

**BOARD OF DIRECTORS  
HOWARD CENTRAL APPRAISAL DISTRICT  
MEETING MINUTES  
October 8, 2025**

The Board of Directors of the Howard Central Appraisal District (HCAD) convened for their Regular Meeting on October 8, 2025, at 12:30 p.m. Directors present were Craig Wyrick, Scott Emerson, Mike Dawson 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**

Scott Emerson moved to approve Minutes for August 13, 2025, Meeting. Craig Wyrick seconded the motion; Approved 3 to 0.

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

**New Business**

Craig Wyrick moved to retain the 2024 Fund Balance of \$38,662, as discussed at the August 13<sup>th</sup> meeting. Scott Emerson seconded the motion; Approved 3 to 0.

Craig Wyrick moved to approve the 2025 Amended Budget. Scott Emerson seconded the motion; Approved 3 to 0.

The Board had discussion concerning TYP. No action was taken.

Approval of Travel or Training – No action taken.

**Chief Appraiser Report**

Julie Duke reported to the Board that Jennifer Salazar, consultant, spent 2.5 days here with the appraisers for training and addressing issues with PACS and functionality.

Julie Duke let the Board know that the annual Ag Advisory Board Meeting was September 30<sup>th</sup>.

Julie Duke reported that Tristan Gutierrez completed the first week of Chief Appraiser Institute.

Julie Duke informed the Board that the field appraisal for Coahoma ISD continues.

Julie Duke let the Board know that the new Receptionist is Keely Parnell and that Kinsey Grant was promoted to Senior Appraiser.

Julie Duke gave an update on the BOD Election, one nomination has been received thus far, from Howard College nominating Jordan Partee.

Julie Duke reported to the Board No New LawsUIT Updates.

Julie Duke reported to the Board, the Proposed Amendment to the 2025 Budget to retain the 2024 Fund Balance.

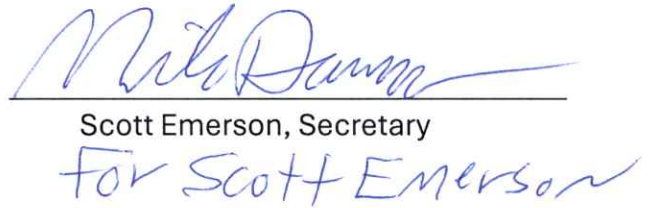
Julie Duke reported to the Board there were no Adverse Findings.

**Adjourn**

The Chairman adjourned the meeting at 1:00 p.m.



Craig Wyrick, Chairman



Scott Emerson, Secretary  
FOR SCOTT EMERSON