

WICHITA APPRAISAL DISTRICT

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

BOARD OF DIRECTORS MEETING

October 9, 2018

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 and Glenn Barham. Member Max Schlegel after August minutes were approved. Also, present were Lisa Stephens-Musick, Chief Appraiser, Brian Peterson, Senior Commercial Appraiser, Monty Toliver, Residential Supervisor and Dina Norcross, Administrative Assistant. Board members Jeff Watts, Terry Walker and Tommy Smyth were absent.

Call to Order

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

Adoption of Minutes

Mr. Fairchild offered a motion to approve the minutes of the August board meeting as presented. Mr. Maroney seconded the motion, which passed 6-0.

Chief Appraiser's Report

- A. Personnel/Training - The board was provided a list of 3rd and 4th quarter classes and training that the staff has completed or is scheduled to attend. Tia Schaeffer and Sheldon Ellis both residential appraisers are eligible and scheduled to take the level three exam toward their RPA license.
- B. Lawsuit/Arbitration Update - A current list and status of the lawsuits and arbitrations filed was presented. Three arbitrations were filed for 2018 however all were dismissed by the Comptroller.
- C. Certificate of Excellence in Assessment Administration Recertification - Ms. Stephens-Musick advised the board of recertification process that is required every five years by International Association of Assessing Officers (IAAO). Part of the process is documenting continuing education to licensed staff education averaging at least fourteen hours per year; the district exceeded this requirement. The district is one of the eleven appraisal districts in the state of Texas that have obtained this certification.
- D. Update Reappraisal Status - Monty Toliver provided information on the status of the of the residential and land reappraisal. Brian Peterson reviewed the activities regarding the commercial and business personal property reappraisal. Both indicated that the reappraisal activities are happening according to the adopted reappraisal plan.
- E. Methods and Assistance Program (MAP)- A copy of the 2018-2019 Preliminary MAP review was provided to the board; the preliminary results indicate the district received Meets All scores in all categories. The final review will be sent from the Comptroller's office in December.

Discussion & Appropriate Action of TCDRS Plan Provisions for 2019

A discussion was held regarding the district's contribution to the Texas County & District Retirement System (TCDRS). Mr. Avey offered a motion to adopt a resolution to maintain the contribution rate of 7.9% for 2019. Mr. Fairchild seconded the motion, which passed 7-0.

Discussion & Appropriate Action of Health Insurance Contribution

A discussion was held regarding the district's contribution to the employees' health insurance plan. Mr. Barham offered a motion to maintain the same contribution of \$762 for 2019. Steve Fairchild seconded the motion, which passed 7-0.

Discussion & Appropriate Action of Disaster Plan

Ms. Stephens-Musick presented the district's proposed 2019 Disaster Plan. Several amendments to the plan were suggested by the district to include the dates the plan is reviewed with staff, the availability of Pictometry flights after certain disasters at no charge and the addition of a section on Bomb Threats. A discussion was held and additional board member recommendations were agreed upon. Mr. Schlegel offered a motion to approve the 2019 Disaster Plan as recommend by the district with modifications to include the organizational chart of the district and to add calling 911 into Bomb Threats procedures. Mr. Taylor seconded the motion, which passed 7-0.

Financial Reports

Mr. Fairchild offered a motion to approve the financial reports for August and September. Max Schlegel seconded the motion, which passed 7-0.

Taxpayer Liaison Report

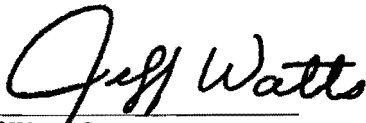
The taxpayer liaison officer had nothing to report.

Public Comment

There were no comments from the public.

Adjournment

Mr. Cookingham announced that the next Board meeting would be Tuesday, December 11, 2018. He adjourned the meeting at 12:19 p.m.



Jeff Watts, Secretary



Steve Cookingham, Chairman