

WICHITA APPRAISAL DISTRICT

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BOARD OF DIRECTORS MEETING

February 9, 2021

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, Glenn Barham, Steve Fairchild, Jeff Watts and Tommy Smyth. Board member Austin Cooper arrived after the invocation and Max Schlegel arrived during the Chief Appraiser's Report. Also present were Lisa Stephens-Musick, Chief Appraiser, Dan Conatser, Director of Appraisal, Monty Toliver, Director of Residential Appraisal, Dent Keltner, Director of Operations, and Denise Skinner, Administrative Assistant.

Call to Order

The meeting was called to order at 11:00 a.m. It was established that a quorum was present. Mr. Watts gave the invocation.

Adoption of Minutes

Mr. Watts offered a motion to approve the minutes of the December 2020 board meeting as presented. Mr. Fairchild seconded the motion, which passed 9-0.

Chief Appraiser's Report

- A. Personnel – Education Update - Ms. Stephens-Musick reported that Commercial Appraiser, Leslie Dunn, passed her Level III test. She informed the board that appraisers, Brian Peterson, Steve Raines, Eric Beesinger and Clay Cowan recently tested out of courses on the path to their IAAO designation eliminating the need for travel expenses. The appraisal staff has been participating in continuing education on line through TAAD and the annual conference has been switched to virtual which is another avenue for required continuing education.
- B. 2021 Reappraisal Plan Status/COVID – Ms. Stephens-Musick advised the board that the management team met early in January to developed a strategy to insure the district would be ahead of schedule on activities in case staff members were out due to the pandemic thus enabling the district to meet the deadlines established in the reappraisal plan. Mr. Keltner advised that mailings of applications and other forms were prepared earlier than usual and that cross-training of support staff has helped in keeping the work flow slightly ahead of schedule. Mr. Conatser reported the commercial department began utilizing the internet for most research for new business personal property in the fall and found that the information is better than from onsite inspections and will look to continue this change into the future. He also stated that the department had received approximately 15% of the renditions typically received, which is ahead of schedule, and the staff is current on processing this information. Mr. Toliver advised the board that the residential staff is utilizing the cost calibration module in PACS to value all residential properties upfront this year and as time allows, the staff will more thoroughly evaluate neighborhoods that had been driven in the fall. Based on the changes implemented, the district is prepared should staff be affected by COVID.
- C. Agricultural Advisory Board Meeting – Mr. Toliver advised that the Agricultural Advisory Board met on January 28, 2021. He explained to the board that the Agricultural Advisory Board meets once a year to discuss property survey information and agricultural valuations. He also stated that improved property lease rates are higher this year with a 25% increase in expenses (e.g. barbed wire, chemicals).
- D. 2020 Methods and Assistance Program (MAP) Review – Ms. Stephens-Musick presented the board with the final results of the 2020 Methods and Assistance Program review. She explained that the Comptroller is required to review appraisal districts and their procedures every other year. The district passed all mandatory requirements as well as achieving a total point score of 100 on Appraisal District Activities. She also

provided results of other districts for comparison and explain the consequences to school districts if an appraisal district fails a MAP Review and Property Value Study.

- E. Litigation/Arbitration – Ms. Stephens-Musick informed the board the district had been served with two additional lawsuits for 2020 in January. Of the eighteen arbitrations filed, most have been scheduled for hearings in February and March.
- F. Website and Software Updates – Ms. Stephens-Musick demonstrated the district’s new website. She explained that because of legislative requirements, the district has a new module on the website for Truth in Taxation that will be utilized in August for additional transparency in the tax rate setting process.
- G. 2020 Financial Audit – Ms. Stephens-Musick informed the board that the district is currently undergoing it’s 2020 financial audit. The audit revealed that the quarterly billings to the jurisdictions had been allocated incorrectly and explained the steps the district is taking to correct the issue. This will not affect the opinion of the audit.
- H. Legislation – Ms. Stephens-Musick provided information regarding the legislative priorities of TAAD for the 87th legislative session.

Discussion & Appropriate Action: Approve Appointment of Agricultural Advisory Board

The board was provided the proposed Agricultural Advisory Board members. Keith Easter, whose term expires at the end of 2021, as well as Sandy Lalk and Joe Tom Collins, who would each be appointed for a two-year term, 2021-2022. Mr. Watts offered a motion to approve the members presented. Mr. Kindt seconded the motion, which passed 10-0.

Discussion & Appropriate Action: Adoption of Investment Policy

The 2021 Investment Policy for the district was presented to the board; no changes were made to the policy from the prior year. Mr. Watts offered a motion to approve the 2021 Investment Policy. Mr. Barham seconded the motion, which passed 10-0.

Financial Reports

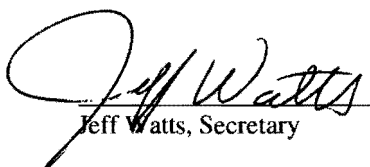
Mr. Fairchild offered a motion to approve the financial reports of December 2020 and January 2021. Mr. Cooper seconded the motion, which passed 10-0.

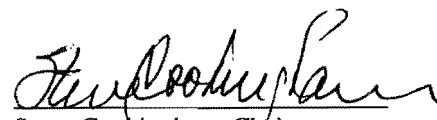
Taxpayer Liaison Report

There was nothing to report.

Adjournment

Mr. Cookingham announced that the next Board meeting would be Tuesday April 13, 2021. He adjourned the meeting at 12:15 p.m.


Jeff Watts, Secretary


Steve Cookingham, Chairman