

Upshur County Appraisal District  
Board of Directors  
February 12, 2019

Notice is hereby given that a regular meeting of the Board of Directors of the Upshur County Appraisal District was held on Tuesday, February 12, 2019 at 1:30 p.m. at the Appraisal District office located at 105 Diamond Loch Road, Gilmer, TX 75644.

Members Present: Huey Mitchell, Conrad Coppedge, Brandon Dodd, Luana Howell and Joy Gross  
Members Absent: Darrell McKnight

- 2019-1            Call the meeting to order  
                  Huey Mitchell called the meeting to order at 1:32 pm.
- 2019-2            Establish a Quorum  
                  Huey Mitchell certified that these provisions had been met.
- 2019-3            Public Access  
                  Chris Young, Observing only
- 2019-4            Executive Session Pursuant to Government Codes Sec. 551.071 & 551.074  
                  For the purpose of considering the appointment of public officers-one replacement Board member. Closed session began at 1:33 pm.
- 2019-5            Open Session
- A) Open Session resumed at 2:20 pm action on closed session-select one replacement board member. Conrad Coppedge made motion for Joy Gross to be the replacement board member, Brandon Dodd made second. Motion passed 3-0 Joy Gross is the replacement board member. Huey Mitchell swore in Joy Gross at 2:45 pm.
  - B) Brandon Dodd made the motion for Alaina Chambliss to be the new Board Recording Secretary, Conrad Coppedge made second. Motion passed 3-0.
  - C) Conrad Coppedge made motion to approve minutes from January 8, 2019 board meeting, Brandon Dodd made second. Motion passed 3-0.
  - D) Brandon Dodd made motion to approve financial reports, Conrad Coppedge made second. Motion passed 3-0.
  - E) Brandon Dodd made motion to approve Public Funds Investment Report; Conrad Coppedge made second, motion passed 3-0.
  - F) Conrad Coppedge made motion to amend Board of Directors policy manual; Brandon Dodd made second, motion passed 3-0.
  - G) Brandon Dodd made motion to accept revised Eagle Staffing Contract; Conrad Coppedge made second, motion passed 4-0.
  - H) Joy Gross made motion to approve Amanda Thibodeaux the authority to transfer and sign new signature cards, transfer funds via phone, sign payroll transmittal and access safe deposit box. Conrad Coppedge made second. Motion passed 4-0.
- 2019-6            Information and Action Items
- A) Brandon Dodd made motion to approve the updates to the Disaster and Recovery Plan/Emergency Action Policies. Joy Gross made second. Motion passed 4-0
  - B) Conrad Coppedge made motion to approve Amanda Thibodeaux the authority to establish an Interlocal Staffing Agreement. Brandon Dodd made second. Motion passed 4-0.

- C) Conrad Coppedge made motion to approve Amanda Thibodeaux as authorized signer for National Life Group 457(b) retirement plan. Brandon Dodd made second. Motion passed 4-0.
- D) Brandon Dodd made motion to schedule, as necessary, special board member meeting for new board member training. Motion passed 4-0

2019-7

Chief Appraiser's Report

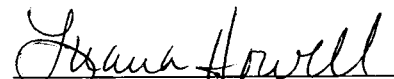
- A) Discuss field work with Eagle Appraisers; Eagle Appraisers will inform Amanda if he has an appraiser available to help. Amanda stated that there is no known fee schedule at this time.
- B) Budget audit with Arnold Walker on February 13, 2019.
- C) Preliminary reports on property values will be available at the next scheduled board meeting.
- D) Discussed TAAD Conference in Austin from February 24-26, 2019 with BOD information included.
- E) Discussed that there has been no change in the law suits.

2019-8

Adjourn

- A) Conrad Coppedge made motion to adjourn the meeting. Brandon Dodd made second. Motion passed 4-0, meeting adjourned at 3:32 pm.

  
Huey Mitchell, Chairman

  
Luana Howell, Secretary