

WICHITA APPRAISAL DISTRICT BOARD OF DIRECTORS

Boardroom, 600 Scott Street, Third Floor
Wichita Falls, Texas

October 11, 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 Mike Avey, Steve Cookingham, Terry Walker, David Ramsey, Glenn Barham, Steve Fairchild, and Kenny Haney. Also present were Edward Trigg, Chief Appraiser; Lisa Stephens-Musick, Chief Appraiser Designee; and Sherrin Simpson, Administrative Assistant. Board members Max Schlegel, Jeff Watts and Tommy Smyth were absent.

Call to Order

The meeting was called to order at 11:06 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 August board meeting as presented. Mr. Haney seconded the motion, which passed 7-0.

Chief Appraiser's Report

Mr. Trigg told board members that letters are scheduled to go out to the jurisdictions regarding appointments/reappointments to the Board of Directors, with terms expiring December 31, 2016 for representatives from Burkburnett, Iowa Park, Wichita County and the member who is appointed alternately by City View ISD and Wichita County.

- A. 2016 Annual Report – Having provided board members with an abbreviated copy of the 2016 Annual Report, Mr. Trigg told them that the full report is posted on the district's website at www.wadtx.com. He explained that this year's report contains certified values for all jurisdictions whereas last year's report contained only Wichita County's certified values.
- B. MAP Review – Mr. Trigg asked Chief Appraiser Designee, Lisa Stephens-Musick, to review some aspects of the Comptroller's Property Tax Assistance Division (PTAD) Methods Assistance Program (MAP). She told the Board that the district was notified on September 12th that the district met all requirements for the MAP review, putting the district in the top 8% of appraisal districts with "No Recommendations" for improvement. She said district staff takes pride in such a high achievement.
- C. Lawsuit Update – Mr. Trigg provided board members with a list of the lawsuits filed against the district regarding the 2016 property values, and information regarding ongoing litigation. He said only 3 lawsuits have been filed this year, as well as two lawsuits that have been amended to include 2016 values and one Request for Arbitration. New lawsuits include: Admiral Linen, Cingular Wireless LLC and Courtyard by Marriott; and Chick-Fil-A filed for binding arbitration. Best Buy and Walgreens amended existing lawsuits to include the 2016 values. Mr. Trigg pointed out that the list also included information on settlement of a prior year lawsuit on Lowe's Home Centers, Inc. for 2014 and 2015 tax year values and an Order of Nonsuit filed by Winfield Solutions LLC on the disputed 2014 tax year.
- D. Personnel/Training – Ms. Stephens-Musick explained some of the changes in use of personnel and training. She said Business Personal Property and Commercial personnel are now working together more closely to appraise the total property when they make a visual inspection of a commercial property.

She listed a number of classes that have been, or are coming up for several employees, including the International Association of Assessing Officer (IAAO) annual conference that was attended by Monty Toliver and Denton Keltner. She also said long-time appraiser Steve Raines has been reclassified as Lead Appraiser and is working with new residential appraiser Tia Schaeffer and will also work with another new residential appraiser who is in the process of being hired at this time.

Mr. Trigg and Ms. Stephens-Musick explained some of the changes that are taking place with district payroll due, in part, to changes with labor laws and the Fair Labor Standards Act (FLSA) regarding overtime pay eligibility, recordkeeping, etc.

Discussion & Approval of Resolution Regarding TCDRS Rate for 2017

Mr. Avey offered a motion to approve a resolution to adopt an elected rate of 7.47% for the district's contribution to the Texas County & District Retirement System (TCDRS) for 2017. Mr. Trigg explained that, while this is the same rate as that paid in 2016, it continues to be higher than required rate. Mr. Ramsey seconded the motion, which passed 7-0.

Discussion & Approval of Resolution Regarding Health Insurance Stipend for 2017

Mr. Avey offered a motion to approve a resolution setting the district's contribution toward employee health insurance at \$600 per month. Mr. Trigg provided board members with a work-up of the rate history and explained that health insurance rates increased significantly for 2016, but the increase for 2017 is only 4%. Mr. Ramsey seconded the motion, which passed 7-0.

Discussion & Approval of Change to Personnel Manual

Mr. Trigg explained that a change needed to be made to the Personnel Manual to comply with FLSA and other requirements. Mr. Haney offered a motion to approve the changes as presented. Mr. Walker seconded the motion, which passed 7-0.

Financial Reports

Mr. Fairchild made a motion to approve the financial reports for August and September, followed by a second from Mr. Haney. The motion 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 would be Tuesday, December 13, 2016. He adjourned the meeting at 12:05 p.m.


Jeff Watts, Secretary


Steve Cookingham, Chairman