

**BOARD OF DIRECTORS
HOWARD CENTRAL APPRAISAL DISTRICT
MEETING MINUTES
June 11, 2025**

The Board of Directors of the Howard Central Appraisal District (HCAD) convened for their Regular Meeting on June 11, 2025, at 12:30 p.m. Directors present were Craig Wyrick, Scott Emerson, Jordan Partee, John Cline, and Mike Dawson, who came in a couple of minutes later. Julie Duke represented the HCAD.

Opening of Meeting

The Chairman called the meeting to order, announced that it had been duly posted and that a quorum was present.

The Board stood for the Pledge of Allegiance.

The opportunity for public comments was offered. No public comments.

Regular Business

Jordan Partee moved to approve Minutes for May 14, 2025, Meeting. Craig Wyrick seconded the motion; Approved 4 to 0.

Scott Emerson moved to approve the Bills and Financial Reports for May 2025. Jordan Partee seconded the motion; Approved 4 to 0.

New Business

Cara Hilbrich with Roberts & McGee presented the 2024 audit report. Jordan Partee moved to accept the audit report. Scott Emerson seconded the motion; Approved 5 to 0.

The next item of business is HCAD personnel policy and staff conduct.

The Board went into Executive Session at 12:45 p.m., per section 551.074.

The Board came out of Executive Session and returned to Open Meeting at 1:30 p.m.

Scott Emerson moved to accept the recommendation of the District's outside attorney and take action to implement recommendations to the Chief Appraiser position of Howard CAD. Jordan Partee seconded the motion; Approved 5 to 0.

Jordan Partee moved to appoint Julie Duke as the Interim Chief Appraiser until further notice. Craig Wyrick seconded the motion; Approved 5 to 0. Julie Duke accepted the position.

Craig Wyrick moved to remove Noel Hoff and Clarissa Teichman from signature cards and account access at Western Bank and Prosperity Bank and replace them with Julie Duke, leaving Craig Wyrick and Tiffany Sayles on the account. Jordan Partee seconded the motion; Approved 5 to 0.

After some deliberation, Craig Wyrick moved to approve the 2026 Budget with discussed changes. Jordan Partee seconded the motion; Approved 5 to 0.

District Activity

Julie Duke let the Board know about the new Receptionist, named Jenny.

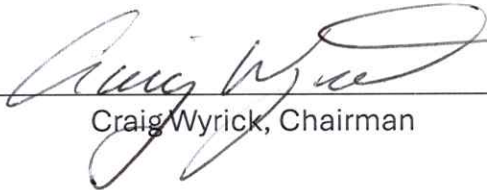
Julie Duke informed the Board that approximately 590 protests of Real and/or BPP have been filed and the bulk of the mineral protests are still coming in, 200-300 have been received but not yet entered. Julie Duke advised the Board that 4,000 protests were filed in 2023; and over 12,000 in 2024, due to the circuit breaker on minerals.

Julie Duke told the Board that there are no updates on the lawsuit but she will have an update for them at the next board meeting.

Julie Duke reported to the Board No Budget Changes.

Adjourn

The Chairman adjourned the meeting at 1:45 p.m.



Craig Wyrick, Chairman



Scott Emerson, Secretary