



**NOLAN CENTRAL APPRAISAL DISTRICT
MINUTES OF BOD REGULAR MEETING OF
THE May 19, 2026 – 5:00 P.M.
208 Elm Street, Sweetwater, Texas**

A called meeting of the Board of Directors of the Central Appraisal District of Nolan County was held May 19, 2026, at 5:00 p.m., Board Room, Nolan Central Appraisal District, 208 Elm St., Sweetwater, Texas. Dennis Cumbie, called the meeting to order, announced a quorum present and the meeting duly called.

DIRECTORS PRESENT

Dennis Cumbie, Duane Hyde, & Gordon Neimir

OTHERS PRESENT

Paula Kisinger - Chief Appraiser & Colter Asbill – Pritchard & Abbott

PUBLIC COMMENTS:

No public comments

MINUTES:

Approve minutes from April 21, 2026.

Motion: Approve minutes from April 21, 2026

Motion By: Gordon Neimir

Second By: Duane Hyde

Vote: 3 – 0 Passed

ACTION ITEMS:

a. Consider & Discussion of appointing new Board of Director member.

Paula Kisinger reported that, as of the date of the Board of Directors meeting, two nominees had been submitted to the Nolan County Appraisal District Chief Appraiser for consideration to fill the vacant Board of Directors position. The nominees submitted were Andy Greenwood, nominated by Roscoe ISD and Randy May, nominated by Nolan County. Ms. Kisinger stated that the Board vacancy has existed since January 2026 following the resignation of the previously elected nominee. Since that time, two separate emails (with stated deadlines) were sent to all taxing entities requesting additional nominations for the vacant position. Ms. Kisinger further explained that, because the originally voted nominee resigned before assuming the position, the replacement member would be appointed by the Nolan CAD Board of Directors in accordance with the Texas Property Tax Code Section 6.03(1), which provides that vacancies on an appraisal district board of directors are filled by appointment of the remaining board members.

Motion: To appoint Andy Greenwood to the Nolan CAD Board of Directors.

Motion By: Duane Hyde

Second By: Gordon Neimir

Vote: 3 – 0 Passed

b. Consider & take possible action on Resolution Nolan BOD Appointment & Staggered Terms.

During the April 21, 2026 meeting, discussion took place regarding the vacancy on the Nolan CAD Board of Directors. The Board discussed the ongoing difficulty in obtaining a quorum for meetings and noted that filling the vacant position had progressed slowly. Ms. Paula Kisinger presented an alternative option for consideration, which would transition the Nolan CAD Board of Directors from an elected board structure to an appointed board structure with staggered terms. Ms. Kisinger referenced the provisions of the Texas Property Tax Code Section 6.031, which authorizes appraisal districts to adopt procedures for appointing board members and establishing staggered terms of service through resolution by the participating taxing units. Following discussion, the Nolan CAD Board of Directors voted to table the matter and requested that it be brought back for further consideration at the May 21, 2026 meeting. At the May 21, 2026 meeting, Ms. Kisinger presented the proposed resolution titled “Nolan CAD Board Appointment & Staggered Terms” as previously requested by the Board. The Board discussed the potential advantages and disadvantages of approving the resolution, including considerations related to board continuity, appointment procedures, representation of taxing entities, and overall board operations in accordance with the Texas Property Tax Code provisions governing appointed boards and staggered terms.

Motion: To approve Resolution “Nolan CAD Board Appointment & Staggered Terms”

Motion By: Dennis Cumbie

Second By: Duane Hyde

Vote: 2 – 1 Passed

c. Consider financial statements for April 2026.

The Nolan CAD Board of Directors reviewed the financial statements for April and monthly expenditures.

Motion: To approve April 2026 financial statements as presented.

Motion By: Duane Hyde

Second By: Gordon Neimir

Vote: 3 – 0 Passed

d. Consider & take action on all Pritchard & Abbott contracts.

Colter Asbill presented the Nolan CAD Board of Directors with three proposed contracts from Pritchard & Abbott covering appraisal years 2027, 2028, and 2029. The contracts presented included: Computer System Lease/License Agreement, Software License and Related Professional Services Agreement, Contract for Professional Appraisal Services – Commercial Real Estate and Business Personal Property. Mr. Asbill explained the terms and services included within each agreement. The Board reviewed the proposed costs associated with the contracts, noting that each contract included an approximate 5% annual increase in cost over the three-year term. Discussion also included the CAMA Cloud portion of the agreement. It was noted that the CAMA Cloud service requires annual approval by the Board of Directors.

Motion: To approve all Pritchard & Abbott contracts for 2027, 2028, & 2029.

Motion By: Duane Hyde

Second By: Gordon Neimir

Vote: 3 – 0 Passed

e. Consider & take possible action on Nolan CAD Sick Leave Policy.

Ms. Paula Kisinger presented a proposed Nolan CAD Sick Leave Policy to the Board of Directors for consideration. Ms. Kisinger explained that the policy would serve as an incentive for employees to conserve and responsibly manage their accrued sick leave. Under the proposed policy, Nolan CAD would allow employees to sell back up to one week of unused sick leave each November, provided the leave is available and the employee meets the policy requirements. Ms. Kisinger stated that she believes the incentive program would encourage employees to maintain positive attendance habits, improve workplace productivity, and promote a stronger overall work ethic among staff while also rewarding employees for responsible use of sick leave benefits.

