





**Denton Central Appraisal District**  
3911 Morse Street  
Denton, TX 76208

 (940) 349-3800  
 [www.dentoncad.com](http://www.dentoncad.com)

DENTON CENTRAL APPRAISAL DISTRICT  
BOARD OF DIRECTORS MINUTES  
OCTOBER 21, 2021

3:00 p.m.

**ITEM 1: CONVENING OF MEETING**

David Terre convened the meeting at 3:02 pm.

**BOARD MEMBERS PRESENT:** Charles Stafford, Chairman  
David Terre, Vice Chairman  
Roy Atwood, Secretary  
Bryan Webb, Member  
Michelle French, Ex Officio Member

**BOARD MEMBERS ABSENT:** George Pryor

**STAFF PRESENT:** Hope McClure, Don Spencer, Kim Collins,  
Misty Baptiste  
David Tabor, DCAD's Attorney

**ADDITIONAL GUESTS:** Michael Bates and Amanda Ingram

**ITEM 2: INVOCATION**

Invocation was given by Bryan Webb.

**ITEM 3: PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was stated to the U.S. Flag and Texas Flag by all who were present.

**ITEM 4: OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD OF DIRECTORS**

Charles Stafford opened the meeting for an opportunity for the public to address the Board. No one was present to address the Board.

**ITEM 5: PROGRESS REPORT**

**APPRAISAL AND ADMINISTRATIVE RELATED**

**CHIEF APPRAISER - HOPE MCCLURE**

- September 30 - Team Building Day - Huge win for employees for team building and camaraderie.

## Minutes - Board of Directors Meeting of October 21, 2021

- Request for Judges for Halloween Contest - Thursday, October 28
- Emails have come in about MAP for 2022 - Preliminary information due on December 3 and On-Site visit will be in January
- Hope would like to plan a workshop for November to discuss the future of the DCAD building as well as the Board Manual.
  - Questions and discussions surrounding should there be a new board in place before decisions are made.
  - The Board believes there should be an idea of something in place for the new board before all decisions are finalized.
- December meeting will be held on December 16 - will be a meeting and Employee Appreciation Awards
- Hope gave an update on the accident on property on October 20. Someone hit the entrance poles to the parking lot.
- Board Nominations - we have 17 total nominees and the Board election will be completed on December 15th.
- Mr. Atwood asked about status of ARB Hearings
  - The Appraisal Review Board is down to 4-5 panels as members continue to resign from the ARB.
  - The District is down to the property owners that are done working with the District. They only want to go to the ARB.
  - Approximately 5,000 properties left to resolve.
  - The Board of Directors suggested that there should be a letter sent to the County Judge to apprise them of where things stand and to ask him to communicate expectations in the future to the ARB. That would have to come from the District's Taxpayer Liaison Officer.
  - Mrs. French asks to remind ARB members they are here to serve the taxpayers of Denton County, but the Chief Appraiser, by law, has limited communication with the ARB and cannot speak to them unless it is about District's procedures.

### DEPUTY CHIEF APPRAISER - DON SPENCER

- Nothing to Report

### TAXPAYER LIAISON - BEA LORNE

- Nothing to Report

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ITEM 6: CONSENT AGENDA

THE ITEMS ON THE CONSENT AGENDA ARE CONSIDERED SELF-EXPLANATORY BY THE BOARD AND WILL BE ENACTED WITH ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION ON THESE ITEMS UNLESS A BOARD MEMBER OR CITIZEN SO REQUEST.

- A. APPROVAL OF MINUTES OF THE PREVIOUS BOARD OF DIRECTORS MEETINGS
- B. ACKNOWLEDGE RECEIPT OF MONTHLY FINANCIAL STATEMENTS
- C. ACKNOWLEDGE RECEIPT OF VALUE CHANGES

Bryan Webb made a motion to approve all items on the Consent Agenda as submitted. Roy Atwood seconded the motion. The motion passed and the vote was unanimous.

