

Central Appraisal District of Johnson County Board of Directors Regular Meeting

Thursday, May 14, 2026 – 6:00 p.m.
Cross Timbers Branch Meeting Room, Cleburne Conference Center
1501 W. Henderson Street, Cleburne, Texas

JCAD Board of Directors

1. Chairperson Tina White - Present
2. Vice Chairperson Peter Svendsen - Present
3. Secretary Jason Marbut - Present
4. Director Larry Trammell - Present
5. Director John Wood - Present
6. Director Chris Saunders - Present
7. Director Ignacio Hernaiz - Present
8. Director Shane McNeel - Present
9. Scott Porter, Tax Assessor Collector - Present

JCAD Taxpayer Liaison Officer

Mrs. Amy Lingo - Absent

JCAD Staff

Mr. Mitch Fast, Chief Appraiser/Executive Director
Mrs. Brittany Vereen, Director of Appraisal Operations
Mrs. Amy Gill, Director of Support Services

JCAD Legal Counsel

Mr. Matthew Tepper, President & Managing Attorney, MVBA, P.C.

1. Preliminary Business

1.A. Call to Order

Chairperson Tina White called the meeting to order at 6:00 p.m.

1.B. Determination of a Quorum

A quorum was determined to be present.

1.C. Welcome

1.D. Invocation

Director Chris Saunders gave the invocation.

1.E. Pledge of Allegiance

Vice Chairperson Peter Svendsen led the Pledge of Allegiance.

1.F. Recognitions

1.G. Non-agenda Public Communications

Kim Jones addressed the Board regarding the Property Tax Justice Foundation, a nonprofit organization she founded to provide education and assistance to taxpayers navigating the property tax system. She encouraged public engagement and thanked the Board for the opportunity to speak.

2. Action Items

2.A. Consent Agenda

2.A.1. Approve minutes of April 9, 2026, regular meeting

Director Larry Trammell made a motion to approve the minutes of the April 9, 2026, regular meeting. Director John Wood seconded the motion. The motion passed unanimously.

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2.A.2. Approve monthly financial reports

Director Larry Trammell made a motion to approve March and April financial reports. Director John Wood seconded the motion. The motion passed unanimously.

2.B. General Action Items

2.B.1. Review and discuss the 2025 financial audit of the Central Appraisal District of Johnson County prepared by Diana Ward, CPA with JRBT, and take action as appropriate.

Diana Ward, financial auditor with JRBT, presented the 2025 financial audit and thanked Chief Appraiser Mitch Fast and District staff for their assistance in completing the audit in a timely manner.

Mrs. Ward explained that the audit report included the required communications letter to the Board and stated that there were no unusual matters to report. She noted that the audit team encountered no significant difficulties with management during the audit process.

The Board asked several questions regarding items included in the audit communications. Director Trammell asked about the finding related to material weaknesses in internal controls over financial reporting. Mrs. Ward explained that the finding related to segregation of duties and the timely reconciliation of bank statements. Director Wood asked about the required disclosure concerning difficulties encountered during the audit, and Mrs. Ward clarified that no such difficulties were encountered. Vice Chairperson Svendsen asked about the management override controls risk analysis, and Mrs. Ward explained that management override is a standard risk considered in every audit. Director Trammell also asked where audit findings were located within the report, and Mrs. Ward confirmed that any findings were included in the letter provided in the Board packet.

Vice Chairperson Svendsen asked about the District's pension plan and who controls the pension assets. Mrs. Ward explained that the District participates in the statewide Texas County and District Retirement System (TCDRS). She stated that actuarial assumptions determine the net pension asset or liability and related inflows and outflows reported in the financial statements. Because the plan is state-administered, the District does not control the management of the pension assets.

