



**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  
DECEMBER 16, 2021  
2:00 p.m.

**ITEM 1: CONVENING OF MEETING**

Charles Stafford convened the meeting at 2:03 pm.

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

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

**ITEM 2: INVOCATION**

Invocation was given by Michelle French.

**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**

All the public present were there to address Item #6, so Charles Stafford moved to Item #6.

**ITEM 5: 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

Minutes - Board of Directors Meeting of December 16, 2021

B. ACKNOWLEDGE RECEIPT OF MONTHLY FINANCIAL STATEMENTS

C. ACKNOWLEDGE RECEIPT OF VALUE CHANGES

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

ITEM 6: ADOPT NEW AGRICULTURAL POLICIES AND GUIDELINES

Hope McClure begins by addressing the misinformation that has been disseminated. There is not going to be a minimum of 10 acres placed on properties with Ag valuations. Current Ag valuations will not be affected by the new proposed Ag guidelines. The only way current Ag valuations could be affected is by a change in status outlined in the Tax Code.

Don Spencer explained the new proposed Ag guidelines and the need to create new guidelines per the Texas Property Tax Code. Denton CAD strives to be uniform and equal. The intent of the guidelines is not to remove an Ag valuation, but to help new property owners understand what qualifies as Ag. Clear policies and guidelines had previously not been in place for Ag valuation and the Tax Code calls for each Appraisal District to have guidelines set.

Roy Atwood asks about the wholesale production and where that is defined in the code. The Texas Department of Agriculture Property Tax Code is fairly ambiguous and does not define anything about those activities.

David Terre asks how long it has been since an update was made to the policies. Hope McClure states that there have never been an update to the guidelines to her recollection and did note that in creating the guidelines and comparing the guidelines to neighboring appraisal districts, Denton CAD set very conservative guidelines.

Bryan Webb states that the information was put on the website the morning of the board meeting. Asked about the possibility that in the future, would it be possible to make the Agenda packets which are given to the board available to the public at the same time. Charles Stafford agrees that information should be available in a more timely fashion. Hope McClure agrees that the method the District uses to post agendas and documentation is outdated and needs to be updated as well.

Michelle French inquires about the details of how long these proposed standards had been worked on. Don Spencer indicates that the process began during protest

## Minutes - Board of Directors Meeting of December 16, 2021

season and that the guidelines were created based on questions asked by property owners. Property owners were asking for guidelines and more information in the Ag manual. So the DCAD Ag team has been gathering information from surrounding counties and just presented that information to the Ag Advisory Board in November.

At that time, Charles Stafford opened the meeting up for comments from the public. 50-60 taxpayers were present to hear/address the Board's discussion of Ag guidelines. Many chose to leave shortly after Item 6 was addressed, due to misinformation being cleared up by the District beforehand.

Below is the summary of those who were present and chose to address the Board.

1. Nelson - Expressed concern over fixed income, but now understands that current exemptions will not change.
2. Neumann Hastad - Addressed the same concern as Mr. Nelson.
3. Montini - Mayor Pro Tem of Northlake - level of transparency is the key - make sure to address the source - sees no point of concern for anyone losing their AG exemption.
4. Speake - Changing the acre requirement will affect people - need to keep that in mind as standards are set - also concerned over the timeline of getting information out to the public.
5. Gilbert - asked about the rollback taxes
6. Davis - thankful for the definition and standards - recommended stocking rates - Wise CAD is more appropriate for the area - concerned about additional costs to small producers - would like to see some easing up on stocking rate.
7. Coleman - most questions were answered - concerns if/when he sells land, can new owners qualify for the same exemption, and asked the District to consider extending the AG exemption to new property owners.
8. Foster - has been trying to get an Ag exemption for 5 years - asked about the hoops to jump through when purchasing neighboring properties.
9. Tucker - would like to see this discussion and vote postponed until the next meeting so people can review information.
10. Lamb - 10-acre minimum was concerning, but found out that wasn't true - postponing the discussion would be wise - asked about heirs to the property, would they keep the exemption if there is a transfer of ownership.
11. McGregor - Bee information seems inaccurate - suggests changing to 4-acres in Northlake. (This is set by the Tax Code, not the Appraisal District)
12. Marshall - encouraged all to make sure to take your concerns to the ARB and read the Property Tax Code - should be definition and guidance for appraisers in the code.
13. Grote - asked about the AG Advisory Board and if they have been appointed - how

