

**BOARD OF DIRECTORS
HOWARD CENTRAL APPRAISAL DISTRICT
MEETING MINUTES
July 9, 2025**

The Board of Directors of the Howard Central Appraisal District (HCAD) convened for their Regular Meeting on July 9, 2025, at 12:30 p.m. Directors present were Craig Wyrick, Scott Emerson, John Cline, and Tiffany Sayles. Julie Duke and Tristan Gutierrez 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

John Cline moved to approve Minutes for June 11, 2025, Meeting. Craig Wyrick seconded the motion; Approved 3 to 0.

Scott Emerson moved to approve the Bills and Financial Reports for June 2025. Craig Wyrick seconded the motion; Approved 3 to 0.

New Business

The Board went into Executive Session at 12:31 p.m., per Section 551.074.

The Board came out of Executive Session and returned to Open Meeting at 1:04 p.m.

Scott Emerson moved to appoint Julie Duke as Chief Appraiser. John Cline seconded the motion; Approved 3 to 0. Julie Duke accepted the position.

After some discussion about the repairs needed for hail damage to the District's vehicles, and asking her to prioritize local shops, Craig Wyrick moved to allow Julie Duke, the Chief Appraiser, or her appointee, handle the repairs. Scott Emerson seconded the motion; Approved 3 to 0.

Discussion regarding changes to the Personnel Policy was carried over from the June meeting. Upon further deliberation, the Board concluded that the statement they wanted to add to the Personnel Policy would read as:

The Chief Appraiser or Deputy Chief Appraiser will be in the District Offices, except for sick leave. This prevents them from both taking Vacation at the same time. They will not be permitted to attend training at the same time, without prior Board approval.

The Board made the decision to remove the exempt status from the Chief Appraiser, making them an hourly employee, which allows them to earn comp time, when necessary, the same as the other District staff. This will also be added to the Personnel Policy.

Scott Emerson moved to hire Michelle Bohreer to make the two changes discussed to the Personnel Policy. Craig Wyrick seconded the motion; Approved 3 to 0.

Chief Appraiser Report

Julie Duke informed the Board the total number of protests are approximately 9,220, with most of them being for minerals. As of July 3rd, 475 have been settled.

ARB has scheduled several more dates in July and one more in August.

The target certification date is July 21st – 22nd .

Julie Duke advised the Board that she recommends getting Tristan Gutierrez registered for the Chief Appraiser Institute for the September and December dates this year. Deadline to submit is August 1st.

Julie Duke informed the Board that the registration for her to attend the Texas Rural Chief Appraisers Conference in November has been submitted, and hotel rates will be brought to the Board for approval at the next meeting.

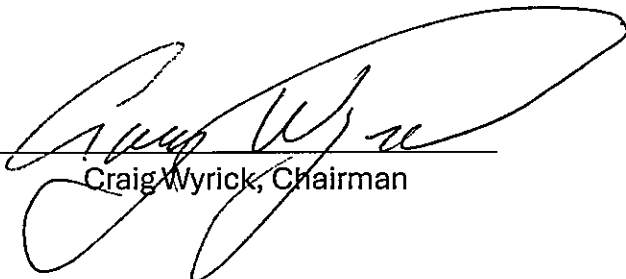
Julie Duke updated the Board on the TPS lawsuit; an Order to Dismiss will be filed by PBFCM because they have had no response to the request for a non-suit.

Julie Duke reported to the Board No Budget Changes.

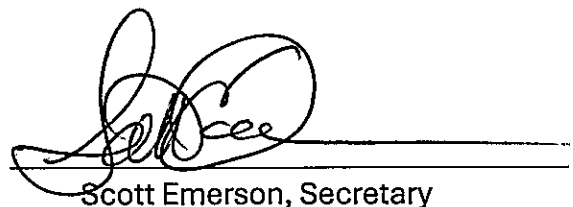
Julie Duke reported to the Board there were no Adverse Findings.

Adjourn

The Chairman adjourned the meeting at 1:37 p.m.



Craig Wyrick, Chairman



Scott Emerson, Secretary