

# WICHITA APPRIASAL DISTRICT

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## BOARD OF DIRECTORS MEETING

October 13, 2015

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, Kenny Haney, Tommy Smyth, and Terry Walker. Also present were Edward Trigg, Chief Appraiser; Lisa Stephens-Musick, Deputy Chief Appraiser; and Sherrin Simpson, Administrative Assistant. Board members Max Schlegel and Dorothy Roberts-Burns were absent and Jeff Watts was delayed due to a conflicting meeting.

### Call to Order

The meeting was called to order at 11:05 a.m. and it was established that a quorum was present. Mr. Cookingham asked Mr. Trigg to offer 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 6-0.

### Chief Appraiser's Report

- A. 2015 Annual Report - Mr. Trigg reviewed the highlights of the district's annual report with board members and told them that the full report is posted on the district's website at [www.wadtx.com](http://www.wadtx.com).
- B. MAP Program – Ms. Stephens-Musick reviewed various aspects of the Comptroller's Property Tax Assistance Division (PTAD) Methods Assistance Program (MAP) that the district is preparing for at this time.
- C. Litigation – Mr. Trigg provided board members with a list of the lawsuits filed against the district. Pending lawsuits are: Lowe's-2014 and 2015; Best Buy-2015; Walgreens-2014 and 2015; and Winfield Solutions-2014. The list also included information regarding the 2011-2012 lawsuit settled in 2015 with MGP (Horizon Bay).
- D. Personnel/Training – Mr. Trigg provided board members with a list of training opportunities various personnel have recently attended. These include Uniform Standards of Appraisal Practices; New Rules and Laws; Ethics; Customer Service; Sales and Cost Approach to Value; and Commercial/Industrial Modeling Concepts. In addition, Dan Conatser, Director of Appraisal and Monty Toliver, Residential Supervisor are attending the Chief Appraiser Institute.

### Discussion & Approval of Resolution Regarding TCDRS Rate for 2016

David Ramsey 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 2016. Mr. Trigg explained that this is a reduction from the elected rate of 9.20% adopted for 2015 because the district is now fully funded, reducing the required rate. Mr. Haney seconded the motion, which passed 6-0.

### **Discussion & Adoption of 2016 Budget**

Mr. Ramsey offered a motion to approve the 2016 budget as presented. Mr. Haney seconded the motion. The board approved the 2016 budget as presented with a vote of 6-0.

### **Discussion & Approval of Health Insurance Stipend**

Mr. Haney offered a motion to approve a resolution setting the district's contribution toward employee health insurance at \$546 per month. Mr. Trigg explained that health insurance rates increased significantly for 2016, but that the stated amount will cover a couple of the plans offered to employees and that they can choose a richer plan if they wish to pay extra. Mr. Fairchild seconded the motion, which passed 6-0. All matters were discussed in open session and no closed executive session was called.

### **Discussion & Approval of Depository Contract**

The Board reviewed bids submitted to serve as the district's depository for 2016-2017. Mr. Fairchild offered a motion to accept the bid from First Bank, with a second from Mr. Ramsey. The motion passed 6-0.

### **Discussion & Approval of Disaster Plan**

Deputy Chief Appraiser Lisa Stephens-Musick explained changes that were being recommended to the district's disaster plan, saying most of them are being made to comply with the Methods & Assistance Program mentioned in the Chief Appraiser's report. Mr. Walker offered a motion to approve a resolution to adopt the submitted disaster plan. Mr. Ramsey seconded the motion, which passed 6-0.

### **Discussion & Approval of Change to Personnel Manual**

Mr. Trigg explained that a change needed to be made to the Personnel Manual to comply with legislative requirements regarding the Right to Express Breast Milk in the Workplace. Mr. Avey offered a motion to approve a resolution adopting the recommended amendment to the Personnel Manual. Mr. Haney seconded the motion, which passed 6-0.

### **Financial Reports**

Mr. Haney made a motion to approve the financial reports for August and September, followed by a second from Mr. Fairchild. The motion passed 6-0.

### **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 8, 2015. He adjourned the meeting at 12:17 p.m.

  
Jeff Watts, Secretary

  
Steve Cookingham, Chairman