

WICHITA APPRIASAL DISTRICT

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BOARD OF DIRECTORS MEETING

December 13, 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, Glenn Barham, Steve Cookingham, Terry Walker, Steve Fairchild, Kenny Haney, Jeff Watts, Max Schlegel and David Ramsey. Also present were Edward Trigg, Chief Appraiser; Lisa Stephens-Musick, Chief Appraiser Designee; and Sherrin Simpson, Administrative Assistant. Board member Tommy Smyth was absent.

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. Ramsey to offer the invocation.

Adoption of Minutes

Mr. Watts offered a motion to approve the minutes of the October board meeting as presented. Mr. Fairchild seconded the motion, which passed 9-0.

Discussion & Action of 2016 Fund Balance & Surplus Designations

Mr. Trigg provided board members with a projection of possible funds remaining after the fiscal 2016 year end, saying he expects a surplus of approximately \$27,000. After board discussion, Mr. Barham offered a motion to provide each employee with \$250, less federal withholding, Medicare and retirement as a token of appreciation for their contribution to the district during 2016, for a total of \$4,750. Mr. Ramsey offered a second to the motion, which passed 9-0. Mr. Haney offered a motion to apply \$10,000 of the surplus toward the district's unfunded liability with the retirement plan administered by Texas County & District Retirement Systems and that any remaining surplus should be applied to the Unassigned Funds category. Mr. Watts seconded the motion which passed 9-0.

Chief Appraiser's Report

- A. Board of Directors for 2017 - Mr. Trigg provided board members with a list of 2017 board members, which remains the same as 2016. Reappointed board members include: Mike Avey, appointed by Burkburnett; Jeff Watts and Terry Walker, appointed by Wichita County; and Steve Fairchild, appointed by Iowa Park. Returning board members include: Glenn Barham, David Ramsey, Steve Cookingham, Kenny Haney and Max Schlegel. Tommy Smyth, Wichita County Assessor/Collector continues to serve as Ex Officio member of the board.
- B. Appraisal Review Board of Wichita County – Mr. Trigg told board members that Ross Brotherton will serve as the only new member on the 2017 Appraisal Review Board of Wichita County (ARB). He reminded them that ARB appointments are made by the local administrative district judge, which is Judge Bob Brotherton. He said the judge reappointed ARB members Chad Witherspoon, Ben Bell, Greg Sweatt and Jim Williamson to serve two-year terms as well. Returning ARB members include Austin Cooper, Mac Reid, Randy Catlin, Kreg Keese, Donald Daugherty and Lynn Landrum.

- C. Property Tax Bills – Mr. Trigg told board members that, with this being a legislative year, many bills have already been filed prior to the beginning of the legislative session. He reviewed some of the bills being proposed that could affect appraisal district operations and property tax laws.
- D. Homestead Audit Project – Mr. Trigg asked Chief Appraiser Designee, Lisa Stephens-Musick to report on the state of the Homestead Audit project. She told board members that she recently met in Austin with representatives from the law firm selected to conduct the audit, being Perdue, Brandon, Fielder, Collins & Mott. She explained that the representatives include Jean Marie Baer, a local attorney and partner in the law firm. Ms. Stephens-Musick indicated satisfaction that they have started working live on the project and that they have hired two experienced technicians to work on the project. She says the district is looking forward to cleaning up some of the homestead records that may have been applied incorrectly, or not removed timely.
- E. TAAD Annual Conference – Mr. Trigg told board members that the annual conference of Texas Association of Appraisal Districts (TAAD) will be held February 19-22, 2017 in Houston and that he would welcome some of the board members to attend with staff members. Mr. Cookingham said the TAAD conference is always very informative.
- F. Recognition of Employees – Mr. Trigg brought all employees of the district before the board, by department. He introduced each employee and told how long they have worked for the district and how each one contributes to making the district a success.

Discussion & Approval of Disaster Plan

Mr. Trigg provided board members with a copy of the district's 2017 Disaster Plan with changes from the 2016 Plan highlighted. He explained that the changes were primarily made to reflect different job titles from those used previously. Mr. Haney offered a motion to approve the proposed changes, with a second from Mr. Fairchild. The motion passed 9-0.

Discussion & Approval of Holidays

Mr. Haney offered a motion to approve a list of 2017 holidays for district employees, which represents the same holidays as those observed in 2016. Mr. Watts seconded the motion, which passed 9-0.

Financial Reports

Mr. Fairchild made a motion to approve the financial reports for October and November, followed by a second from Mr. Walker. The motion passed 9-0.

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 14, 2017. Mr. Ramsey commended Mr. Cookingham on doing a good job as Chair. Mr. Cookingham adjourned the meeting at 12:29 p.m.



Jeff Watts, Secretary



Steve Cookingham, Chairman