

**BOARD OF DIRECTORS
HOWARD CENTRAL APPRAISAL DISTRICT
MEETING MINUTES
December 10, 2025**

The Board of Directors of the Howard Central Appraisal District (HCAD) convened for their Regular Meeting on December 10, 2025, at 12:30 p.m. Directors present were Craig Wyrick, John Cline, Mike Dawson and Tiffany Sayles. Scott Emerson arrived at 1:10 p.m. 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

Craig Wyrick moved to approve Minutes for October 8, 2025, Meeting. John Cline seconded the motion; Approved 3 to 0.

John Cline moved to approve the Bills and Financial Reports for October 2025. Mike Dawson seconded the motion; Approved 3 to 0.

New Business

The Board went into Executive Session at 12:45 p.m. per Texas Government Code Section 551.074.

The Board reconvened into an open meeting at 12:55 p.m.

John Cline moved to accept the evaluations of the Chief Appraiser as prepared by the Board. Craig Wyrick seconded the motion; Approved 3 to 0.

After some discussion regarding the 2025 Fund Balance, Scott Emerson moved to retain those funds for the increase in postage due to unfunded state mandates. Craig Wyrick seconded the motion; Approved 4 to 0.

Craig Wyrick moved to approve the updated Records Management Policy for HCAD and the designation of the Chief Appraiser as the Records Management Officer. Scott Emerson seconded the motion; Approved 4 to 0.

Scott Emerson moved to approve the Minutes as submitted for the December 10, 2025 Meeting. Craig Wyrick seconded the motion; Approved 4 to 0.

Scott Emerson moved to approved Tristan Gutierrez's Travel Request for the 2026 TAAD Conference in Austin, February 22nd – 25th. Craig Wyrick seconded the motion; Approved 4 to 0.

Chief Appraiser Report

Julie Duke reported to the Board that appraisal of Coahoma ISD should be completed by year end.

Julie Duke let the Board know that the 2025 Supplement is complete.

Julie Duke informed the Board that the CD matures on 12/15/2025 and will renew on 12/16/2025. Signatures can be updated on 12/15/2025. She let them know she will withdraw the interest earned and deposit into savings at Western Bank on that day, as well.

Julie Duke advised the Board that the 2025 truck is in the process of repairs at Big Spring Collision and that a supplement had been approved by TML and should be received in our office soon.

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

Julie Duke told the Board that preliminary data for MAP was due on December 1st but had been submitted on November 26th.

Julie Duke informed the Board that the last year of the TrueRoll contract had been terminated, and, which is -\$17,412 for 2026 budget.

Julie Duke let the Board know that the contract for Deed AI had also been terminated, -\$12,000 for 2026 budget.

Julie Duke reported to the Board that Tristan Gutierrez completed the Chief Appraiser Institute, adding the designation of Certified Chief Appraiser to her credentials.

Julie Duke let the Board know that Keely Parnell has been moved to the Appraiser 1 position and will begin classes in February 2026.

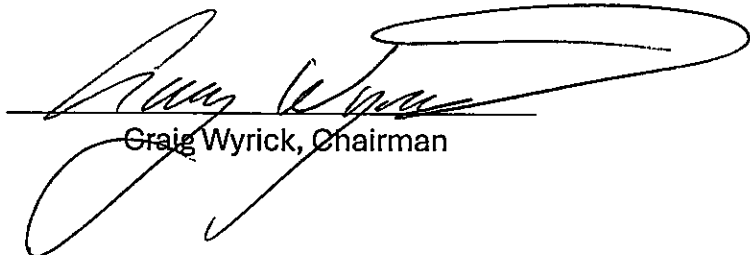
Julie Duke told the Board that Fawn Miller had been hired as Receptionist; we are fully staffed.

Julie Duke reported to the Board that the lawsuit filed by TPS in 2021 has been non-suited. Signed order by the judge, received 12/4/2025.

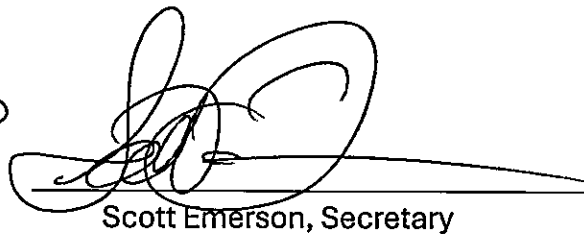
Julie Duke reported to the Board there were no Adverse Findings.

Adjourn

The Chairman adjourned the meeting at 2:15 p.m.



Craig Wyrick, Chairman



Scott Emerson, Secretary