Mrs. Ward reviewed the internal controls letter and explained that the auditors were not engaged to express an opinion on the District's internal control system. However, auditing standards require auditors to review internal controls as part of the risk assessment process and communicate any recommendations for improvement. The audit included two recommendations. The first recommendation concerned the timeliness of bank reconciliations. The audit found that bank reconciliations had not been completed timely during 2025. Prior to the start of the audit, management engaged outside assistance to bring the reconciliations current. Management also informed the auditors that it planned to contract with an outside accounting firm, with bank reconciliations included as part of the services provided. The second recommendation was that the District continue utilizing outside professional assistance for annual financial reporting.

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Director Marbut asked whether the District's reliance on outsourced accounting assistance was related to the current bookkeeper's leave status. Mr. Fast confirmed that it was. Chairperson White asked what measures had been implemented to ensure timely handling of bookkeeping functions in the future. Mr. Fast stated that an employee had been cross-trained and was now capable of completing bank reconciliations and processing monthly bill payments. He stated that, in his opinion, the issue had been resolved. Chairperson White also asked whether the financial reports included in the monthly Board packet represented journal activity rather than reconciled bank statements, and Mr. Fast confirmed that was correct.

Mrs. Ward reviewed the audited financial statements and reported that the District received a clean, unmodified audit opinion. The audit concluded that the District's financial statements present fairly, in all material respects, the financial position and activities of the District for fiscal year 2025.

Mrs. Ward reviewed the Management's Discussion and Analysis section, noting that net position as of December 31, 2025, was approximately \$5.3 million. Budgeted expenditures totaled approximately \$5.2 million, while actual expenditures were approximately \$4.1 million, resulting in expenditures approximately \$1 million below budget.

The Statement of Net Position reflected current assets of approximately \$5.4 million, consisting of approximately \$4.4 million in cash and \$1 million in TexPool investments. The report also reflected a pension asset of approximately \$600,000, current liabilities of approximately \$1.4 million, and noncurrent liabilities related to leases, subscription-based information technology arrangements, and accrued compensated absences.

Mrs. Ward reviewed the operating results, noting operating revenues of approximately \$5.1 million, representing a 3% increase over the prior year. Operating expenses totaled approximately \$3.8 million, compared to approximately \$4.6 million in the prior year. She stated that the decrease was largely attributable to unfilled budgeted positions, including the Chief Appraiser position, which remained vacant for much of the year. Vice Chairperson Svendsen asked whether fees paid to Jeff Law were included in the reported figures, and Mrs. Ward confirmed that those costs were included under contract labor expenses.

Mrs. Ward highlighted the noncurrent pension asset balance of \$627,515, explaining that it represented contributions made in excess of the actuarially required amount. She noted that the amount fluctuates annually based on the performance of pension assets and is outside management's control. The change in net position for the year was approximately \$1.4 million.

The Statement of Cash Flows reflected net cash provided by operating activities of approximately \$1.2 million, net cash provided by investing activities of approximately \$150,000, and a net increase in cash and cash equivalents of approximately \$1.1 million.

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Mrs. Ward reported that there were no significant changes in accounting policies from 2024. She also noted the required disclosure regarding the District's participation in TexPool, a local government investment pool managed by the Texas Comptroller. Capital assets not currently being depreciated related to software development projects still in progress as of December 31, 2025, with approximately \$57,000 remaining committed as retainage on the project. Mrs. Ward directed the Board to the notes to the financial statements for additional details regarding operating lease liabilities, subscription-based IT arrangements, compensated absences, and the TCDRS pension plan.

The Board asked several questions regarding the District's TCDRS contributions. Chairperson White asked why the District had consistently contributed more to TCDRS than required. Mrs. Ward explained that management had elected to contribute more than the actuarially determined rate in prior years, which contributed to the plan's overfunded status and reduced the District's future required contribution rate. She noted that excess contributions are not refunded but instead reduce future required contribution rates. Director Hernaiz asked whether the District could skip a contribution year to offset the overfunded status, and Mrs. Ward stated that the District must contribute at least the rate specified annually by TCDRS. Director Trammell and Vice Chairperson Svendsen asked whether future contributions could be reduced below the rate stated by TCDRS, and Mrs. Ward stated that the District must contribute at least the required rate to remain in compliance.

