

WICHITA APPRAISAL DISTRICT

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BOARD OF DIRECTORS MEETING

December 13, 2023

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 Max Schlegel, Glenn Barham, Jeff Watts, Austin Cooper, Kerry Maroney, and Tommy Smyth. Also, present were Lisa Stephens-Musick, Chief Appraiser, Dent Keltner, Deputy Chief Appraiser, Monty Toliver, Director of Appraisal and Terri Segovia, Administrative Assistant. Jeff Kindt arrived during the invocation. Jeff Taylor arrived during the chief appraiser report. Board members Steve Cookingham and Steve Fairchild were absent.

Call to Order & Invocation

Mr. Schlegel called the meeting to order at 11:04 a.m. Mr. Watts gave the invocation.

Establishment of Quorum

Mr. Schlegel established that a quorum was present

Approval of Minutes October Board of Directors Meeting

Mr. Barham offered a motion to approve the minutes of the October board meeting as presented. Mr. Watts seconded the motion, which passed 6-0.

Chief Appraiser's Report

- A. 2024 Board of Director Appointments – Ms. Stephens-Musick provided board members with a list of the Board of Director Nominees for 2024 Term with the votes each nominee has received so far from jurisdictions that have voted. Although some jurisdictions have not voted, those votes will not affect the results. The board members for 2024 will be: Glenn Barham, Austin Cooper, Jeff Kindt, Jeff Taylor, and Jeff Watts. Tommy Smyth, Wichita County Assessor/Collector continues to serve as an Ex Officio member of the board.
- B. Lawsuit Update and Arbitration Update – Ms. Stephens-Musick presented the board with updated information regarding lawsuits. Dent Keltner informed the board of 40 arbitrations filed against the district, almost doubled from last year. Seventeen arbitrations have been settled; four have been heard and the arbitrator valued the property closer to the appraisal district. These rulings mean that the district is not required to pay the arbitration fees. Nineteen cases are pending with only four scheduled for hearing.
- C. Personnel – Ms. Stephens-Musick informed the board a new support staff member has been hired due to a recent resignation. One appraiser has completed her last class and is preparing to test for her R.P.A. designation in February. The district will be hiring two additional appraisers after the first of the year.

Discussion & Appropriate Action: 2023 Budget

- A. Projected Balance with Authorized Expenditures – The board members were presented with a projection of possible funds remaining at the end of the 2023 fiscal year.
- B. Designation of Surplus Funds – After board discussion, Mr. Watts offered a motion to designate \$25,000 to TCDRS to apply towards the unfunded liability, \$9,725 to the purchase of a Cannon Copier, with any remaining surplus applied to the reserve funds for future hardware/software purchases. Mr. Taylor offered a second to the motion, which passed 7-0.

Discussion & Appropriate Action: Records Management Policy

Ms. Stephens-Musick presented the district's updated Records Management Policy to bring the district into compliance. Mr. Watts offered a motion to approve the Records Management Policy as presented, seconded by Mr. Cooper. The motion passed 7-0.

Discussion & Appropriate Action: 2024 Health Insurance

Ms. Stephens-Musick explained the employees who waive coverage will continue with an HRA plan and not an HSA as we were initially informed by our provider. An HRA is what the district has provided for many years to staff covered by insurance by another source. Mr. Watts offered a motion to change contributions from HSAs to HRAs. The motion was seconded by Mr. Kindt. The motion passed 7-0.

Discussion & Appropriate Action: Selection of Depository Contract

Ms. Stephens-Musick reported requests for depository bids were mailed to five potential banking institutions. First Bank was the only bid received by the district. Mr. Cooper offered a motion to approve the Depository Contract from First Bank for 2024-2025 as presented, seconded by Mr. Kindt. The motion passed 7-0.

Approval of Financial Reports

Mr. Watts made a motion to approve the financial reports for October and November, followed by a second from Mr. Cooper. The motion 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. Schlegel announced that the next Board meeting would be Wednesday, January 10, 2024. He adjourned the meeting at 11:59 a.m.


Secretary


Chairman