

Denton Central Appraisal District
3911 Morse Street
Denton, TX 76208

 (940) 349-3800
 www.dentoncad.com

DENTON CENTRAL APPRAISAL DISTRICT
BOARD OF DIRECTORS MINUTES

NOVEMBER 17, 2023

3:00 p.m.

ITEM 1: CONVENING OF MEETING

Roy Atwood convened the meeting at 3:00 pm.

BOARD MEMBERS PRESENT: Roy Atwood
Charles Stafford
Alex Buck
Ann Pomykal
David Terre
Michelle French, Ex Officio Member

STAFF PRESENT: Don Spencer, Misty Baptiste

ADDITIONAL: David Tabor

ITEM 2: ESTABLISHMENT OF QUORUM

ITEM 3: INVOCATION AND PLEDGES

Invocation was given by Michelle French.

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

PERSONS DESIRING TO ADDRESS THE BOARD OF DIRECTORS MUST FILL OUT A SPEAKER'S CARD PRIOR TO THE MEETING. NO PRESENTATION SHALL EXCEED THREE MINUTES. THE BOARD CANNOT DELIBERATE ON ANY SUBJECT THAT IS NOT INCLUDED ON THE AGENDA.

No Public Present for Comments.

ITEM 5: CAD UPDATES

A. CHIEF APPRAISER REPORT - DON SPENCER

- In the process of gathering preliminary documents for the 2024 MAP Review - this is required by PTAD at the Comptroller's Office - Preliminary Documents are Due December 1.
- Will be holding a PVS Workshop and training on December 4 at the County Courthouse where outside counsel will provide training to help in understanding the ratio studies.

Minutes - Board of Directors Meeting of November 11, 2023

- There is discussion about creating an exemption training workshop for the exemptions team - would go from ground level up on applications, requirements, etc.
- Will be bringing a proposal for IAAO Gap Analysis - this would bring IAAO in to review our appraisal processes and procedures - IAAO sets the standards that DCAD is asked to comply with and will be greatly beneficial to the CAD by giving good things that need to be worked on - would be a 6-8 week process of observation, interviews, and then recommendations based on current procedures. Many CADs have completed this process and have good information that was gathered.
- General Election results were discussed
- Ballots have been delivered to the entities for Board of Director selections - December 15 is the deadline unless the entity is one of the top 5% - those resolutions are due earlier.
- Mr. Spencer spoke to the Oak Point City Council - great meeting where they asked some good questions and paid some very nice compliments to the Denton CAD staff.

B. APPRAISAL DIVISION UPDATES - CHRIS LITTRELL (per Don Spencer)

- Commercial Department has all field work assigned to appraisers - income analysis has been completed for the fall - the commercial department has developed income schedules and are spending time doing field inspections
- Personal Property Department - appraisers are out in the field doing inspections and site visits - approximately half of Denton County has been completed - this is the first time in several years that the BPP appraisers have been out in the field talking to business owners - department is also doing an excellent job of staying on top of Help Desk tickets
- Mapping Department - deeds have been processed up to November 6 which is almost completely up to date - the Just Appraised Software system is going a long way in helping take the data entry out of the process
- Permits have been processed up to October - this allows the department to reach out and ask for permits from entities - new accounts are up to date as are all newly platted lots - GIS has just completed an integration of a new appraisal software which allows for mass updates - helps to create efficiency for mapping techs
- Residential Appraiser are out in the field - they are working on completing permits and rechecks - making sure all rechecks have been done before starting reappraisals

C. ADMINISTRATION DIVISION UPDATES - JEANNE ASHLOCK (per Don Spencer)

- Most appeals have been processed - currently focusing on arbitrations and lawsuits - arbitrations have picked up over the years due to drop in requirements of value threshold
- The rise in arbitrations required does take appraisers away from the field work as they do the work to settle those arbitrations
- Currently have 300-500 lawsuits for the year - getting close to the deadline for those filings
- Have recently filled the additional Appeals Support position - will be an internal move - will be recommending that position as Deputy TLO.
- IT Department is working on maintenance and updates - new server installed after Thanksgiving - have new password security software - looking at hardware

Minutes - Board of Directors Meeting of November 11, 2023

replacements as we look to transition to Macbooks for all employees - cost is relatively the same - MacBooks will be able to plug directly into desktop computers

- Customer Service Department has been on the phone quite a bit in the last week - tax bills and propositions passed which has resulted in numerous questions
- Call volume for October has been 5000 phone calls - average wait time is less than 2 minutes - total staff interactions is 7300 in October

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

Charles Stafford made a motion to approve the consent agenda. Ann Pomykal seconded the motion. The motion passed and the vote was unanimous.

