

WICHITA APPRAISAL DISTRICT

Boardroom, 600 Scott Street, Third Floor
Wichita Falls, Texas 76307
940-322-2435

BOARD OF DIRECTORS MEETING

August 14, 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 Cookingham, Mike Avey, Glenn Barham, Terry Walker, Jeff Taylor and Kerry Maroney. Member Max Schlegel was present after June minutes were approved. Also present were Lisa Stephens-Musick, Chief Appraiser, Dent Keltner, Senior Commercial Appraiser, Monty Toliver, Residential Supervisor and Dina Norcross, Administrative Assistant. Board members Jeff Watts, Steve Fairchild and Tommy Smyth were absent.

Call to Order

The meeting was called to order at 11:02 a.m. and it was established that a quorum was present. Mr. Cookingham asked Mr. Barham to offer the invocation.

Adoption of Minutes

Mr. Avey offered a motion to approve the minutes of the June board meeting as presented. Mr. Maroney seconded the motion, which passed 6-0.

Chief Appraiser's Report

- A. Personnel – The board was introduced to the district's newest member of the support staff, Angela Campbell. The board was advised of the classes and training that the staff has completed or are scheduled to attend. Dan Conatser, Director of Appraisal will be teaching a USPAP workshop and Ethics Updates; Registered Certified Appraisers are required to take these courses every two years to maintain their license with TDLR.
- B. 2018 Certified Values – Mrs. Stephens-Musick provided board members with a summary of the 2018 certified values by jurisdiction that included a comparison with 2017 values. A report of the values by category of property and a detailed listing of exemption value lost was also provided. The certified values were somewhat higher than estimated to the jurisdictions in April for their budget purposes.
- C. 2018 ARB Hearings – The board was provided a work-up comparing the number of protests handled by the district for the past five years, with approximately 322 more protests filed in 2018 than 2017. The increase in protests was attributed to more protests filed by property management companies and tax agents. Many of these protests are withdrawn prior to a hearing which preserves their right to file for a Motion to Correct at a later date.
- D. 2019 Strategic Plan – A copy of the 2019 Strategic Plan was provided to the board. Strategic planning sessions were held on July 11th, 12th and 27th. The first half day session the entire staff met and identified strengths, weakness, successes as well as past and upcoming challenges. Each department met for an additional half day session to develop goals and action items for the coming appraisal year.

Public Hearing RE: 2019 Budget

Mr. Cookingham opened the public hearing at 11:50 a.m. to allow questions and comments regarding the proposed budget. With no members of the public in attendance, Mr. Cookingham closed the hearing at 11:51 a.m.

Discussion & Appropriate Action of 2019 Budget Proposal

After discussion was held regarding the 2019 proposed budget Mr. Walker offered a motion to adopt the 2019 budget as proposed at \$1,718,456 which represents an increase of 2.12% over the 2018 budget of \$1,682,707. Mr. Barham seconded the motion, which passed 7-0.

Public Hearing RE: 2019-2020 Reappraisal Plan

Mr. Cookingham opened the public hearing at 11:55 a.m. to allow questions and comments regarding the proposed 2019-2020 reappraisal plan. With no members of the public in attendance, Mr. Cookingham closed the hearing at 11:56 a.m.

Discussion & Approval of 2019-2020 Reappraisal Plan

Dent Keltner and Monty Toliver explained different aspects of the reappraisal plan, to include how appraisers typically work accounts and the cycle of appraisal. Mr. Avey offered a motion to approve the Reappraisal Plan for 2019-2020. Mr. Maroney seconded the motion, which passed 7-0.

Discussion & Approval of Auditor's Engagement Letter

Ms. Stephens-Musick provided the board a letter from Edgin, Parkman, Fleming & Fleming, LLC., that they would conduct the district 2018 financial audit for the same cost as they charged for the 2017 financial audit. Mr. Schlegel offered a motion, with a second from Mr. Avey, to approve acceptance of the engagement letter. The motion passed 7-0.

Financial Reports

Mr. Avey offered a motion to approve the financial reports of June and July 2018. Mr. Barham 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, October 9, 2018. He adjourned the meeting at 12:21 p.m.

Jeff Walker, Secretary



Steve Cookingham, Chairman