Mr. Matthew Tepper, President and Managing Attorney of MVBA, P.C., explained that the annual contribution rate established by TCDRS is based in part on the District's funded status. He stated that maintaining an overfunded position can provide stability and help avoid significant fluctuations in contribution rates from year to year. Chairperson White asked whether overtime compensation is included in the TCDRS calculation, and Mr. Fast confirmed that it is. Director Trammell stated that the Board should consider future pension contribution levels during the upcoming budget process, and Mrs. Ward agreed that the issue could be reviewed during budget discussions.

Mrs. Ward reviewed pages 28 through 30 of the report, which present the District's operations on a budgetary basis and compare actual 2025 results to both the original and final budgets. She noted that the largest variance occurred in salary expenditures. Budgeted expenditures totaled approximately \$5.2 million, while actual expenditures were approximately \$4.1 million. Revenues exceeded expenditures by approximately \$1.1 million, and Mrs. Ward stated that the Board would need to determine how to utilize the budget surplus. She also noted that page 28 details fund designations established by the District for future needs and that page 30 contains the required reconciliation between the budgetary basis and generally accepted accounting principles basis.

Mrs. Ward concluded her presentation and Director Wood made a motion to accept the 2025 financial audit. Director Trammell seconded the motion. The motion passed unanimously.

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2.B.2. Review and discuss the 2027 preliminary budget process for the Central Appraisal District of Johnson County and take possible action.

Chairperson White turned the discussion over to Director Trammell.

Director Trammell stated that he had spent considerable time reviewing the preliminary 2027 budget. He noted that the salary and payroll section included a detailed breakdown identifying the additional positions that were budgeted in the previous year and expressed confidence that those positions would be filled, having seen the recruitment postings currently advertised. After reviewing the remaining budget items, Director Trammell stated that he was comfortable with the proposed values overall. Director Trammell indicated that the only adjustment he recommended concerned the District's retirement contribution. He noted that the preliminary budget reflected retirement contributions of \$400,293. When compared to the salary line item, he calculated that the contribution equated to approximately 15% of payroll. Director Trammell recommended revising the budget to reflect the actual retirement contribution rate required. Director Trammell asked Chief Appraiser Fast whether the required contribution rate remained at 12.88%, the same rate used in 2025. Mr. Fast replied that the District had not yet received the contribution rate notification for 2027. Director Trammell proposed using the 2025 employer contribution rate of 12.88% for budgeting purposes. He stated that if TCDRS issues a different required contribution rate for 2027, the Board of Directors could amend the budget through Board action to reflect the updated rate.

Director Trammell made a motion to approve the preliminary 2027 budget as presented, with the retirement contribution line item adjusted to reflect the required TCDRS employer contribution rate, estimated at 12.88%, and to authorize staff to distribute the approved preliminary budget to the taxing entities.

Director Marbut asked how and when retirement contributions are made by the District. Mr. Fast stated that he would verify the details with the District's bookkeeper. Financial Auditor Diana Ward explained that employee retirement contributions are deducted each payday and that the District remits both employee and employer contributions to the retirement system on a monthly basis.

Director Trammell clarified that his motion was to approve the budget with the stated modification and to authorize distribution of the approved preliminary budget to the taxing entities. Director Wood seconded the motion.

Vice Chair Svendsen referenced comments contained in the Organizational Audit regarding employee compensation and asked Mr. Fast whether he was satisfied that the proposed budget addressed those concerns. Mr. Fast responded that he believed the proposed budget adequately addressed the salary-related concerns identified in the audit and stated that he was pleased with the figures presented.

Director Wood then addressed the members of the public in attendance and asked whether they understood the discussion taking place. He noted that the presentation slide deck did not include the salary schedule being referenced by the Board. Chairperson White apologized to those in attendance. Staff did confirm that the approved 2026 budget was available on the District's website and that the

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2027 budget would likewise be posted once approved. Members of the public would not need to submit an open records request to obtain the information.

