



DENTON **C**ENTRAL **A**PPRAISAL **D**ISTRICT
3911 MORSE STREET, P O BOX 2816
DENTON, TEXAS 76202-2816

DENTON CENTRAL APPRAISAL DISTRICT

BOARD OF DIRECTORS MINUTES

OCTOBER 24, 2019

3:00 p.m.

ITEM 1: CONVENING OF MEETING

Charles Stafford convened the meeting at 3:00 pm.

BOARD MEMBERS PRESENT: Charles Stafford, Chairman
David Terre, Vice Chairman
Mike Hassett, Secretary
Roy Atwood, Member
George Pryor, Member
Michelle French, Ex Officio Member

BOARD MEMBERS ABSENT: None

STAFF PRESENT: Rudy Durham, George Clerihew,
Kathy Williams and Hope McClure

ITEM 2: INVOCATION

Michelle French gave the invocation.

ITEM 3: PLEDGE OF ALLEGIANCE

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

No public was present to address the Board.

ITEM 5: PROGRESS REPORT

APPRAISAL AND ADMINISTRATIVE RELATED – RUDY DURHAM, GEORGE CLERHEW AND KATHY WILLIAMS

Rudy Durham informed the Board, that staff was already working on the 2020 appraisal records for next year, and that the tax office was mailing out tax bills this week.

George Clerihew had no report this month.

Kathy Williams updated the Board on how the election process was going. She informed them that Board ballots will be sent to the entities on Monday and the entities need to vote and have their resolutions turned in by December 15th.

Kathy and the Board agreed the next Board of Directors meeting would be Thursday, December 12th.

LIAISON – BEATRICE LORNE

Beatrice Lorne had no report this month.

TRUE PRODIGY – OSVALDO MORALES

Osvaldo gave handouts to the Board and spoke about True Prodigy. He gave them some history on the company, the status of what stage the software is in and how it will benefit Denton Central Appraisal District.

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 BOARD OF DIRECTORS MEETING OF SEPTEMBER 19, 2019 AND OCTOBER 15, 2019
- B. ACKNOWLEDGE RECEIPT OF MONTHLY FINANCIAL STATEMENTS
- C. ACKNOWLEDGE RECEIPT OF VALUE CHANGES

Mike Hassett made a motion to approve the Consent Agenda as submitted. George Pryor seconded the motion. The vote to approve the Consent Agenda as submitted was unanimous.

ITEM 7: CONSIDER AND APPROVE DESKTOP REFRESH

Brad Green presented to the Board the cost, additional security and the numerous benefits of moving forward with the Apple desktop refresh. There is money in the Information Services line item in the 2019 DCAD Budget to fund the desktop refresh.

Mike Hassett made a motion to approve the desktop technology refresh from SHI. Roy Atwood seconded the motion. The vote to approve the desktop technology refresh from SHI was unanimous.

ITEM 8. CONSIDER AND APPROVE EXTENSION OF WARDLAW APPRAISAL GROUP CONTRACT FOR APPRAISAL OF MINERAL, UTILITY, AND INDUSTRIAL PROPERTIES FOR 2021-2022

Wardlaw Appraisal Group currently appraises the District's mineral, utility and industrial properties. The current contract will expire on December 31, 2020. Wardlaw has agreed to continue their current service with only a \$4000 per year increase. Staff is currently very pleased with the service and professionalism and recommends approving the extended contract for Wardlaw Appraisal Group for years 2021-2022.

Michelle French made a motion to approve the extended contract agreement between DCAD and Wardlaw Appraisal Group and to allow the Chief Appraiser or his designee to sign all related documents as submitted. George Pryor seconded the motion. The vote to approve the extended contract agreement between DCAD and Wardlaw Appraisal Group and to allow the Chief Appraiser or his designee to sign all related documents was unanimous.

ITEM 9. CONSIDER AND APPROVE AWARD OF BID FOR PRINTING SERVICES FOR 2020-2021

Mrs. Williams reported that she had sent out a RFP for printing services. Two vendors responded, VariVerge and SPM Document Solutions. A tabulation of the bids were presented to the Board.

Mike Hassett made a motion to award the bid for laser printing services for 2020-2021 to VariVerge and allow the Chief Appraiser or his designee to sign all documents concerning the laser printing services upon completion of the documents. The motion was seconded by George Pryor. The vote to award the bid to VariVerge and allow the Chief Appraiser or his designee to sign all documents was unanimous.

ITEM 10. DISCUSS AND APPROVE COST OF LIVING INCREASE AND MARKET SALARY ADJUSTMENTS FOR STAFF

Mrs. Williams presented the Board with a spreadsheet showing two salary scenarios. A 2% increase, which was used as a placeholder in the 2020 budget and a 3% increase. Mrs. Williams reported that several of the entities and comparable Appraisal Districts are giving at least a 3-5% increase for 2020.

Mr. Hassett questioned where the additional 1% would come from if the Board approved the 3% increase. Mrs. Williams explained that there is enough funds in salary adjustments already approved in the current budget to cover the 1% difference.

A motion was made by Roy Atwood to approve the 3.0% increase recommendation. The motion was seconded by George Pryor. The vote to approve the 3.0% increase, with the exception of the Chief Appraiser's salary was unanimous.

ITEM 11: EXECUTIVE SESSION IN ACCORDANCE WITH THE TEXAS GOVERNMENT CODE SECTION 551.071 AND 551.074:

- A. TO DELIBERATE THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE OR DISMISSAL OF THE CHIEF APPRAISER;
- B. CONFIDENTIAL LEGAL ADVICE REGARDING THE AGENDA ITEM ABOVE

The Board went into executive session at 3:41 pm.

ITEM 12: RECONVENE, DELIBERATION AND APPROPRIATE ACTION DISCUSSED IN EXECUTIVE SESSION REGARDING THE APPOINTMENT, EMPLOYMENT, EVALUATION, REASSIGNMENT, DUTIES, DISCIPLINE OR DISMISSAL OF THE CHIEF APPRAISER

The Board reconvened at 4:53 pm.

Mike Hassett made a motion “to approve the offer of the severance agreement and release of claims as discussed in executive session”. David Terre seconded the motion. The vote to approve the offer of the severance agreement and release the claims as discussed in executive session was unanimous.

ITEM 13: ADJOURN

Chairperson, Charles Stafford, adjourned the meeting at 4:54 pm.