

# WICHITA APPRAISAL DISTRICT

Boardroom, 600 Scott Street, Third Floor  
Wichita Falls, Texas 76307  
940-322-2435

## BOARD OF DIRECTORS MEETING

August 11, 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, Glenn Barham, Jeff Taylor, Austin Cooper, Jeff Kindt, Max Schlegel and Tommy Smyth. Member, Steve Fairchild arrived after the invocation. Also present were Lisa Stephens-Musick, Chief Appraiser, Dent Keltner, Director of Operations and Denise Skinner, Administrative Assistant. Board members Jeff Watts and Kerry Maroney were 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. Barham to offer the invocation.

### Adoption of Minutes

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

### Chief Appraiser's Report

- A. 2021 Certified Values – Ms. Stephens-Musick provided board members with a summary of the 2021 certified values, this included increases or decreases in values over the 2020 values for each jurisdiction. Most of the jurisdictions reported value increases with the exception of Electra ISD and Electra Hospital District which have significant losses in mineral valuations.
- B. 2021 ARB Hearings – Mr. Keltner presented the board with statistics of the 2021 ARB season. He reported that the ARB held 462 hearings in 2021 compared with 288 in 2020. There was a 25% increase in total protests from 2020 to 2021 on top of a 25% increase from 2019 to 2020. To process the increase in protests, the ARB added two additional days to accommodate the increase in hearings.
- C. 2022 Strategic Plan – A copy of the 2022 Strategic Plan was provided to the board. Ms. Stephens-Musick informed the board that strategic planning begins immediately after ARB hearings end. The entire staff met for a half-day session to discuss strengths, weaknesses, successes of the district and action items for the 2022 protest season. Each department met for half-day sessions to discuss goals and action items for the upcoming year. She noted that some of the processes implemented due to Covid restrictions were found to be more productive and will continued to be a part of ongoing procedures.
- D. Litigation and Arbitration Update – Ms. Stephens-Musick discussed the status of active lawsuits against the district with the board. A settlement was reached on a 2020 lawsuit and the 2021 value was agreed upon at the same time. She also informed the board that recent legislation clearly defined the intent of the legislature regarding the definition of damage as property damage and should cause the lawsuits against the district for the denial of temporary disaster exemption to end in the district's favor. At this time, the district has been served with a 2021 lawsuit and has received three arbitration filings.

### Public Hearing RE: 2022 Budget

Mr. Cookingham opened the public hearing at 11:36 a.m. to allow questions and comments regarding the proposed budget. With no members of the public in attendance, Mr. Cookingham closed the hearing at 11:37 a.m.

**Discussion & Approval: Adoption of 2022 Budget Proposal**

Mr. Fairchild offered a motion to adopt the 2022 budget as proposed at \$1,953,947.00 which represents an increase of 6.98% over the 2021 budget of \$1,826,517.00. Mr. Barham seconded the motion, which passed 8-0.

**Discussion & Approval of Auditor's Engagement Letter**

Ms. Stephens-Musick provided the board the engagement letter from Edgin, Parkman, Fleming & Fleming, LLC., for the district's 2021 financial audit. There is an increase in cost of \$100.00 over the 2020 audit. Mr. Schlegel offered a motion, with a second from Mr. Cooper, to approve acceptance of the engagement letter. The motion passed 8-0.

**Discussion & Approval: Contract Pictometry International Corporation**

The board was provided with a copy of the Pictometry International Corporation six-year contract; the contract is for two projects flying in late 2021 or early 2022 and again in late 2024 or early 2025. Ms. Stephens-Musick advised that this contract would provide higher resolution imagery than the previous contract. Mr. Fairchild offered a motion to approve the contract. Mr. Cooper seconded the motion, which passed 8-0.

**Financial Reports**

Mr. Schlegel offered a motion to approve the financial reports of June and July 2021. Mr. Kindt seconded the motion, which passed 8-0.

**Taxpayer Liaison Report**

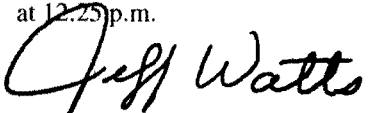
The taxpayer liaison officer advised of a complaint received from a property owner. The board was presented the complaint and information from the district. The board made a recommendation to the chief appraiser to specify that requests for hearing evidence should be made in writing to clear up any misunderstanding by property owners.

**Public Comment**

There were no comments from the public.

**Adjournment**

Mr. Cookingham announced that the next Board meeting will be Wednesday, October 13, 2021. He adjourned the meeting at 12:25 p.m.

  
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Jeff Watts, Secretary

  
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Steve Cookingham, Chairman