



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

BOARD OF DIRECTORS MINUTES

FEBRUARY 15, 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  
Alex Buck  
Ann Pomykal  
Michelle French

ABSENT: David Terre

STAFF PRESENT: Don Spencer, Chris Littrell, Jeanne Ashlock,  
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

- CHIEF APPRAISER REPORT - DON SPENCER
  - PVS - Study Results - Preliminary findings came back from the Comptroller's office - all 17 ISD's were found to be valid - last year had 3 school districts that were not in the confidence interval.
  - County Wide Average in 2021 in Denton Co. - .97 median level of appraised value.

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- County Wide Average in 2023 in Denton Co. - 100% median level of appraised value
- MAP Review through Comptroller's Office completed over the first week of February - All mandatory requirements passed - only one "No" out of the 88 documents submitted and there will be a chance to change that to a "Yes" in the next month.
- CAMA Software System - sent out an RFP for other companies to submit bids for new Software if there is anything possible that is out there. Received 2 bids - many staff members went through demos with both companies - with the potential questions and possible issues that could be in place.
- Ag Advisory Board met on Tuesday, February 13 - Gary Zeitler works with staff on much of the Ag Valuation not just for Denton County but around the state. Mr. Zeitler presented values that were mostly flat from years past - no increase in taxable values
- Tomorrow is the deadline for the public to file an application to run for the DCAD Board of Directors. Will need to have an additional Board meeting on Monday, February 26 to draw for place on ballot.
- Print Vendor has been contacted to be ready to mail notices out on April 1.
- Electricians have been here to begin setup of 5 kiosks in the Customer Service area to help streamline the check-in process for walk-in customers. Can bypass wait time at the counter to implement a faster process.
- APPRAISAL DIVISION UPDATES - CHRIS LITTRELL
  - RESIDENTIAL
    - 2847 - Number of Sales left to process in Residential
    - 602 Ag Applications - 57 have been processed - deadline to file is April 30.
  - COMMERCIAL
    - Almost all field inspections have been completed
    - Appraisers are verifying Commercial type sales
    - Will soon be transferring to Analysis phase
  - BPP
    - Mailed out 20K renditions - deadline is April 15 - only received 1100 so far - 325 more than what was received this time last year
    - March 1 - will begin process to work renditions
    - May 3 - hoping to send first BPP notices out
  - MAPPING
    - All deeds filed through January 29 have been processed
    - Waiting on some permits from entities to close out 2023.
    - 271 homes have been sketched through Feb 13, 2024 - waiting on blueprints from entities to complete
    - Real Property Analysis should be completed 3/15, 3/16 - will begin looking at clerical errors and clean up of data to have out by April 1
- Charles Stafford asked if we have data of Number of Protests received year over year
  - Prior to 2020 data was captured in a way that skews the numbers
- Roy Atwood asked about GAP Analysis through IAAO - still planning on presentation at March meeting

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● ADMINISTRATION DIVISION UPDATES - JEANNE ASHLOCK

APPEALS

- Working towards a more efficient protest season - would like to make it easier for property owners to find forms on website - kiosks will help - wanting to put names on TVs so that property owners can see where they are in line
- Up to 41 total ARB members
- Will have 7 ARB panels in 3911 - will have 4 panels in 3901 for hearings for Agents and Telephone and Video hearings
- IT
- Department has resolved issue with new MacBooks - making steady progress with server Migration
- EXEMPTIONS AND ASSISTANCE
- Completed a couple of mass mailings to help taxpayers with exemptions
- BUSINESS OPERATIONS
- Lots of title changes, office shuffle is almost complete, preparing for annual audit coming soon
- TRAINING AND DEVELOPMENT
- Working on core documents that the CAD will use - making us a Core Provider to teach our own classes
- Alex Buck asked about the Exemption Automation idea - how is that coming - In the talks with several companies to see how they can help - what is the backlog right now? - approximately 6000 a couple of weeks ago

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 SEC. 25.25(B) TAX CODE

Financials not available.

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: CONSIDER AND ADOPT ORDER OF ELECTION FOR AT-LARGE PLACE 1, 2 & 3 BOARD OF DIRECTORS MAY 2024 ELECTION

Don Spencer presents the order of general election for 3 positions on the Board. Need the Board to execute this order and it will be posted to kick off May 2024 Board of Directors.

Michelle French asks How many polling sites there will be? Not sure yet waiting to hear from the County.

Alex Buck made a motion to approve the document presented. Ann Pomykal seconded the motion. The motion passed and the vote was unanimous.

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ITEM 8: CONSIDER AND APPOINT AGRICULTURE ADVISORY BOARD MEMBERS

- Ag Advisory Board meeting held on Tuesday, February 13 - had someone with interest show up at Meeting.
- Asking to appoint 2 members for 2 years and 2 members for 1 year
- New member - Tom Rainey - family has farmed in Denton for years.

Charles Stafford made a motion to approve the Ag Advisory Board Members and the proposed appointment schedule. Ann Pomykal seconded the motion. The motion passed and the vote was unanimous.

ITEM 9: CONSIDER AND APPROVE CHANGES TO PERSONNEL POLICY - 3.07 NEPOTISM POLICY

Don Spencer requests change to Personnel Policy due to limitations that are part of the policy - feels there are possibilities to employ qualified relatives in separate departments - requesting to strike the two paragraphs in the current personnel policy that completely prohibits employment of relatives in the same department. Mr. Spencer is asking for responsibility to be on his shoulders when it comes to hiring.

Board expressed concern that there is not a possibility for the hiring of family members that would be within the direct management line. Real dicey areas with directors managing relatives with the possibility of disciplinary issues. Protecting the Department Directors is most important. Board wants to ensure the District is covered and protected.

Don Spencer will be reworking the wording of the policy.

ITEM 10: 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

No need to adjourn to executive session

ITEM 11: RECONVENE TO OPEN SESSION AND TAKE ACTION ON ANY NECESSARY ITEMS DISCUSSED IN EXECUTIVE SESSION

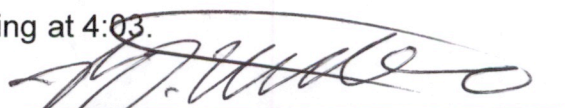
ITEM 12: DISCUSS FUTURE AGENDA ITEMS

Will have to meet on February 26 - will not have any other business on the agenda. Will either be drawing a ballot or will be canceling the election.


Next Meeting February 26 at 3:30.

ITEM 13: ADJOURN

Chairman, Roy Atwood, adjourned the meeting at 4:03.

  
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Roy Atwood, Chairman

ATTEST:

  
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Ann Pomykal, Secretary