



Denton Central Appraisal District
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DENTON CENTRAL APPRAISAL DISTRICT

BOARD OF DIRECTORS MINUTES

NOVEMBER 12, 2024

3:00 p.m.

ITEM 1: CONVENING OF MEETING

Roy Atwood convened the meeting at 3:02 pm.

BOARD MEMBERS PRESENT: Roy Atwood -Chairman
Alex Buck
Angie Cox
Michelle French
Rick Guzman
Lisa McEntire

BOARD MEMBERS ABSENT: Charles Stafford - Vice Chairman
Ann Pomykal - Secretary
David Terre

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

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 Comments from those present.

ITEM 5: CAD UPDATES

A. CHIEF APPRAISER REPORT - DON SPENCER

- Board of Directors Voting is Underway - 6 entities have cast their votes for the 14 that are nominated. Ballot was delivered on October 23 - All Votes must be in by December 13, 2024

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- Staff is working hard to complete training through True Prodigy. New Software and website is set to go Live tomorrow, November 13.
- Business as usual right now - phones are ringing and departments are working on processes to be implemented during Appraisal Cycle
- Electronic Appraisal Roll submissions have been completed and submitted to Comptrollers - including tax rate submissions.
- Ag Advisory Board meeting November 12 - Good meeting with discussions of productivity schedules for land - based on income and typical expenses - have 1 member whose term is expiring - will be bringing a recommendation to renew the term for that one member - typically a 3 member board but we now have a 5 member board that serve a staggered 2-year term
- Ag Advisory Board was expanded to include more interest covered in Denton County

B. APPRAISAL DIVISION UPDATES - DEPUTY CHIEF OF APPRAISAL - CHRIS LITRELL

- Echoes what Mr. Spencer has said about Ag Advisory Board meeting
- Overview of Appraisal areas - all have been working to complete True Prodigy training academy videos
- Having weekly meetings with True Prodigy for updates or to hone in on specific area and how to use different aspects of True Prodigy
- Continue to Analyze income models for Commercial Properties to create Models for future use
- BPP has been able to do field work to personally meet with business owners and drop off paperwork directly
- Will have a lot of validation to complete once system goes live
- Have been able to update spreadsheets as things create red flags - but work continues to make things as smooth and as clean as possible

C. ADMINISTRATION DIVISION UPDATES - DEPUTY CHIEF OF ADMIN - JEANNE ASHLOCK

- Began data validation process from old system to new system - final data version was completed last week
- Worked to get images and documents as well as letter templates uploaded in new system
- Currently have True Prodigy staff on site for help, questions, and training
- Have received link to new website so have begun looking at how to make things easier for taxpayers
- Don't expect any down time at all with conversion to a new Website.
- Will begin working more with Just Appraised process - still an ongoing process to get exemptions updated

D. TLO REPORT - DANIEL GONZALEZ - TAXPAYER LIAISON OFFICER

- No report on Taxpayer Issues
- Potentially have 44 ARB members - which is past the 42 member mark - for appointment - as long as everyone stays on board once training begins
- Will continue to accept applications
- Chairman and Secretary will be selected by Denton CAD Board - they will receive letter of intent and application

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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 FROM 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

Angie Cox made a motion to approve the consent agenda in its entirety. Michelle French seconded the motion. The motion passed and the vote was unanimous.

ITEM 7: DISCUSS BOARD POLICIES AND PROCEDURES

Angie Cox requests to table this discussion until January 2025 once new Board members are in place.

ITEM 8: DISCUSS EVALUATION PROCESS FOR TAXPAYER LIAISON OFFICER (TPTC 6.052(i))

- Required for Board to examine and evaluate the TLO yearly
- Mr. Spencer presented a form that has been circulated among CADs State wide
- Will be looking to evaluate TLO at December meeting
- Mr. Atwood suggests - Perhaps the Board would like to define "timely manner" as laid out by the Tax Code - possibly focus on response time and not resolution time
- Not tied to compensation - just performance
- Asked for possible input from TLO for measurable concepts

ITEM 9: CHIEF APPRAISER EVALUATION

- Nothing additional needed from the Board at this time.

ITEM 10: ADJOURN TO EXECUTIVE SESSION PURSUANT TO SECTIONS 551.071, 551.072, 551.074 AND 551.089 OF THE TEXAS GOVERNMENT CODE FOR THE FOLLOWING PURPOSES: (AS NEEDED)

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

Adjourn at 3:32

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

Reconvene at 4:55

Alex Buck moved that the Board approved Addendum 3 - Employment Agreement between District and Chief Appraiser Don Spencer. Lisa McEntire seconded the motion and the vote was unanimous.

ITEM 12: NEXT MEETING DECEMBER 12 IN 3911/DISCUSS FUTURE AGENDA ITEMS

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ITEM 13: ADJOURN

Roy Atwood, adjourned the meeting at 4:55.

A handwritten signature in blue ink, appearing to be 'Roy Atwood', written over a horizontal line.

Roy Atwood, Chairman

ATTEST:

A handwritten signature in blue ink, appearing to be 'Alex Buck', written over a horizontal line.

Alex Buck, Member