ITEM 7: CONSIDER AND APPROVE RFP FOR INTERIOR RENOVATIONS FOR 3911 MORSE STREET

- RFP was published in the Denton Record Chronicle - received 2 bids from local construction companies.
- Renovations include - Customer Service and Public Area Upgrade and Addition of Bullet Proof Glass, Bathrooms, Security Doors, Check-in Counter for ARB, Paint/Tile/Carpet.
- Recommending that we approve Patriot Construction as the winning bidder.
- Mr. Webb expresses concern over the renovation of the existing building vs purchasing a new building - would there be the potential for throwing away money when the office moves in 2-3 years time.
- The Chief Appraiser explained that without renovating the existing space they are maxed out of offices in 2022. They have used every available space in both buildings and are trying to do their jobs with very limited staff as it is now and best case scenario, a new building would not be complete for another 3-4 years. The renovation is a necessary cost to hire more staff and provide better service to the taxpayers and taxing jurisdictions.

Roy Atwood made a motion to approve the request for Patriot Construction to be the selected construction company for renovations at 3911. David Terre seconded the motion. The motion passed with a 4-1 vote with Bryan Webb in opposition.

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ITEM 8: CONSIDER AND APPROVE DCAD'S FINANCIAL AUDITOR FOR 2022

- Kim Collins presented Financial Auditors, Hankins, Eastup, Deaton, Tonn and Seay for approval.
- The auditor provides a yearly financial audit report to the Board of Directors.
- Mrs. Collins points out there is a very narrow scope of companies that do this kind of audit for Appraisal Districts.
- Mrs. Collins feels very comfortable reaching out to Mr. Tonn with questions through the year and he is always so quick to respond.
- Mrs. Collins recommends Hankins, Eastup, Deaton, Tonn and Seay for another 2 year period.
- Mr. Atwood asks how long we have consecutively used this company as it is always good to get a fresh perspective.
- DCAD has used this company consistently for ten years, but has switched Auditors from within the company.

Bryan Webb made a motion to approve the Financial Auditor for 2022. David Terre seconded the motion. The motion passed and the vote was unanimous.

ITEM 9: CONSIDER AND APPROVE UPDATES TO THE DCAD EMPLOYEE POLICY MANUAL

- Hope McClure points out that there are not actually any policy changes to the manual - only clarifications and adjustments made to the existing policies, so they are more clear for the employees to understand.
- Bryan Webb inquires about the Nepotism policy. He wants to make sure that those employees who are "grandfathered" in with the current policy can still move up in the company if they so desire as long as they are not directly managed by a first degree family member. The Chief Appraiser expresses that was always the intent of the policy, but she agreed the wording could be changed to state that more clearly.

Bryan Webb moved to approve the DCAD Employee Manual with suggested changes. David Terre seconded the motion. The motion passed and the vote was unanimous.

ITEM 10: CONSIDER AND TAKE ACTION ON PENALTIES AND INTEREST FOR OUTSTANDING FOURTH QUARTER ALLOCATIONS

- Kim Collins presents the outstanding fourth quarter allocations as of the end of September.
- The Board asked about repeat offenders. Usually it is the Fresh Water Districts, but other than that there has been no pattern from those who have been late with payments.

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- Kim Collins continues to encourage some of the smaller entities to pay once a year to make things more simple.

Bryan Webb made a motion to waive the penalties and interest for those entities with outstanding fourth quarter allocations. Roy Atwood seconded the motion. The motion passed and the vote was unanimous.

ITEM 11: ADJOURN TO EXECUTIVE SESSION PURSUANT TO SECTIONS 551.071 AND 551.074 OF THE TEXAS GOVERNMENT CODE FOR THE FOLLOWING PURPOSES:

- A. CONSULTATION WITH LEGAL COUNSEL
- B. DELIBERATION ON PERSONNEL MATTERS

The Board went into executive session at 4:18 p.m.

ITEM 12: RECONVENE TO OPEN SESSION AND TAKE ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION, AS NEEDED

The Board reconvened at 4:21 p.m.

No action was taken.

ITEM 13: ADJOURN

Chairman, Charles Stafford, adjourned the meeting at 4:22 pm.