Denton Central Appraisal District
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DENTON CENTRAL APPRAISAL DISTRICT

BOARD OF DIRECTORS MINUTES

APRIL 11, 2024

3:00 p.m.

ITEM 1: CONVENING OF MEETING

Roy Atwood convened the meeting at 3:02 pm.

BOARD MEMBERS PRESENT:	Roy Atwood Charles Stafford Alex Buck Ann Pomykal David Terre Michelle French
STAFF PRESENT:	Don Spencer, Chris Littrell, Misty Baptiste, Kim Collins
STAFF ABSENT:	Jeanne Ashlock

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: DISCUSSION ON GAP ANALYSIS CONDUCTED BY IAAO - JUSTIN EIMERS - IAAO CONSULTANT

- Justin Eimers from IAAO is present for the board to ask any questions on the Gap Analysis presented at the March Meeting.
- Mr. Eimers summarized his interviews with DCAD staff.
- Alex Buck inquires about the validity of the public's opinion that Denton CAD does not follow USPAP - Mr. Eimers said he did not specifically conduct a

USPAP review but did not come across anything that would be in violation of USPAP.

- David Terre states that everything comes back to training, space and staffing - Mr. Eimers highlights how difficult that is as the cycle continues - he sees great benefit in having a Director of Training and Development who can customize the training for the needs of the CAD
- Ann Pomykal - what is advice from Eimers to the Board in priority order? Mr. Eimers states that it is difficult to answer - some of these processes should have started 4-5 years ago. Be careful not to get the cart before the horse - new CAMA system will be huge to create new workflow systems - won't know for sure until "we are in the midst of it " - running dual systems for a while where necessary until complete conversion happens - CAMA conversion is going to be a huge process for any CAD - it's hard to hit all at once to get everything up to speed - may take 3-4 years to get everyone comfortable with every part of the process
- Ann Pomykal comments that the Board will need to be patient as the CAD staff is buried in the weeds trying to figure things out.
- Roy Atwood asks for Mr. Eimers opinion about the most beneficial office space - would it be 1, 2, or 3 buildings. Mr. Eimers believes that having 1 office building will be a huge benefit. One singular building will be beneficial to creating a more cohesive system.

ITEM 6: 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 to Executive Session at 3:17.

ITEM 7: RECONVENE TO OPEN SESSION AND TAKE ACTION ON ANY NECESSARY ITEMS DISCUSSED IN EXECUTIVE SESSION

Reconvene from Executive Session at 3:50.

No action taken after Executive Session.

ITEM 8: CAD UPDATES

A. CHIEF APPRAISER REPORT - DON SPENCER

- Notices mailed out April 5 for all real property in Denton County - deadline will be May 15 to file protest - informal meetings have begun with appraisers - still working through some kinks with the online protest system
- Set to have Entity Meetings on April 24-25 - will be on DCAD property - 12-1:30 - Board is invited to attend - April 24 is School Districts and County - April 25 is Cities - Wardlaw Appraisal will be here for those meetings to discuss mineral values that are increasing.
- Spoken at various locations around the county - been good to be able to get information and education out to more people while gathering feedback

- Will be delivering Certified Estimates to Entities by April 30 - goal to have those estimates to entities at the luncheon April 24-25.
- Will be submitting records to ARB on April 17 to begin the formal review process for the summer.
- Next focus - succession planning across the organization - Have had a lot of institutional knowledge leave over the last few years - need to look at those processes and consistency in those processes - Will be Focusing on Task alignment - are we operating as efficiently as possible - Director of Training and Development is working towards SOP's CAD wide and Department specific - will be a big push over the next several months of procedures and processes
- Facility Planning - it's unlikely DCAD can make it another 2 years with where we are - will be aiming for that in the upcoming Budget Workshop

B. APPRAISAL DIVISION UPDATES - CHRIS LITTRELL

- Offered a Demonstration of Wait While - new cueing system in place - to help manage the flow of the people coming in the building for informal reviews
- Walked the Board through booking an appointment on the new system and discussed the benefits.
- Discussed walls and sound panels that have been added to help with sound issues. Area is quieter and more peaceful which will ultimately help staff.

C. ADMINISTRATIVE DIVISION UPDATES - JEANNE ASHLOCK - No report due to Absence

ITEM 9: 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 FROM THE PREVIOUS BOARD OF DIRECTORS MEETINGS

B. ACKNOWLEDGE RECEIPT OF MONTHLY FINANCIAL STATEMENTS

Remove January Financial - as not available

Charles Stafford made a motion to approve the consent agenda with the removal of the Monthly Financial Statements. Ann Pomykal seconded the motion. The motion passed and the vote was unanimous.

ITEM 10: DISCUSSION - POSTING NOTICE OF ELECTION

Don Spencer presents a required posting that must be signed by the presiding officer of the Board. Document is a posting notice of the election required by the County running of the election.

ITEM 11: DISCUSSION - 2025 BUDGET

Don Spencer sent a copy of preliminary budget items to the board. Plans to have a budget workshop as part of the May Board meeting. Indicates positions to be added in 2025 - 15 additional positions - wanting to grow the organization in a way that makes the most sense and is most reasonable - looking at possibility of having a PR firm on retainer and what those costs would be - have recommendations but no contacts yet - Additional cybersecurity measures will be needed - to avoid issues that our neighbors have had

Charles Stafford asks about planning for future facility needs - would like Justin Eimers to be in on the discussion - volunteering to offer some contacts to help with building one building while tearing down another

Alex Buck asks about a line item for the 2025 election - election admin office is working on getting numbers to us for the 2024 budget so we have an idea of what will be needed for 2025 election

Reserves currently has 2 million dedicated to real estate.

Ann Pomykal asks about Training plans for 2025 - 23K for training - asks for more understanding for per employee and what is needed for next year for specific training.

ITEM 12: CONSIDER AND TAKE ACTION ON PENALTIES AND INTEREST FOR OUTSTANDING SECOND QUARTER ALLOCATIONS

Kim provided a packet - most from report have been cleared - total of 4 remaining who have not paid their allocation

Charles Stafford made a motion to approve waiving the penalties and interest. Ann Pomykal seconded the motion. The motion passed and the vote was unanimous.

ITEM 13: DISCUSS, CONSIDER, AND TAKE ACTION ON CHANGE OF SECRETARY OF BOARD

Ann Pomykal is withdrawing her request - remove Item 13 from Agenda - No action necessary

ITEM 14: DISCUSS FUTURE AGENDA ITEMS

Next meeting is May 9, 2024 at 3:00.

Agenda Items - Budget Workshop

Set June Meeting for June 13, 2024

ITEM 15: ADJOURN

Chairman, Roy Atwood, adjourned the meeting at 4:39.

Roy T. Atwood

Roy Atwood, Chairman

ATTEST:

Ann Pomykal

Ann Pomykal, Secretary