



**Denton Central Appraisal District**  
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DENTON CENTRAL APPRAISAL DISTRICT

BOARD OF DIRECTORS MINUTES

JANUARY 18, 2024

3:00 p.m.

ITEM 1: CONVENING OF MEETING

Roy Atwood convened the meeting at 3:01 pm.

BOARD MEMBERS PRESENT: Roy Atwood  
Charles Stafford arrive at 3:03  
Alex Buck arrive at 3:13  
Ann Pomykal  
David Terre  
Michelle French

STAFF PRESENT: Don Spencer, Chris Littrell, Jeanne Ashlock,  
Kim Collins, Misty Baptiste, Daniel Gonzalez,  
Mike Jones

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: SWEARING IN NEW BOARD OF DIRECTORS

Misty Baptiste administered the Oath of Office to the 2024-2025 Board of Directors.

ITEM 5: ELECTION OF OFFICERS FOR BOARD OF DIRECTORS

The floor was opened for nominations for the Officers of the Board of Directors.

Nomination of Roy Atwood for Chair by Alex Buck and 2nd by Ann Pomykal  
Vote Unanimous. Roy Atwood was voted in as Board Chairman by acclamation.

Nomination of Charles Stafford by Roy Atwood and 2nd by David Terre  
Vote Unanimous. Charles Stafford was voted in as Board Vice Chairman by acclamation.

Nomination of Ann Pomykal for Secretary by David Terre and 2nd by Alex Buck  
Vote Unanimous. Ann Pomykal was voted in as Board Secretary by acclamation.

ITEM 6: 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 7: CAD UPDATES

A. CHIEF APPRAISER REPORT - DON SPENCER

- Thanks and congratulations for continuing service of Denton CAD Board - appreciate the continued support of help and guidance.
- Update on Purchase and installation of Cubicles - installation is complete - now houses the Residential Appraisal Team - making adjustments and getting comfortable in their new environment - so appreciative of them and their understanding of the transition that needs to happen for growth - still spacious and room to move around - created a couple of spaces for them for coffee and microwaves and fridges
- Recognition of hard work and diligence of the entire staff at this time of year - as we are preparing for protest time - preparing appraisal roll, preparing notices of appraised values, MAP Review work, Onboarding and Training, etc
- Questions were posed about the number of openings and what kind of applicants we are receiving - hoping to have 18 positions filled within the next couple of months would be the goal - to have as many in place by the time the protest process begins.
- Ann Pomykal celebrated the camaraderie seen among the staff at the Christmas Party.
- IAAO Gap Analysis - is in process - interviews are currently being conducted - 40 staff were selected and 8 more volunteered - so a total of almost 50 staff will be interviewed and compiled - large document from IAAO on processes and procedures - to see how they align with standards - to offer recommendations on areas of improvement - IAAO will wrap up the report by end of February to have prepared for March meeting
- OnSite MAP Review will be completed the first week of February.
- Have posted PSA's on website and Facebook for Property Owners about deadlines of exemptions and renditions.
- New Board of Directors elections process has started - January 17-February 16 - applications can be submitted during this time - still working to compile some details on these elections - contact at Denton Elections - will definitely help hold our hand through this process - Board will have to help with canvassing the elections
- Introduction of Mike Jones - Director of Training and Development - began in 2006 - Chief Appraiser at Fannin CAD for 10 years - Don Spencer highlights

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Mike's goals and what he can do for Denton CAD toward becoming a recognized organization - around the state

- Mike Jones offers his thoughts and goals and what the ROI will be to bring the education and training in house.

