



**Navarro Central
Appraisal District**
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Navarro Central Appraisal District
Board of Directors Meeting
January 20, 2026

The Board of Directors of the Navarro Central Appraisal District met at 9:35 a.m., January 20, 2026, with the following members present Mr. A.L. Atkeisson, Mrs. Rosie Travenia, Dr. Seth Brown, Mr. Brad Farmer, Mr. Jeff Smith and Mr. Mike Dowd, TAC. Also attending were Mr. Bud Black, Chief Appraiser, and Mrs. Kelly Lawhon, Administrative Assistant.

This meeting was a regular meeting.

Mr. A.L. Atkeisson called the meeting to order at 9:35 a.m. and delivered the opening prayer, and all Board members recited the pledge of allegiance.

First on the agenda was the proof of posting of notice in accordance with Chapter 551, Texas Government Code, as amended, known as the Texas Open Meetings Act. Mr. Atkeisson established proof of posting of public notice of the meeting in accordance with the Texas Open Meeting Act from the affidavit attached to the foot of the posted agenda.

Next on the agenda was administering the statement of officer, oath of office, and completion of conflicts of interest disclosures to all Board Members for the 2026-2027 term. Mrs. Kelly Lawhon administered the statement of officer, oath of office. The members then completed the conflicts of interest disclosures.

Next on the agenda was the declaration of quorum. Mr. A.L. Atkeisson declared a quorum of members present.

Next on the agenda was the consideration and action on election of Board of Director members for Chairman, Vice-Chairman, and Secretary for 2026-2027 term. Mr. Mike Dowd nominated Mr. A.L. Atkeisson as Chairman of the Board of Directors. Dr. Brown made a motion to elect Mr. A.L. Atkeisson as Chairman of the Board of Directors. Mrs. Travenia seconded. The motion passed unanimously. Mr. Farmer Dr. Brown nominated Mr. Mike Dowd as Vice- Chairman of the Board of Directors. Mrs. Travenia made a motion to elect Mr. Mike Dowd as Vice-Chairman of the Board of Directors. Mr. Farmer seconded. The motion passed unanimously. Mr. Dowd nominated Mrs. Rosie Travenia as Secretary of the Board of Directors. Mr. Smith made a motion to elect Mrs. Rosie Travenia as Secretary. Mr. Dowd seconded. The motion passed unanimously.

There were no public comments.

Next on the agenda was the consideration and action on approval of November 18, 2025, minutes of NCAD Board of Directors. After a brief discussion Dr. Brown made a motion to accept the minutes as written. Mrs. Travenia seconded. The motion passed unanimously.

Next on the agenda was the consideration and action on approval of November 2025, and December 2025 financial reports of NCAD. Mr. Black stated the financials need to be adjusted for end of year processing where some invoices were paid at the end of 2025 and should reflect in the 2026 operating budget and some invoices should reflect in 2025 after being paid in the beginning of 2026. Mr. Black reported the unassigned fund balance ending December 31, 2024, of \$4,969 was paid to the principal note at City National Bank. Mrs. Travenia made a motion to approve the November 2025 and December 2025 financial reports of NCAD. Mr. Dowd seconded. The motion passed unanimously.

Next on the agenda was the consideration and action on bank account signatories. Mr. Black stated the current signatories are Mr. A.L. Atkeisson, BOD Chairman, Mrs. Rosie Travenia, BOD Secretary, Mr. Bud Black, NCAD Chief Appraiser, and Mr. Joe E. McClure, NCAD Appraisal Director. Mr. Black stated that he has a policy to not sign on the Appraisal Review Board checks. After a brief discussion Mrs. Travenia made a motion to keep the signatories the same with no changes. Mr. Farmer seconded. The motion passed unanimously.

Next on the agenda was the consideration and action on Adopting Public Funds Investment Policy. Mr. Black stated the policy must be reviewed every year. After a brief discussion, Mr. Smith made a motion to adopt the Public Funds Investment Policy as written. Mrs. Travenia seconded. The motion passed unanimously.

Next on the agenda was the consideration and action on quarterly report of Public Funds Investments ending December 31, 2025. Mr. Black stated the policy has internal controls with Mrs. Kelly Lawhon receiving the monies, Mrs. Shannon Vaquez verifying deposits, Mrs. Kelly Lawhon writes all checks with Mr. Joe McClure and himself as signors, and then Mrs. Shannon Vasquez reconciles the checks. Mrs. Travenia made a motion to accept the Public Funds Investments ending December 31, 2025. Mr. Farmer seconded. The motion passed unanimously.

