

WICHITA APPRAISAL DISTRICT

P.O. Box 5172 600 Scott Street, Third Floor

Wichita Falls, Texas 76307

940-322-2435 940-322-8190 Fax

BOARD OF DIRECTORS MEETING

October 1, 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, Mike Avey, Steve Fairchild, Kerry Maroney, Jeff Taylor, Glenn Barham, Max Schlegel, Jeff Watts and Tommy Smyth. Also, present were Lisa Stephens-Musick, Chief Appraiser, Monty Toliver, Residential Supervisor and Denise Skinner, Administrative Assistant. Board member Terry Walker 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. Watts gave the invocation.

Adoption of Minutes

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

Chief Appraiser's Report

- A. **Lawsuit/Arbitration Update** - The board was provided a list of pending lawsuits and the status of each lawsuit.
- B. **Property Value Study** – Ms. Stephens-Musick informed the board that the Comptroller's property value study is in process; the commercial clerical error report has been reviewed and submitted. The district has provided property cards and other information requested for the residential and business personal property reviewers.
- C. **Methods and Assistance Program (MAPS)** - Ms. Stephens-Musick advised that the draft documents for the MAP review had been released and expects the final document to be published in late October. The district has started assembling exhibits that will be required in this review.
- D. **Personnel** – Ms. Stephens-Musick informed the board that Sheldon Ellis, Residential Appraiser had resigned effective September 26, 2019.

Discussion & Appropriate Action: Selection of Depository Contract

A discussion was held regarding the district's depository contract selection. Ms. Stephens-Musick informed the board that bid requests had been submitted by the district. The district received bids from American National Bank and First Bank. It was also discussed that the district look into CD options as rates have been increasing. Mr. Watts offered a motion to accept the bid from First Bank, which was seconded by Mr. Fairchild. The motion passed 9-0.

Discussion & Appropriate Action: 2020 Health Insurance Contribution to be paid by District

Ms. Stephens-Musick requested the board to keep the district's contribution towards employee's insurance at \$762.00, as there will be no increase in insurance premiums. Mr. Avey offered a motion to maintain the contribution at \$762.00. Mr. Fairchild seconded the motion, which passed 9-0.

Discussion & Appropriate Action: 2019 Health Insurance High Deductible Health Plan Changes

Ms. Stephens-Musick presented the board with a letter from TML indicating an increase to the deductible for the health plans of the district's employees for the 4th quarter to keep in compliance with IRS regulations. The district will receive a credit from TML as an adjustment for the increasing deductibles. Mr. Fairchild offered a motion to allocate the credit to the affected employees to offset the deductible increase, which was seconded by Mr. Watts. The motion passed 9-0.

Discussion & Appropriate Action: 2020 Disaster Plan

Ms. Stephens-Musick presented the district's 2020 Disaster Plan. Two minor changes were made; a vendor name and wording in the bomb threat actions. Mr. Watts offered a motion to approve the disaster plan as amended, seconded by Mr. Avey. The motion passed 9-0.

Discussion & Appropriate Action: Amend Legal Services Contract

Ms. Stephens-Musick presented an amendment to the board for the legal services contract with Perdue, Brandon, Fielder, Collins & Mott; increasing the billable hourly rates starting January 1, 2020. Mr. Watts offered a motion to approve this amendment, which was seconded by Mr. Fairchild. The motion passed 9-0.

Discussion & Appropriate Action: Amend Board of Directors Manual HB2840

Ms. Stephens-Musick discussed with the board HB2840 allowing public comments before or during deliberation of agenda items. An amendment to the board of director's manual was discussed based on this bill. Mr. Watts offered a motion to approve the amendment to the board of director's manual, seconded by Mr. Fairchild. The motion passed 9-0.

Discussion & Appropriate Action: Employee Retirement Plan Match

Ms. Stephens-Musick presented information for the board's consideration to increase the retirement match for the district's employees. The board requested additional information and appointed a committee to review the options prior to the next board of directors meeting in December.

Approval of Financial Reports

Mr. Schlegel offered a motion to approve the financial reports for August and September. Mr. Avey seconded the motion, which passed 9-0.

Taxpayer Liaison Report

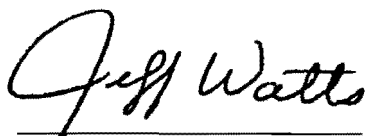
The taxpayer liaison officer had nothing to report.

Public Comment

There were no comments from the public.

Adjournment

Mr. Cookingham announced that the next Board meeting would be Tuesday, December 10, 2019. He adjourned the meeting at 1:25 p.m.



Jeff Watts, Secretary



Steve Cookingham, Chairman