### B. APPRAISAL DIVISION UPDATES - CHRIS LITTRELL

- Comments on the level of excellence that Mike Jones will bring to the CAD and how he will enhance what Denton CAD is doing
- Hands out a statistic sheet to the Board - restructured and created analysts and field appraisers within the department - analysts have been going through sales one by one to verify sales before appraisal notices to make sure all is accurate - field inspectors have 49391 properties - still have 6000 remaining - new construction about 1000 remaining - will be sending out values as close to April 1 as possible.
- Commercial continues to process building permits and growth
- BPP completed all field inspections for 53 entities - renditions were mailed this past week and will begin coming in but most will wait until the last minute of April 15 to process - Director Michelle Landberg - doing a fantastic job of clean up -
- Mapping - processing ownership - completely caught up - sketching department is caught up - they only have 193 remaining that have been issued in 2024. GIS and 2023 are caught up - New plats - 443 filed in 2023 - representative 13182 - new parcels being added in 2023.
- Moving forward - MAP review - GAP Analysis - heading out for a training session to Travis CAD with all Department Directors for the week - in February - continue analysis, renditions, and ag applications, TAAD Conference
- Ann Pomykal celebrates the Benchmark being created

### C. ADMINISTRATION DIVISION UPDATES - JEANNE ASHLOCK

- Appeals - working hard on updates to processes to have things in good working order for protest season
- 37 ARB members plus 2 pending - still have applications coming in - 40 slots to fill with 4 auxiliary members
- ARB Officers have been appointed
- Filled Appeals Support position - with Daniel Gonzalez
- IT - huge hand in the physical move - little bit of delay in hardware refresh because of software issues
- Exemptions and Assistance Department (Customer Service) - working hard on processing exemptions and getting things updated for protest season adjusting to and learning new exemptions inherited from BPP
- Business Operations (Administration) - getting things changed over for 2024 - played a huge hand in the move
- Training and Development Department - new Update - very thankful for Mike Jones being on board

Alex Buck and Ann Pomykal had a meeting with Denton County Judge Andy Eads about new facilities and what is available within Denton County - they are willing to be a partner with us based on the relationship that has been built. They are willing to help in any way they can to help with a 5-10 year plan. Charles Stafford offers that

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Denton ISD has demographers that would be happy to help with logistics and information.

ITEM 8: 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 SEC. 25.25(B) TAX CODE

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

ITEM 9: DISCUSS PROPOSALS RECEIVED IN RESPONSE TO DCAD ROOFING RFP 2024-001

- RFP went out and was posted in the newspaper - only one submitted bid was received from Denton Trinity Roofing - Board has a copy of bid and scope of work that was submitted.

Alex Buck states that he has used this system on several buildings and endorses this wholeheartedly

Charles Stafford says the company is well-established and does say that the flat roof is always going to be an issue when the building shifts. Asks about warranty offered in the bid.

Payment for this will have to come from contingency.

ITEM 10: CONSIDER RECOMMENDATIONS AND AUTHORIZE CHIEF APPRAISER TO SELECT VENDOR FOR INSTALLATION OF NEW ROOF

Ann Pomykal made a motion to approve the roofing bid from Denton Trinity Roofing. Charles Stafford seconded the motion. The motion passed and 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. DISCUSS PERSONNEL MATTERS
- B. CONSULTATION WITH OUTSIDE COUNSEL ON ACTIVE LITIGATION

Adjourn at 4:10

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

Reconvene at 4:15

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No action needed to be taken

ITEM 13: DISCUSS, CONSIDER, APPOINT DEPUTY TAXPAYER LIAISON OFFICER (per 6.052 TPTC/HB 1285)

- Jeanne Ashlock recommends that Daniel Gonzalez be appointed as Deputy TLO as lined out by HB 1285

Alex Buck made a motion to approve Daniel Gonzalez as Deputy TLO. Ann Pomykal seconded the motion. The motion passed and the vote was unanimous.

ITEM 14: CALENDAR 2024 BOARD MEETINGS

Don is recommending Board Meetings Calendared as the 2nd Thursday of the Month with the exception of June - no Board meeting in June due to Protest Period.

Feb 15

March 14

April 11

May 9

July 11

August 8

September 12

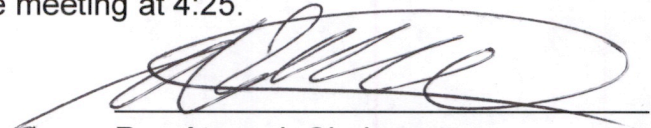
October 10

November 14

December 12

ITEM 15: ADJOURN

Chairman, Roy Atwood, adjourned the meeting at 4:25.



Roy Atwood, Chairman

ATTEST:



Ann Pomykal, Secretary