

# WICHITA APPRAISAL DISTRICT BOARD OF DIRECTORS

August 23, 2016  
Boardroom, 600 Scott Street, Third Floor  
Wichita Falls, Texas

## BOARD OF DIRECTORS MEETING

August 23, 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, Steve Fairchild, Jeff Watts, Mike Avey, Max Schlegel, Kenny Haney, 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 Glenn Barham, Terry Walker and Tommy Smyth were absent.

### Call to Order

The meeting was called to order at 11:08 a.m. and it was established that a quorum was present. Mr. Cookingham asked Mr. Watts to offer the invocation.

### Adoption of Minutes

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

### Chief Appraiser's Report

- A. 2016 Certified Values – Mr. Trigg provided board members with a summary of 2016 certified values by jurisdiction, indicating how much each jurisdiction's value had increased or decreased from the 2015 certified value. He also provided a printout of the Wichita County values by category as well as the breakdown for the jurisdiction each board member represents.
- B. 2016 ARB Hearings Summary – Deputy Chief Appraiser Lisa Stephens-Musick provided a work-up showing a comparison of the number of protests handled by the District for the past three years, with approximately 600 more protests filed in 2016 than 2015.
- C. 2017 Strategic Plan – Mr. Trigg told board members that the Mission Statement for the 2017 Strategic Plan is: To provide uniform and equal market value appraised according to the statutes of the Texas Property Tax Code accompanied by excellent customer service and transparency. He said main goals include: 1) Obtain local value in the Property Value Study conducted by the Comptroller's Property Tax Assistance Division; 2) Quality training for new positions and new responsibilities; 3) Successful merge of Commercial and Business Personal Property appraisal

### Public Hearing RE: 2017 Budget

Mr. Cookingham opened the public hearing at 11:41 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 11:42 a.m.

### Discussion & Approval of 2017 Budget Proposal

Mr. Watts offered a motion to adopt the 2017 budget as proposed at \$1,651,555, which represents an increase of 1.48% over the 2016 budget of \$1,627,475. Mr. Ramsey seconded the motion, which passed 7-0.

### Public Hearing RE: 2017-2018 Reappraisal Plan

Mr. Cookingham opened the public hearing at 11:51 a.m. to allow questions and comments regarding the proposed 2017-2018 reappraisal plan. With no members of the public in attendance, Mr. Cookingham closed the hearing at 11:52 a.m.

**Discussion & Approval of 2017-2018 Reappraisal Plan**

Director of Appraisal Dan Conatser explained various aspects of the reappraisal plan, as well as how appraisers typically work accounts and the review of procedures. Mr. Fairchild offered a motion to approve the Reappraisal Plan for 2017-2018. Mr. Haney seconded the motion, which passed 7-0.

**Discussion & Selection of Computer Hardware Bid**

Information Technology Director Paul Bata explained that the District needs to replace the server hardware since the current equipment is no longer supported for updates and maintenance. He said the virtual servers will be easier to maintain than the physical servers presently being used. He indicated that servers are designed for approximately a 4-year life, but the District typically runs them for 7 years. It was his recommendation to accept the bid from Harris/Govern for \$37,772.73. Mr. Haney offered a motion to accept the bid from Harris/Government. Mr. Watts seconded the motion, which passed 7-0.

**Discussion & Approval of Auditor's Engagement Letter**

Mr. Schlegel offered a motion, with a second from Mr. Haney, to approve acceptance of the engagement letter with Edgin, Parkman, Fleming & Fleming, LLC to conduct the District's 2016 financial audit at the same cost as the 2015 audit. The motion passed 7-0.

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

Mr. Cookingham closed the meeting at 12:05 p.m. and the Board entered into an executive session pursuant to Texas Government Code Section 551.074 regarding personnel matters to interview Deputy Chief Appraiser Lisa Stephens-Musick and to discuss possible appointment of a Chief Appraiser Designee.

**Meeting Reopened**

Mr. Cookingham reopened the meeting at 12:18 p.m.

**Discussion & Appointment of Chief Appraiser Designee**

Mr. Watts offered a motion to appoint Lisa Stephens-Musick as Chief Appraiser Designee, as recommended by the Chief Appraiser Search Committee, to succeed Chief Appraiser Edward Trigg upon his retirement July 31, 2017. Mr. Fairchild seconded the motion, which passed 7-0.

**Taxpayer Liaison Report**

The taxpayer liaison officer had nothing to report.

**Public Comment**

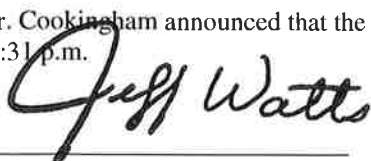
There were no comments from the public.

**Financial Reports**

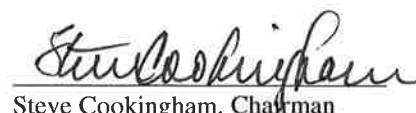
Mr. Haney offered a motion to approve the financial reports of June and July. Mr. Fairchild seconded the motion, which passed 7-0.

**Adjournment**

Mr. Cookingham announced that the next Board meeting will be Tuesday, October 11, 2016. He adjourned the meeting at 12:31 p.m.



Jeff Watts, Secretary



Steve Cookingham, Chairman