mr. Trigg told board members that the District was pleased to pass the MAP (Methods & Assistance Program) Review and explained some of the issues involved in this review conducted by the Comptroller's PTAD (Property Tax Assistance Division). Lisa Stephens-Musick listed some of the documentation reviewed and explained that most documentation was provided to the Comptroller's office in November or December; with a follow-up onsite review very recently.

Discussion & Approval of 2017 Budget Proposal

The Board reviewed the Budget Committee's 2017 budget proposal of \$1,651,555, which represents an increase of only 1.48% over the 2016 budget of \$1,627,475. Mr. Barham offered a motion to approve the proposal as presented. Mr. Haney seconded the motion, which passed 6-0. Final adoption of the budget will be voted on at the August board meeting.

Discussion & Approval of Chief Appraiser's 2017 Contract & Succession

Mr. Watts offered a motion to approve a contract with Mr. Trigg as Chief Appraiser to run January 1, 2017 through July 31, 2017. Mr. Haney seconded the motion, which passed 6-0.

Closed Meeting - Executive Session – Personnel Issues

Mr. Cookingham closed the meeting at 12:15 and the Board entered into an executive session pursuant to Texas Government Code Section 551.074 regarding personnel matters to discuss the Chief Appraiser's retirement and succession.

Meeting Reopened

Mr. Cookingham reopened the meeting at 12:30 p.m.

Discussion & Approval of Change to Board of Director's Manual/Hiring of Chief Appraiser

Mr. Watts offered a motion, with a second from Mr. Haney, to approve a change to the Board of Directors Manual under IV District Administration; Hiring the Chief Appraiser as shown by shading as follows:

- The Board will appoint a search committee consisting of the chair and at least three board members.
- The committee will develop a timetable to ~~accept resume(s), interview and~~ select a candidate.
- The committee will determine the interviewee(s) to interview based on ~~their~~ qualifications.

The motion passed 6-0.

Discussion & Appointment of Chief Appraiser's Search Committee

Mr. Cookingham made a motion to appoint Jeff Watts, Kenny Haney, Glenn Barham, Mike Avey, and David Ramsey to serve with him on the Chief Appraiser Search Committee. Mr. Watts offered a second to the motion, which passed 6-0.

Discussion & Approval of Addendum to 2015-2016 Pritchard & Abbott Mineral & Utilities Contract

Mr. Trigg explained that Pritchard & Abbott was asked to add the addendum as suggested by the Comptroller's office during the MAP Review and they willingly complied. Mr. Haney offered a motion to approve the addendum to the 2015-2016 Pritchard & Abbott Mineral & Utilities Contract as presented. Mr. Ramsey seconded the motion, which passed 6-0.

Discussion & Approval of Addendum to 2017-2018 Pritchard & Abbott Mineral & Utilities Contract

Mr. Trigg said this contract renewal with Pritchard & Abbott is the same as the prior contract, with addition of the aforementioned addendum and at the same cost as the 2016 contract. Mr. Barham offered a motion to approve the 2017-2018 Pritchard & Abbott Mineral & Utilities Contract as presented. Mr. Watts seconded the motion, which passed 6-0.

Discussion & Approval of Homestead Audit Contract with Perdue, Brandon, Fielder, Collins & Mott, LLC

Mr. Trigg explained that the law firm of Perdue, Brandon, Fielder, Collins & Mott LLP (PBFCM) made a proposal to provide a homestead audit service, similar to one brought at an earlier meeting from the law firm of Linebarger, Goggan, Blair & Sampson LLP (LGBS). However, he said this contract cost from PBFCM is only \$25,000 (as compared to \$170,000 from LGBS) since it would be the first such audit conducted by their firm. Mr. Haney offered a motion to approve the contract with PBFCM. Mr. Watts seconded the motion, which passed 6-0.

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 April and May. Mr. Ramsey seconded the motion, which passed 6-0.

Adjournment

Mr. Cookingham announced that the next Board meeting will be Tuesday, August 23, 2016. He adjourned the meeting at 12:46 p.m.



Jeff Waus, Secretary



Steve Cookingham, Chairman