

WICHITA APPRAISAL DISTRICT

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BOARD OF DIRECTORS MEETING

February 14, 2024

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 Jeff Watts, Austin Cooper, Jeff Taylor, Glenn Barham 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. Board member Jeff Kindt was absent.

Call to Order & Invocation

The meeting was called to order at 11:06 a.m. Mr. Watts gave the invocation.

Establishment of Quorum

It was established that a quorum was present.

Approval of Minutes for January Board of Directors Meeting

Mr. Barham offered a motion to approve the minutes of the January 2024 board meeting as presented. Mr. Cooper seconded the motion, which passed 4-0.

Chief Appraiser’s Report

- A. Personnel – Ms. Stephens-Musick informed the Board a new appraiser has been hired due to a recent resignation. Mr. Toliver explained while trying to fill the vacancy and increase the staff by two additional appraisers, 170 applications were received, 20 were considered and interviewed. Mr. Toliver discussed with the Board some of the qualifications the District is looking for to fill the additional positions.
- B. 2023 Property Value Study Results – The Comptroller of Public Accounts – Property Tax Assistance Division (PTAD) released the results of the 2023 Property Value Study (PVS) on January 31. The Board was provided a copy of the results indicating the appraisal district was within the confidence interval for each school district. Ms. Stephens-Musick explained to the Board how critical the property value study is for school funding and with the District passing this study the school districts within Wichita County will receive the state funding they are entitled to receive. School districts that do not receive favorable results can have their state funding reduced due to an appraisal district’s failure to appraise property at market value.
- C. 2023 Methods and Assistance Program (MAP) Review – Ms. Stephens-Musick presented the Board with a list of items the District has been compiling for the 2023 Methods and Assistance Program review. She explained that the Comptroller is required to review appraisal districts and their procedures every other year. Ms. Stephens-Musick informed the board, the reviewer will start the in-office review April 15, 2024.
- D. Litigation/Arbitration – Ms. Stephens-Musick updated the Board on litigations, explaining nothing has been settled however there has been discussion with attorneys on one; an offer was received on another. Mr. Keltner informed the Board there are five open arbitrations out of the 40 filed, one was heard yesterday, two are set for next week and two have not been scheduled. The District has paid \$1,350 in arbitration fees out of a potential \$26,000 due to rulings, settlements or withdrawals.

Discussion & Appropriate Action: Adoption of Investment Policy

The 2024 Investment Policy for the District was presented to the Board; no changes were made to the policy from the prior year. Mr. Barham offered a motion to approve the 2024 Investment Policy. Mr. Cooper seconded the motion, which passed 4-0.

Discussion & Appropriate Action: Advice & Consent Agricultural Advisory Board

The Board reviewed a list of potential Agricultural Advisory Board members for the District. Mr. Cooper made a motion for the Board to give its advice and consent to the Chief Appraiser to appoint the proposed members to the Agricultural Advisory Board. Mr. Taylor seconded the motion, which passed 4-0.

Discussion & Appropriate Action: Board of Director Election

Ms. Stephens-Musick informed the Board that she was unaware of any applications having been filed for the Board of Director elections at this time. The deadline to file is Friday, February 16, 2024, however write-in candidates may file applications until end of day February 20, 2024. Ms. Stephens-Musick also informed the Board the contract with Wichita County to oversee the election will be approximately \$24,000 instead of the \$60,000 initially discussed.

Discussion & Appropriate Action: Order May 4, 2024, Board of Director Election

Mr. Barham offered a motion to order the May 4th Board of Director Election. Mr. Cooper seconded the motion, which passed 4-0.

Approval of Financial Reports

Ms. Stephens-Musick explained the substantial increase of the District's gas bill. It was discovered that the District had the only gas meter in the building and was charged for gas for the entire building for 2 months due to the recent construction. After discussion, Wichita County agreed to transfer the account to them and the District will pay the county based on square footage. Mr. Cooper offered a motion to approve the financial report as presented. Mr. Taylor seconded the motion, which passed 4-0.

Taxpayer Liaison Report

There was nothing to report.

Public Comments

There were no comments from the public.

Next Board Meeting – April 10, 2024

Mr. Watts announced that the next Board meeting would be Wednesday April 10, 2024.

Adjournment

Mr. Watts adjourned the meeting at 12:22 p.m.



Jeff Watts, Chairman



Austin Cooper, Secretary