Director Marbut inquired whether the reduction in the District's retirement contribution rate for 2026 should be placed on a future Board agenda for discussion. Legal Counsel Tepper stated that he would verify the matter before the next meeting but believed the employer contribution rate is established annually and cannot be modified by the District during the year.

Director Hernaiz asked about the varying percentages reflected in the retirement contribution column and questioned whether employees contributed at different rates based on position. Mr. Fast explained that the contribution percentage is the same for all employees. However, he noted that the Chief Appraiser's compensation arrangement differs pursuant to his employment agreement, under which a portion of his compensation is contributed to a 457(b) retirement plan.

Chairperson White reminded the Board of Directors that Director Trammell had presented the motion to approve the 2027 Preliminary Budget. Director Wood seconded the motion. The motion passed unanimously.

2.B.3. Review and discuss future office building location options and take action as appropriate

Chairperson White stated that this item would be taken up later in the meeting.

3. Information / Discussion Items

3.A. Subcommittee Reports

3.A.1. ARB

Director Chris Saunders, Chair of the Board's Appraisal Review Board (ARB) Subcommittee, reported that software issues and delays in sending appraisal notices have made the July deadline challenging; however, meeting the deadline remains the goal.

3.A.2. Budget & Finance

Director Larry Trammell, Chair of the Budget & Finance Subcommittee, had nothing additional to report.

3.A.3. Communications

Vice Chairperson Peter Svendsen, Chair of the Communications Subcommittee, reported that the final Organizational Audit Report has been uploaded to the CAD website.

3.A.4. New CAD Office

No report was given.

3.A.5. Policies

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Chairperson White, Chair of the Policies Subcommittee, reported that the committee was currently working on a revision of the 2017 Board policy. The members of the committee had completed the first review of the new policy. The document would be sent to Mr. Fast and Mr. Tepper for review. The committee plans to present the policy to the Board in June or July.

3.A.6. Reappraisal Plan

Director Trammell, Chair of the Reappraisal Plan Subcommittee, reported that the Committee is currently reviewing the District's Reappraisal Plan. He noted that the current plan operates on a two-year cycle and was previously approved by the Board for the 2025–2026 period. Director Trammell stated that the Committee is now developing the Reappraisal Plan for 2027–2028. At this time, the Committee anticipates only updating the plan to reflect the new two-year cycle, as the provisions contained in the current plan continue to reflect the Board's expectations and objectives. Director Trammell encouraged anyone to contact him directly if they have any remaining concerns or suggestions regarding the current plan as the Committee proceeds with its review.

3.B. Taxpayer Liaison Officer Report

3.B.1. Property Owner Complaints

Mrs. Amy Lingo, Johnson County Taxpayer Liaison Officer, was not present. Chairperson White presented the report on her behalf using comments provided by Mrs. Lingo. Chairperson White reported that the majority of taxpayer inquiries received during the previous month concerned exemptions, appraisal notices, protest deadlines, and the property value protest process. An additional concern frequently expressed by property owners involved increases in escrow payments resulting from property tax calculations. Mrs. Lingo had continued to educate property owners on the distinction between appraisal values and tax rates, explaining that the appraisal district is responsible for determining property values while taxing entities are responsible for setting tax rates. Chairperson White noted that most of Mrs. Lingo's inquiries originate from the Venus and Mansfield areas. Mrs. Lingo reviewed information published by the Texas Comptroller indicating that property tax revenue in Venus and Mansfield increased by an average of 14.88 percent from 2024 to 2025. The same data showed that property tax revenue for major taxing entities in Johnson County increased by an average of 10.2 percent during the same period. Mrs. Lingo concluded that taxpayers remain concerned about the continuing increases in property taxes and the resulting financial burden on property owners. Director Wood asked whether Mrs. Lingo would be available at the next Board of Directors meeting to answer questions regarding the May report. Chairperson White stated that Mrs. Lingo would be present and commended Mrs. Lingo for her dedication and commitment.

