

WICHITA APPRIASAL DISTRICT

PO BOX 5172 600 Scott St Wichita Falls TX 76307

940-322-2435 940-322-8190 Fax

BOARD OF DIRECTORS MEETING

October 10, 2017

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, Steve Cookingham, David Ramsey, Steve Fairchild, Tommy Smyth, and Glenn Barham. Also present were Lisa Stephens-Musick, Chief Appraiser; and Dina Norcross, Administrative Assistant. Board members Max Schlegel, Jeff Watts, Terry Walker and Kenny Haney were absent.

Call to Order

The meeting was called to order at 11:25 a.m. and it was established that a quorum was present. Mr. Cookingham asked Mr. Ramsey to offer the invocation.

Adoption of Minutes

Mr. Fairchild offered a motion to approve the minutes of the August 8th board meeting as presented. Mr. Avey seconded the motion, which passed 5-0.

Chief Appraiser's Report

- A. 2017 Annual Report – The chief appraiser reviewed the highlights of the district's annual report with board members and advised that the 2016 and 2017 reports are posted on the district's website.
- B. Property Value Study - The board was informed that the business personal property information for the PVS had been submitted to the comptroller's reviewer in July and that the follow-up requests for data were completed in August. The comptroller's supervisor for the study has advised that the residential reviewer would be here in October and the commercial reviewer in mid-November. This time frame is later than in prior years and the district will have to be diligent in reviewing the clerical error report due to the timing.
- C. Methods and Assistance Program (MAP) –The board was advised that a draft of the review instrument for the 2018 MAP review had been received. Currently staff is collecting the requested documents to submit when requested by the comptroller's office; historically the deadline for submission has been in December.
- D. Litigation – A current list and status of the lawsuits and arbitrations filed was presented.
- E. Personnel/Training – Information on the district's education plan was discussed, to include the updated spreadsheet utilized to track appraisers' class schedules, continuing education and license renewal.
- F. Legislative Update- Recently passed legislation was discussed. Changes in deadlines for filing protests, renditions and ARB telephone hearings will have the greatest impact on the district's operation in the upcoming year.

Discussion & Approval of Resolution Regarding TCDRS Plan Provisions for 2018

Mr. Barham offered a motion to approve a resolution to adopt an elected rate of 7.9% for the district's contribution to the Texas County & District Retirement System (TCDRS) for 2018. Mr. Fairchild seconded the motion, which passed 5-0.

Discussion & Approval of Depository Contract

Mr. Avey offered a motion to renew the depository contract with First Bank for another two years, with a second from Mr. Barham. The motion passed 5-0.

Discussion & Approval of Disaster Plan

The district recommend amendments to the disaster plan to reflect changes in personnel as well as the addition of the disaster recovery service contracted through Harris Govern. Mr. Barham offered a motion to approve a resolution to adopt the submitted disaster plan. Mr. Fairchild seconded the motion, which passed 5-0.

Discussion & Approval of Personnel Manual

The district recommended amending the manual reflecting changes in positions within the district. Mr. Fairchild offered a motion to approve a resolution adopting the recommended amendment to the Personnel Manual. Mr. Barham seconded the motion, which passed 5-0.

Financial Reports

Mr. Avey made a motion to approve the financial reports for August and September, followed by a second from Mr. Ramsey. The motion passed 5-0.

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 would be Tuesday, December 12, 2017. He adjourned the meeting at 12:22 p.m.



Jeff Watts, Secretary



Steve Cookingham, Chairman