

WICHITA APPRAISAL DISTRICT

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BOARD OF DIRECTORS MEETING

February 11, 2020

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 Steve Cookingham, Kerry Maroney, Jeff Taylor, Jeff Kindt, Austin Cooper and Tommy Smyth. Board member Max Schlegel arrived after the approval of December's minutes. Also present were Lisa Stephens-Musick, Chief Appraiser, Monty Toliver, Director of Residential Appraisal, Dent Keltner, Director of Operations, Brian Peterson, Senior Commercial Appraiser and Denise Skinner, Administrative Assistant. Board members Steve Fairchild, Glenn Barham and Jeff Watts were absent.

Call to Order

The meeting was called to order at 11:02 a.m. It was established that a quorum was present. Mr. Cookingham gave the invocation.

Adoption of Minutes

Mr. Maroney offered a motion to approve the minutes of the December 2019 board meeting as presented. Mr. Taylor seconded the motion, which passed 5-0.

Chief Appraiser's Report

- A. Personnel – Ms. Stephens-Musick reported that all personnel received performance reviews in January conducted by their supervisors; Dent Keltner and Monty Toliver received new titles, Director of Operations and Director of Residential Appraisal, respectively. The district is currently interviewing for a residential appraiser due to a recent resignation. Regarding education, all district staff members are required to take a course on Cybersecurity, the district recently held a training workshop for business personal property renditions and the class was full within three days of advertising, and the district is hosting an Ethics course in February.
- B. 2020 Reappraisal Plan Status - Dent Keltner, Monty Toliver and Brian Peterson reported on the progress of the reappraisal activity for the district. Mr. Keltner advised that the business personal property rendition deadline is once again April 15th due to legislative changes, however the deadline for protesting remains May 15th; real estate notices will be mailed on April 10th to allow for the protest deadline. The change in the deadline will cause an overlap of activity for the support staff during this time. Mr. Toliver reported that the residential staff had completed all of the inspections and were currently analyzing neighborhoods to determine market values. Mr. Peterson advised that the combining of the commercial and business personal property departments has involved training in the commercial processes, but that they were on schedule to meet the valuation deadline.
- C. 2020 Methods and Assistance Review – Ms. Stephens-Musick explained to the board that the MAP review is conducted in even numbered years, with the Comptroller's Property Value Study (PVS) conducted in the odd numbered years. The board was informed that the comptroller's MAP reviewer is currently in house conducting the district's review. It was explained to the board that the district will receive recommendations on any areas of deficit at the end of the week.
- D. 2019 Property Value Study Results – The Comptroller's office released the PVS report after some issues with their software conversion. Ms. Stephens-Musick explained to the board the importance of the property value study for school funding as it relates to the accuracy and uniformity of the values produced by the appraisal district. The board was provided a copy of the results indicating the appraisal district had passed the study for each school district.

- E. Agricultural Advisory Board Meeting – Monty Toliver advised that the Agricultural Advisory board met on January 23, 2020. He discussed the board's purpose which is to advise the appraisal district on areas related to agricultural use within Wichita County based on their experience.

Discussion & Approval of Agricultural Advisory Board

The board was provided names proposed for the 2020 Agricultural Advisory Board; Keith Meadows, Sandy Lalk and Keith Easter. Mr. Maroney offered a motion to approve these members. Mr. Schlegel seconded the motion, which passed 6-0.

Discussion & Approval of Investment Policy

The 2020 Investment Policy for the district was presented to the board; no changes were made to the policy from the prior year. Mr. Schlegel offered a motion to approve the 2020 Investment Policy. Mr. Taylor seconded the motion, which passed 6-0.

Financial Reports

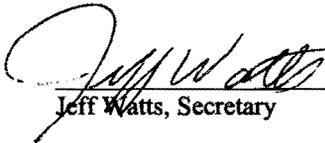
Mr. Taylor offered a motion to approve the financial reports of December 2019 and January 2020. Mr. Cooper seconded the motion, which passed 6-0.

Taxpayer Liaison Report

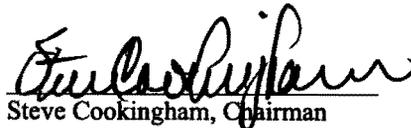
There was nothing to report.

Adjournment

Mr. Cookingham announced that the next Board meeting would be Tuesday April 14, 2020. He adjourned the meeting at 12:14 p.m.



Jeff Watts, Secretary



Steve Cookingham, Chairman