3.C. Chief Appraiser Report

3.C.1. 2026 Reappraisal Process Information and 2026 Preliminary Value Estimates

Mr. Fast provided an update regarding the 2026 reappraisal process. He reported that, on March 12, the Board approved a reappraisal of all property categories in Johnson County within the timeframe allowed by law. The District completed the initial reappraisal process on April 24. The first phase primarily included Category A, Single-Family Residential, and Category E, Rural Land and

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Improvements. Approximately 57,000 appraisal notices were prepared and submitted to the printer, with notices expected to be mailed on May 18 and a protest deadline of July 2.

Mr. Fast commended District staff for completing the reappraisal process within a compressed timeframe. He explained that the District encountered several challenges during the process, including software configuration issues, the need to revise certain land schedules, and the application of effective acreage calculations for contiguous tracts under common ownership. Staff worked with the software vendor to modify the system as needed to perform required calculations and analyses.

Mr. Fast stated that one of the primary lessons learned from the abbreviated reappraisal cycle was the need to allow sufficient time for review and analysis as the District prepares for the 2027 reappraisal cycle. He emphasized the importance of completing the 2026 appraisal year efficiently so the District can begin preparations for 2027 without delay. He noted that 2027 will be particularly important for taxing jurisdictions that have previously experienced local value study issues, as failure to receive local value could result in financial penalties to those jurisdictions.

Mr. Fast reviewed reports included in the Board packet that are used to track appraiser progress during the reappraisal process. He explained that residential properties are analyzed using both market areas and neighborhood-level data rather than applying a single price per square foot, market factor, or valuation adjustment universally to all properties. Sales data within the District's geographic coding system is used to develop market factors and determine market value conclusions. Mr. Fast noted that this process has been used for several years and will continue to be refined as the District prepares for the 2027 appraisal cycle.

The Board discussed the format and usefulness of the appraisal reports. Director Trammell asked about the percentage change in market values between 2025 and 2026 and stated that taxpayers are primarily interested in understanding changes in value for existing properties from one year to the next. He expressed concern that the current reports did not clearly show that information because they included factors such as new construction. Mr. Fast agreed that future reports could be modified to better reflect year-over-year changes in existing property values.

Mr. Fast noted that the current report did not include all property categories, including Categories E, F, and B. He explained that the initial valuation analysis indicated larger-than-expected increases within some categories, and staff were continuing to review sales data and valuation trends to refine those values. As additional sales information becomes available, staff will continue to evaluate both lower and higher-end sales activity to ensure values are appropriately supported by market evidence.

Board members requested that future reports include a brief description of each property category rather than listing only the category designation. Mr. Fast agreed and stated that staff would continue refining the reports based on feedback received from the Board. He stated that the District's goal is to be as transparent as possible and that he appreciated the Board's suggestions regarding information that would be helpful to both the Board and property owners in explaining changes in property values.

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Director Trammell clarified that he did not dispute the values reflected in the reports but wanted a better understanding of what the reported figures represented and what factors contributed to significant changes. Vice Chair Svendsen referenced an example from the appraisal statistics report involving Category E4 property values within Granbury ISD, which reflected a substantial increase from the prior year. Director Trammell stated that additional context in the reports would help Board members understand the underlying causes of significant valuation changes.

Chairperson White provided additional context regarding the Board's March discussion approving the reappraisal effort. She stated that the Board had reviewed valuation trends across multiple property categories and observed that while some categories had increased over several years, others had remained relatively unchanged or had declined. She explained that the Board's discussion focused on ensuring that the appraisal process is applied fairly and equitably across all property classes. She noted that some categories were expected to experience larger increases because they had not been adjusted to market value levels in prior years.

Mr. Fast explained that the Property Value Study is one method used to evaluate appraisal performance. He stated that, based on the previous five studies, Category A properties generally tested closer to 100 percent of market value than Categories B, E, and F, which typically tested in the range of 75 to 90 percent of market value. He explained that this indicated those categories were appraised below market value when compared to Category A properties.