Motion: To approve Nolan CAD Sick Leave Policy.

Motion By: Gordon Neimir

Second By: Duane Hyde

Vote: 3 – 0 Passed

f. Consider & take action on Nolan CAD 2027 Proposed Budget.

Ms. Paula Kisinger presented the proposed 2027 Nolan CAD Budget to the Board of Directors for review and discussion. Ms. Kisinger stated that there was no overall change in the total proposed budget from the adopted 2026 budget; however, several individual line items were adjusted and reallocated to better reflect operational needs. Ms. Kisinger explained that, having been hired as Chief Appraiser in February 2026, she believed it was important to complete a full budget year in order to properly evaluate actual expenditures compared to budgeted amounts before recommending any significant overall budget increases or decreases. Ms. Kisinger also discussed the continued growth and development occurring within the Sweetwater area and noted that the district may need to consider hiring an additional appraiser in the future to help manage the increasing workload associated with the rapid growth and expansion within Nolan CAD's jurisdiction.

Motion: To approve proposed 2027 Nolan CAD Budget.

Motion By: Gordon Neimir

Second By: Duane Hyde

Vote: 3 – 0 Passed

g. Discussion, consider, & take possible action to rescind any prior Board action, policy, or designation establishing a TLO position & update District procedures accordingly by resolution.

Ms. Paula Kisinger presented information to the Board of Directors regarding the proposal to rescind any prior Board action, policy, or designation establishing a Taxpayer Liaison Officer (TLO) position and to update District procedures accordingly through resolution. Ms. Kisinger explained the role and purpose of a Taxpayer Liaison Officer as outlined in the Texas Property Tax Code Section 6.052. She stated that the Texas Property Tax Code requires the appointment of a TLO only in appraisal districts located in counties with a population of more than 120,000. Ms. Kisinger further explained that Nolan County's population falls well below the statutory threshold of 120,000; therefore, Nolan CAD is not required by law to maintain or appoint a Taxpayer Liaison Officer position. The Board discussed updating district procedures and formally rescinding any previous Board action, policy, or designation related to the TLO position through adoption of the proposed resolution.

Motion: To approve Nolan CAD Discontinuing Taxpayer Liaison Officer Designation.

Motion By: Duane Hyde

Second By: Gordon Neimir

Vote: 3 – 0 Passed

h. Any other policies, procedures, information reports, and personnel matters.

No other policies, procedures, information reports, and personnel matters to report.

INFORMATION ITEMS:

a. Administration

Ms. Paula Kisinger presented the CAD Administration Report to the Board of Directors. Ms. Kisinger reported that she recently attended a Truth-in-Taxation (TNT) Workshop and advised the Board to be prepared for potential changes to the tax worksheets and related procedures. Ms. Kisinger also provided an update regarding district staff and daily operations, stating that the office is operating smoothly and that staff performance and workflow continue to run efficiently.

b. Collections

Paula Kisinger discussed as stated in the previous meeting, the amount of delinquent taxes currently on the Nolan Central Appraisal District's books. She stated that, over the next several months, reports would be generated and properties with delinquent taxes exceeding two years would be referred to the appropriate attorneys for collection.

c. Appraisal

Ms. Paula Kisinger reported that Nolan CAD is currently in the Equalization Phase of the property tax cycle. She stated that appraised value notices were mailed to property owners on April 20, 2026, and the deadline to file a protest is May 20, 2026. Ms. Kisinger further reported that, as of the date of the Board of Directors meeting, fewer than 200 protests had been filed with the appraisal district. She noted that this represents a decrease in the number of protests compared to the previous year.

d. Discussion regarding new account for CAD for the yr. 2027.

Ms. Paula Kisinger informed the Board of Directors that Nolan CAD would discontinue handling escrow payments for taxes. Ms. Kisinger further explained that, beginning January 1, 2027, the district plans to establish a "Future Services" account to provide for anticipated and unforeseen district expenses. Ms. Kisinger stated that the account could be used for purposes including contingency reserves, capital replacement funds, technology replacement funds, litigation reserves, and disaster or emergency reserves. The Board discussed the need for the account to be formally established by Board resolution. Ms. Kisinger stated that the matter would be placed on a future Board agenda as an action item for consideration and possible approval.

e. Discussion on employee vacation time.

Discussion took place regarding employee vacation time accrual policies. Ms. Paula Kisinger informed the Board of Directors that several CAD employees had requested that the Chief Appraiser discuss the current vacation accrual policy with the Board and consider placing the matter on a future Board agenda as a possible action item. The employees requested that staff receive the full 80 hours of annual vacation time on January 1 of each year rather than accruing vacation leave incrementally at a rate of 3.08 hours per pay period as currently outlined in district policy. Following discussion, it was determined that no future agenda item would be placed regarding the matter, and no changes to the current vacation accrual policy are anticipated at this time or in the foreseeable future.

f. Taxpayer Liaison Report

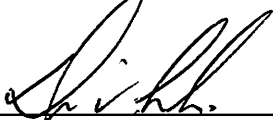
No Taxpayer Liaison Report was presented.

g. Directors Comments

No Directors Comments was presented.

ADJOURN:

Dennis Cumbie moved to adjourn at approximately 6:57 p.m.



Chairman



Vice-Chair/Secretary