

**BOARD OF DIRECTORS**  
**HOWARD COUNTY APPRAISAL DISTRICT**  
**MEETING MINUTES**  
**October 14, 2020**

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The Board of Directors of the Howard County Appraisal District (HCAD) convened their Regular Meeting on October 14, 2020 at 5:15 PM. Directors present were Craig Wyrick, Scott Emerson, Tony Kennedy, Mark Barr, and Tiffany Sayles. Richard Petree and Cara Nichols represented the HCAD.

**Opening of Meeting:**

Craig Wyrick, Chairman, called the meeting to order, announced that the meeting had been duly posted and that a quorum was present. The opportunity for public comments was offered by the Chairman. No public comments were made.

**Routine Business:**

Craig Wyrick moved to approve the Minutes of September 16, 2020. Mark Barr seconded the motion; it was approved 4 to 0.

Scott Emerson moved to approve the bills for September 2020 as presented to the Board. Mark Barr seconded the motion; it was approved 4 to 0.

Mark Barr moved to approve the Financial Reports for September 2020. Craig Wyrick seconded the motion; it was approved 4 to 0.

Tony Kennedy moved to approve Travel Expenses for September and October 2020. Mark Barr seconded the motion; it was approved 4 to 0.

**New Business – Action Items:**

Richard Petree presented a bid from BIS to upgrade computers with Office 365, to add 1.2 TB of hard drive storage and to replace four computer towers, with the plan to replace the other four computer towers next year, if funds allow. Tony Kennedy moved to approve the bid as presented to the board. Mark Barr seconded the motion; it was approved 4 to 0.

Craig Wyrick opened the two bank depository bids that were received. Richard Petree explained to the Board that the District is required to go out for bids on the bank depository every two years, with the option to extend that to four years. Additionally, the names on the signature cards need to be updated. It was discussed to have the new Chief Appraiser, Craig Wyrick and Tiffany Sayles as signers on Western Bank. Craig Wyrick and Tiffany Sayles will be the only signers on the Prosperity Bank account. Tony Kennedy motioned to continue our

banking with Western Bank and Prosperity Bank and to update the signature cards at both banks as discussed by the board. Craig Wyrick seconded the motion; it was approved 4 to 0.

In the Chief Appraiser's report, Richard Petree reported on the progress of the Methods and Procedures Audit (MAPS) and that the HCAD is making progress. He stated that there is much more to be done, and he will continue working on getting the deficiencies corrected. Richard reported that he is very impressed with the two current appraisers; they are working hard using the methods that he and his team have taught them and have been handling over one hundred accounts a day. Richard informed the Board that there will be one more day of hearings scheduled for the ARB. He also gave an update on pending lawsuits. Richard told the Board that he and Craig will be getting everything out of the rented storage unit by the end of the month and terminating that lease.

**Executive Session:**


The Board retired into Executive Session at 5:40 PM per Section 551.074, to interview the Chief Appraiser applicants. The Board came out of executive session at 8:30 PM. The Chairman announced there would be no action taken on matters discussed in executive session.

The Chairman adjourned the Meeting at 8:35 PM.



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Craig Wyrick, Chairman



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Mark Barr