

WICHITA APPRAISAL DISTRICT

P.O. Box 5172 600 Scott Street Wichita Falls, Texas 76307
940-322-2435 940-322-8190 Fax

BOARD OF DIRECTORS MEETING

April 09, 2019

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, Terry Walker, Glen Barham, Tommy Smyth, Kerry Maroney, Jeff Taylor, Steve Fairchild and Max Schlegel. Mike Avey arrived after the approval of February minutes. Also present were Lisa Stephens-Musick, Chief Appraiser, Dan Conatser, Director of Appraisal, Monty Toliver, Residential Supervisor, Dent Keltner, Sr. Commercial Appraiser, Brian Peterson, Sr Commercial Appraiser and Dina Norcross, Administrative Assistant. Board member Jeff Watts was absent.

Call to Order

The meeting was called to order at 11:03 a.m. and it was established that a quorum was present. Mr. Cookingham asked Mr. Barham to offer the invocation. Reappointed member Steve Fairchild was sworn in prior to the meeting.

Adoption of Minutes

Mr. Fairchild offered a motion to approve the minutes of the February 2019 board meeting as presented. Mr. Barham seconded the motion, which passed 8-0.

Discussion & Appropriate Action - 2018 Financial Audit

Mike Edgin of Edgin, Parkman, Fleming & Fleming presented the District's 2018 Annual Financial Report. He said it was a clean audit with no misstatements in the records. Mr. Barham made a motion to approve the audit as presented. Mr. Fairchild seconded the motion, which passed 9-0.

Chief Appraiser's Report

- A. Certificate of Excellence in Assessment Administration - Ms. Stephens-Musick presented to the board a copy of the email she received notifying her that the district had successfully passed the grading of the CEAA recertification submission. A copy of the grading matrix was provided which showed the district passed at 100%. The recertification process is required every five years. Wichita Appraisal District is one of eleven districts in the state of Texas and forty-four in the world to achieve the IAAO Certificate of Excellence in Assessment Administration.
- B. Appraisal Notice Events – Ms. Stephens-Musick provided a list of dates for the mailing of appraisal notices, protest filing deadlines, ARB hearings, ARB approval of records, and certification of the appraisal roll to jurisdictions.
- C. BPP Rendition Processing – Dan Conatser gave an overview of rendition processing, statistics and changes that have been made to allow faster processing with more accuracy.
- D. Preliminary Real Estate Values – Dent Keltner and Brian Peterson shared that commercial values were seeing a 2 to 3 percent increase county wide. They also provided a breakdown of the percentage changes on income producing properties. Monty Toliver provided statistics on rural land and residential values. He explained value increases were due to low days on the market, low inventory available; supply and demand. The average sale price is \$140,500.
- E. Harris Govern Software – Ms. Stephens-Musick discussed software enhancements that the district's software provider, Harris Govern, would roll out in stages over the next 2 years. These changes will be more user friendly and increase productivity. She advised that discussions with Tommy Smyth, County Tax Assessor/Collector had occurred regarding a shared software system through Harris Govern. Both offices believe this would improve customer service and provide enhanced functionality for both offices. This is in the early stages of discussion.

- F. Ag Advisory Board Meeting - Monty Toliver presented information from the February Agricultural Advisory Board meeting. A discussion regarding lease rates and expenses collected from WAD survey responses indicated minimal changes to the district's agricultural schedules. Mr. Toliver also presented the current degree of intensity standards for Wichita County and they agreed the current standards should remain as presented. Mr. Toliver read Section 6.12 of the Texas Property Tax Code for the Board; the Board's responsibility in appointing the Agricultural Advisory Board.

Discussion & Appointment of Agricultural Advisory Board

After Discussion Mr. Schlegel offered a motion to reappoint Sandy Lalk and Keith Meadows for two-year terms along with Kevin Roberts, whose term ends December 31, 2019. Mr. Fairchild seconded the motion, which passed 9-0.

Appointment of 2020 Budget Committee

Mr. Cookingham appointed the following board members to serve on the 2020 Budget Committee: Steve Cookingham, Mike Avey, Max Schlegel, Glenn Barham, Jeff Watts and Jeff Taylor.

Approval of Financial Reports

Mr. Fairchild offered a motion to approve the financial reports of February and March 2019. Mr. Avey seconded the motion, which passed 9-0.

Taxpayer Liaison Report

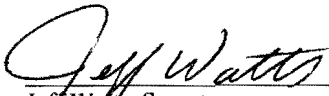
The taxpayer liaison officer had nothing to report.

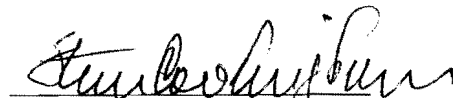
Public Comment

There were no comments from the public.

Adjournment

Mr. Cookingham announced that the next Board meeting would be Tuesday, June 11, 2019. He adjourned the meeting at 12:40 p.m.


Jeff Watts, Secretary


Steve Cookingham, Chairman