ITEM 7: DISCUSS PROPOSALS RECEIVED IN RESPONSE TO DCAD FURNITURE RFP 2023-001.

Don Spencer handed out packets to the board of proposals received through the RFP for bids. Received 3 proposals - Anderson Worth, Cube Solutions, and Indoff - Indoff was immediately eliminated due to the highest price. The other 2 companies provided detailed proposals. Mr. Spencer is recommending the Board choose Anderson Worth based on their proposal and already provided customer service - company has already gone above and beyond what would be expected of a vendor.

Mr. Spencer reminded the board this will provide 28 desk spaces in the conversion of our training room and will cover an immediate need of space - will allow Denton CAD to relocate Residential to 3901 and free up about 8-10 offices and allow a small amount of space to grow. Lead time is 3-5 weeks and is expected to go into the first two weeks of January for completion. All equipment will be reusable in a future move to another building.

All questions of the board involving provided space, drawers, and needed conference room space were discussed and provided with satisfactory answers.

ITEM 8: CONSIDER RECOMMENDATIONS AND AUTHORIZE CHIEF APPRAISER TO SELECT VENDOR FOR PURCHASE AND INSTALLATION OF FURNITURE

After the above discussion, all questions were answered.

Ann Pomykal made a motion to approve Anderson Worth as the Vendor selected for the purchase and installation of furniture. Charles Stafford seconded the motion. The motion passed and the vote was unanimous.

Minutes - Board of Directors Meeting of November 11, 2023

ITEM 9: DISCUSS, CONSIDER, AND APPROVE INCREASING THE NUMBER OF ARB MEMBERS TO FORTY (40) REGULAR MEMBERS AND FOUR (4) AUXILIARY MEMBERS

Tax Code 6.41 allows the Board of Directors to increase the size of the ARB which is currently at 36 members and 3 auxiliary. Denton CAD is requesting to increase to 40 members with 4 auxiliary. There are currently 36 applications for ARB. The budget supports this request. This process is not impacted by currently passed legislation - the process for 2024 will still be approved by the Administrative Law Judge. Currently ARB members serve 2 year terms. Of the 36 applications - 10 are brand new, 4 are up for reappointment and 22 are returning.

Alex Buck made a motion to approve the increase in ARB members to 40 with 4 auxiliary members. Charles Stafford seconded the motion. The motion passed and the vote was unanimous.

ITEM 10: DISCUSS CHIEF APPRAISER EVALUATION

Mr. Atwood led the discussion of the evaluation of Don Spencer as Chief Appraiser. Discussion was guided by the written evaluation selected by the board and allowed for individual comments from the Board directed at Mr. Spencer.

The following Objectives are put in place for Mr. Spencer for 2024.

- Certify the roll in 2024 without feeling rushed.
- Objective and understandable metrics
- Work Space Planning
- Creation of Training and Development Department
- Plan for continuation of improvement of processes
- Exemption processing improvements
- Continued partnership with taxing units

Mr. Atwood will compile the thoughts of the Board on to one final document to serve as Don Spencer's 2023 evaluation.

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

- A. DISCUSS PERSONNEL MATTERS
- B. CONSULTATION WITH OUTSIDE COUNSEL ON ACTIVE LITIGATION

Board went into Executive Session at 4:14.

ITEM 12: RECONVENE TO OPEN SESSION AND TAKE ACTION ON ANY NECESSARY ITEMS DISCUSSED IN EXECUTIVE SESSION

Board reconvened following the Executive Session at 4:23.

Ann Pomykal moved to approve that Don Spencer's salary be raised to \$230,000 yearly and execute the addendum to the employment agreement. Charles Stafford seconded the motion. The motion passed and the vote was unanimous.

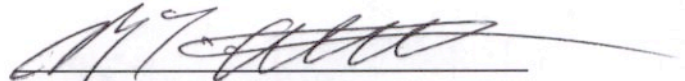
Minutes - Board of Directors Meeting of November 11, 2023

ITEM 13: DISCUSS/SET NEXT MEETING AND FUTURE AGENDA ITEMS

Next Meeting Thursday, December 7, 2023

ITEM 14: ADJOURN

Chairman, Roy Atwood, adjourned the meeting at 4:26.



Roy Atwood, Chairman

ATTEST:



Ann Pomykal, Secretary