

WICHITA APPRIASAL DISTRICT

PO BOX 5172 600 Scott St Wichita Falls TX 76307
940-322-2435 940-322-8190 Fax

BOARD OF DIRECTORS MEETING

December 8, 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, Steve Fairchild, Kenny Haney, Max Schlegel, Terry Walker, and Tommy Smyth. 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 David Ramsey, Jeff Watts, and Dorothy Roberts-Burns were absent.

Call to Order

The meeting was called to order at 11:07 a.m. and it was established that a quorum was present. Mr. Cookingham asked Mr. Trigg to offer the invocation.

Adoption of Minutes

Mr. Haney offered a motion to approve the minutes of the October board meeting as presented. Mr. Fairchild seconded the motion, which passed 6-0.

Chief Appraiser's Report

- A. Personnel Report - Mr. Trigg gave a brief report on the district staff and said he feels the district is well prepared for the 2016 appraisal cycle.
- B. 2016 Board Appointments – Mr. Trigg told board members that the 2016 Board of Directors will have one new member, Mayor Glenn Barham. Mayor Barham will replace Dorothy Roberts-Burns whose term expires 12/31/15.
- C. 2016 ARB – Mr. Trigg reminded board members that the Administrative District Judge will make appointments and reappointments to the 2016 Appraisal Review Board (ARB) as per dictates of the Property Tax Code.
- D. TAAD Annual Conference – Mr. Trigg told board members that the annual conference of Texas Association of Appraisal Districts (TAAD) will be held in February and he would welcome some of the board members to attend with staff members. Mr. Cookingham said the TAAD conference is always very informative.
- E. Business Personal Property Appraisal Methodology – Director of Appraisal, Dan Conatser, reviewed several aspects of appraisal methodology used in the appraisal of business personal property and explained various ways to determine value of this type of taxable property.

Discussion & Approval of Purchase of New Copier

Mr. Trigg explained that the maintenance contract on the district's present copier expires 12/31/15 and Xerox will not renew the maintenance contract. He provided copies of 3 bids on replacement of the district's copy machine, explaining that each bidder was providing a very similar machine with fax, copy and scan functionality. The bids were very close in cost and Mr. Trigg recommended purchase of the Canon copier, which is a little faster machine than the others. Mr. Haney offered a motion, seconded by Mr. Fairchild, to use anticipated surplus funds to make this purchase as recommended. The motion passed 6-0.

Discussion & Action of 2015 Budget & Surplus Designations

Mr. Trigg provided a workup estimating a surplus from the 2015 budget of approximately \$60,000. After discussion, Mr. Avey offered a motion, with a second from Mr. Haney, to obligate the surplus in the following manner: add \$20,000 to the district's legal contingency; add \$10,000 for hardware/software replacement; and remaining surplus to be set aside for personnel expenses regarding benefits/health insurance. The motion passed with a vote of 6-0.

Discussion & Approval of Holidays

Mr. Fairchild offered a motion to approve a list of 2016 holidays for district employees, which represents the same holidays as those observed in 2015. Mr. Haney seconded the motion, which passed 6-0.

Financial Reports

Mr. Schlegel made a motion to approve the financial reports for October and November, followed by a second from Mr. Avey. 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, February 9, 2016. He adjourned the meeting at 12:15 p.m.


Jeff Watts, Secretary


Steve Cookingham, Chairman