

**BOARD OF DIRECTORS
HOWARD CENTRAL APPRAISAL DISTRICT
MEETING MINUTES
March 11, 2026**

The Board of Directors of the Howard Central Appraisal District (HCAD) convened for their Regular Meeting on March 11, 2026, at 12:30 p.m. Directors present were Craig Wyrick, Scott Emerson, Jordan Partee, 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

Jordan Partee moved to approve the Minutes for January 14, 2026, Meeting. Scott Emerson seconded the motion; Approved 4 to 0.

Scott Emerson moved to approve the Bills and Financial Reports for January and February 2026. Craig Wyrick seconded the motion; Approved 4 to 0.

New Business

Scott Emerson moved to accept the Roberts & McGee Engagement Letter for 2025. Craig Wyrick seconded the motion; approved 4 to 0.

The Board discussed the Preliminary PVS results. No action was taken.

Craig Wyrick moved to accept the 2026 contract with BIS. Scott Emerson seconded the motion; it was approved 4 to 0.

Scott Emerson moved to accept the contract with Total Office Solution. Craig Wyrick seconded the motion; it was approved 4 to 0.

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

The Board discussed Keely Parnell's upcoming training classes. No action was taken.

Craig Wyrick moved to approve both Julie Duke and Tristan Gutierrez attending the TAAO Conference in August 2026. Jordan Partee seconded the motion; it was approved 3 to 1.

Chief Appraiser Report

Julie Duke reported to the Board that the MAPs Review was passed.

Julie Duke informed the Board that the 2020 Chevy truck is now at the body shop for repairs.

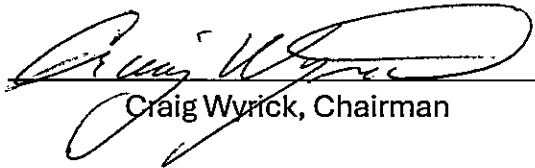
Julie Duke reported to the Board that there were no Lawsuit Updates.

Julie Duke reported there were no Budget Changes.

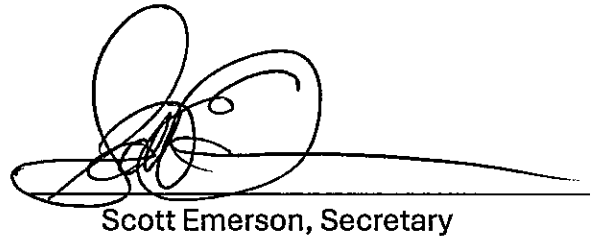
Julie Duke reported to the Board there were no Adverse Findings.

Adjourn

The Chairman adjourned the meeting at 1:30 p.m.



Craig Wyrick, Chairman



Scott Emerson, Secretary