## Minutes - Board of Directors Meeting of December 16, 2021

- long have they been in place - asked if property can be put into a trust.
14. Gentry - expressed that the number of acreage seems arbitrary - asked what happens when 10 acres is divided among children - asked if it was 10 acres all over Denton County or does it have to be adjacent.
  15. Quincy - he's sitting on 6 acres - asked if he would be bumped by the new rule (he would not have, the minimum proposed was 3 acres).
  16. Noble - expressed that this should be tabled until next meeting based on timing of proposals
  17. Langford - had specific questions about neighboring land and exemptions
  18. Eads - thinks there is a lack of information and the process seems to be in question - there is a problem that there is no defined set of rules - would like to know why these items were not made public in Nov, implores the board not to address this issue today.
  19. McEntire - this will affect when people move to Denton County - if the property has an Ag exemption on it - it should stay with the property.
  20. Scribner - hard to believe this information is just now coming out - need a specific person to discuss with - would like to know who the AG Advisory Board is - asked how does selling the property affect exemptions.
  21. Barber - member of TX Beekeepers Association - Beekeeping Guidelines are good - need a herbicide free area for bees.
  22. Holmans - commends DCAD for creating guidelines - wants more clarification in change of ownership and what that means for Ag exemptions - sees this meeting as the wrong approach - agenda was posted in a timely fashion, but needs more information - asks the issue to be tabled.
  23. Crandall - changes will impact value of properties - asked how rollback taxes are affected.
  24. Unnerstall - minimum stocking and production rates give great concern - there is a gross underestimate of hay production in Denton County - need to revise input with the Ag advisory Board.
  25. McDonald - the information coming out seems to be that the Ag Guidelines are deterrents - If Ag is taken away or made harder it will destroy everything in Denton County - land usage should be encouraged by the Board.
  26. Calvert - small Ag acreage is very important to Denton County - we need to stay focused where we are and need to create the standards.
  27. Inge - does not see any place there is a set standard.
  28. Edmondson - seems to be a "failure to communicate" - need a better system for getting the information out - suggests contacting elected officials and urges that no decision be made today.
  29. Avellano - hopes that this issue will be tabled - concerned when bureaus create a format that they cannot carry out - constituents are very concerned.
  30. Jones - encourages advisory board to consider the changing face of agriculture.

Minutes - Board of Directors Meeting of December 16, 2021

Mrs. McClure addressed those in attendance and thanked them for coming. She asked the Board of Directors to table the item. She created an email for those to express their concerns and ask direct questions of the District.

[agconcerns@dentoncad.com](mailto:agconcerns@dentoncad.com) She stated if anyone present is interested in serving on the Ag Advisory Board, she encouraged them to send their information to that email address. The intent behind the standards was to help give consistency to new property owners and District staff. She will be creating an FAQ page on the DCAD Website where changes will be highlighted and questions that were posed will be answered. The timeframe for this agenda item will not be rushed and the Board will make the best decision based on information they are provided.

Roy Atwood made a motion to table Agenda Item #6 to no earlier than the January meeting to give the Board a chance to hear feedback and address the issue at hand. George Pryor seconded the motion. Allowing that there will be the possibility of a work session prior to reconsideration. Mr. Webb and Mrs. French agree to a workshop that includes CAD members, community partners, and Ag Advisory Board. The motion passed and the vote was unanimous.

After taxpayers, board and staff addressed Agenda Item #6 - Mr. Stafford called for a break at 3:58 pm.

After the break, the Board reconvened to Item #5.

ITEM 7: CONSIDER AND APPROVE A RESOLUTION APPOINTING AGRICULTURAL ADVISORY BOARD MEMBERS

Don Spencer presented Eddie Baggs and Richard Webster desire to remain on the Ag Advisory Board for another 2-year term.

Roy Atwood made a motion to approve the AG Advisory Board Members for another 2 -year term through 2023. Bryan Webb seconded the motion. The motion passed and the vote was unanimous.

ITEM 8: CONSIDER AND APPROVE AWARD OF BID FOR PRINTING SERVICES FOR 2022-2023

The RFP went out to several printing companies and was posted in the DRC for a 2-week time frame. Denton CAD only received one bid. The bid was from Variverge and Denton CAD's recommendation is to continue services for the next 2 years with Variverge.

Minutes - Board of Directors Meeting of December 16, 2021

Mr. Terre asked if the bid increased significantly which it did not.

Mr. Webb asks about the budget line item for printing. The line item of the budget for 2022 does cover the bid received.

Bryan Webb moved to approve the 2022-2023 Print Bid to Variverge. Roy Atwood seconded the motion. The motion passed and the vote was unanimous.

ITEM 9: CONSIDER AND APPROVE BOARD OF DIRECTORS MANUAL

Mrs. McClure explained the desire to have a Manual for the Board of Directors to hand out to our new board which will begin in January of 2022. The majority of the manual is straight from the Texas Property Tax Code.

Mr. Atwood directs questions specifically about informal property protests and the process for BOD members. David Tabor responds that the best course of action for Board members is to have a formal review in open session of an ARB Hearing. Mr. Tabor suggests that the Board should create a policy in line with legislation that it must be a formal hearing in an open meeting.

Roy Atwood made a motion to approve the manual with the suggested change in the ex-parte communication section. David Terre seconded the motion. The motion passed and the vote was unanimous.

At 4:33 pm, the Board broke to participate in the Annual Awards Ceremony for the Denton CAD staff.

The open Session Meeting was reconvened at 5:10 pm.

ITEM 10: 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 5:11 pm.

ITEM 11: RECONVENE TO OPEN SESSION AND TAKE ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION, AS NEEDED

The Board reconvened at 7:18 pm.

Minutes - Board of Directors Meeting of December 16, 2021

The Board completed the written evaluation of the Chief Appraiser and increased the Chief Appraiser's salary for 2022.

Roy Atwood made a motion to increase the Chief Appraiser's salary for 2022. David Terre seconded the motion. Bryan Webb abstained from the vote. Vote was 4-0 and the motion passed.

ITEM 12: ADJOURN

Chairman, Charles Stafford, adjourned the meeting at 7:19 pm.