Mr. Fast further explained that appraisal analysis is primarily based on comparing sale prices to the market values assigned by the appraisal district. If sale prices exceed appraised values, the data may support an upward adjustment. Conversely, if sale prices are below appraised values, the data may support a reduction. He emphasized that the process is data-driven and relies on market evidence.

Mr. Fast stated that discussions about whether values are increasing or decreasing must be considered in relation to existing appraisal levels. He explained that if a category is significantly below market value, values may still need to increase even if market prices have declined, depending on the relationship between appraised values and market evidence. He noted that property owners can gain insight into market conditions within their neighborhoods by comparing listing and sale prices to the values shown on the District's website.

Chairperson White asked for verification of the protest deadline. Mr. Fast confirmed that the protest deadline is July 2 and stated that deadline information is available on the JCAD website.

Director Wood asked whether the District would be able to manage the anticipated protest workload within the established timeline. Mr. Fast stated that the District had taken steps to prepare for protest season, including creating additional hearing space and restructuring staff assignments and operational processes. He stated that the goal is to complete the protest process as efficiently as possible in order to conclude the 2026 appraisal cycle and begin preparing for the 2027 reappraisal cycle.

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Mr. Fast stated that the District will also need to reexamine how appraisal data is organized and maintained in order to better utilize available resources, technology, and appraisal models. While acknowledging that the timeline will be challenging, he expressed confidence in staff's commitment and stated that employees remain prepared to meet the demands of the 2027 reappraisal process.

Chairperson White asked whether ARB members had been informed of the timeline and operational changes associated with the reappraisal and protest process. Mr. Fast and Director Saunders confirmed that the ARB members are aware of the changes and anticipated schedule.

3.C.2 2026 Appraisal Notice Calendar and Key Dates

Mr. Fast reviewed the appraisal notice calendar and key dates associated with the 2026 appraisal and protest process. He reported that appraisal notices were scheduled to be mailed beginning May 18. ARB hearings were scheduled to begin on May 22 and continue throughout June. Mr. Fast stated that the District's goal is to certify the appraisal roll by July 24. He further noted that any remaining ARB hearings would be completed in August, while staff simultaneously begin preparations for the 2027 appraisal year as quickly as possible.

4. Executive Session

Pursuant to Sections 551.071 (Consultation with Attorney), 551.072 (Deliberation Regarding Real Property Acquisition), 551.074 (Personnel Matters), and 551.076 (Deliberation Regarding Security Devices or Audits) of the Texas Government Code, the Board of Directors reserves the right to convene in Executive Session(s) as deemed necessary during the course of this meeting for any posted agenda item.

At 7:35 p.m., Chairperson White stated that the Board would convene into Executive Session pursuant to Section 551.072 of the Texas Government Code for deliberations regarding real property.

4.A. Reconvene into Open Session

At 8:40 p.m., the Board of Directors reconvened into Open Session.

4.B. Discuss and possibly take action on anything discussed in Executive Session including property owner complaints, personnel matters, and real property acquisition.

Chairperson White announced that there was no action taken in Executive Session.

2.B.3. Review and discuss future office building location options and take action as appropriate

Director Hernaiz made a motion to authorize Mr. Fast to obtain proposals for professional services to conduct a building space and utilization study to assist the Board in narrowing its search for a future office building prior to the next meeting. Director Trammell seconded the motion. The motion passed unanimously.

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5. Closing Business

5.A. Future Agenda Items

- Future CAD Building

5.B. Proposed Next Meeting Date

Thursday, June 11, 2026

5.C. Adjourn

Chairperson White asked if there was a motion to adjourn. Director Wood made a motion to adjourn. Director Trammell seconded, the motion passed unanimously, and the meeting was adjourned at 8:43 p.m.

Approved Thursday, June 11, 2026



Chairperson



Secretary