Next on the agenda was the consideration and action on appointment of Public Funds Investment Officers. Mr. Black recommended adding Mr. James Reed, Deputy Chief, as officer. After a brief discussion Mr. Dowd made a motion to appoint Mr. Bud Black, Mr. James Reed, and Mrs. Kelly Lawhon as Public Funds Investment Officers. Mrs. Travenia seconded. The motion passed unanimously.

Next on the agenda was the consideration and action on authorizing broker dealers for the District's investments. Mr. Black stated the district does not have the monies for investments. After a brief discussion Mr. Farmer made a motion to take no action on authorizing broker dealers for the District's investments. Mr. Smith seconded. The motion passed unanimously.

Next on the agenda was the consideration and action for approval of training courses for the Public Funds Investment Officer(s). Mr. Black stated the officer(s) of Public Funds Investment are required to have 10 hours of training every two years. The approved training courses are provided by:

- Texas Municipal League
- Texas Association of Appraisal District
- Texas Association of Assessing Officers
- Texas Association of Counties

After a brief discussion Mrs. Travenia made a motion to approve the training courses for the Public Funds Investment Officer(s). Mr. Farmer seconded. The motion passed unanimously.

Next on the agenda was the consideration and action ratification of existing Navarro CAD contracts. Mr. Black reported that a newly appointed board cannot encumber a previous boards contracts without ratification of the existing contracts. Mr. Black presented the Navarro CAD's contracts to the members. After a brief discussion Mr. Farmer made a motion to accept ratification of existing Navarro CAD contracts. Mrs. Travenia seconded. The motion passed unanimously.

Next on the agenda was the consideration and action on supplemental corrections for 4th quarter 2025 changes made to the appraisal roll for 2025 and prior years. Mr. Black stated the supplemental corrections are on the docket to be presented to the Appraisal Review Board at their next meeting. After a brief discussion. Mr. Farmer made a motion to accept the supplemental corrections for 4th quarter 2025 changes made to the appraisal roll for 2025 and prior years. Mrs. Travenia seconded. The motion passed unanimously.

Next on the agenda was the consideration and action on amendments and legislative updates to Navarro CAD's policies and procedures. Mr. Black presented the amendments and legislative updates to the policies and procedures. After a discussion Mrs. Travenia made a motion to accept the amendments and legislative updates to Navarro CAD's policies and procedures as written. Mr. Farmer seconded. The motion passed unanimously.

Next on the agenda was the chief appraiser report. Mr. Black reported Appraisers continue to work the reappraisal plan. We have completed the portions of the schedule immediately around Frost, Dawson, Blooming Grove, Barry, and Emhouse. A large portion of the rural area in the western half of the county have not been reviewed this year because of the volume of omitted improvements discovered during the review process.

Appraisers are now concentrating on reviewing properties that have been flagged for recheck in the county. Those parcels include ones where there is new construction, new mobile homes moved in, and review of property where the property owner has requested that we relook at their property because of significant changes.

We hosted the RPA Review here the week of January 12-16. James Reed, Shaun Williams, Preston Motley, and Jason Hasagulig attended along with sixteen other people from neighboring appraisal districts who were preparing to take the licensing exam soon.

James Reed, Shaun Williams, and Preston Motley are scheduled to take their exams this week. If they successfully pass their tests, they will be licensed as Registered Profession Appraisers.

Jason Hasagulig will be taking his Level III exam in February after he completes the USPAP (Uniform Standard Professional Appraisal Practices) class.

We have started the process of converting our appraisal software from PACS to Pritchard & Abbott's Paragon program. They pulled the data from our server on January 8 and we anticipate "going live" in the new software on February 9. P&A will have trainers here in our office that week to be sure that the staff learns how to operate the program.

I will be attending the annual conference for the Texas Association of Appraisal Districts (TAAD) in February. James Reed will be joining me. The conference will be in Austin this year.

We will be scheduling our financial audit with Frank Campos & Associates for February. We anticipate that they will be prepared to present their report during the May board meeting.

Mr. Smith made a motion to adjourn the meeting. Mr. Farmer seconded. The motion passed unanimously.

Mr. A. L. Atkeisson adjourned the meeting at 11:44 a.m.



Chairman



Secretary or Vice-Chairman