

Upshur County Appraisal District  
Board of Directors  
December 9, 2025

***Present – David, Mike, Richard, Kent & Trey***

Notice is hereby given that a regular meeting of the Board of Directors of the Upshur County Appraisal District will be held on December 9, 2025, at 1:30 p.m. at the Appraisal District office located at 105 Diamond Loch Road, Gilmer, TX 75644.

- I. Call to Order - - ***David Fonteno called the meeting to order at 1:30 P.M.***
  - A. First Order of Business Certification that the “Provisions of the Open Meetings Act, Section 551.001 et seq of the Texas Government Code” have been complied with in connection with public notice of this meeting.  
***David Fonteno certified that all provisions have been met***
- II. Citizen Communication
  - A. Recognize visitors/comments from the public.  
***Consult visitors list 5 visitors***
- III. Acknowledge Luana Howell stepping down as board secretary and electing a Board Secretary for this meeting only.  
***The board elected Try Beahm to be the Board Secretary for today’s meeting.***
- IV. Information and Action Items
  - A. Consider and take action to approve August minutes.  
***Mike Spencer motion to approve August minutes. Trey Beahm seconded. passed 5-0.***
  - B. Consider and take action to approve November 18<sup>th</sup> minutes.  
***Mike Spencer motion to approve November 18<sup>th</sup> minutes. Trey Beahm seconded. passed 5-0.***
  - C. Consider and take action to approve the Quarterly Financial Report.  
***Mike Spencer motion to approve the Quarterly Financial Report. Richard Gage seconded. passed 5-0.***
  - D. Consider and take action to approve the Public Funds Investment Report.  
***Mike Spencer motion to approve Public Funds Investment Report. Richard Gage seconded. passed 5-0.***
  - E. Consider and take action to approve Capital Appraisal Group contract.  
***Trey Beahm motion to approve Capital Appraisal Report. Mike Spencer seconded. passed 5-0.***
  - F. Discuss and appoint Wade Beckham to Ag Advisory Committee to finish out term for Howard Henderson, re-appoint Coy Miller to Ag Advisory Committee for

2026-2027 term and appoint Russell Thomas to Ag Advisory Committee to finish out the term for Interim Ag Extension Agent Julie York.

***Mike Spencer motioned to approve the appointment of Wade Beckham, Coy Miller and Russell Thomas. Richard Gage seconded. Passed 5-0***

- G. Discuss and take action on Depository Bids for 2026-2027  
***Trey Beahm motion to keep First National Bank as the Depository for 2026-2027 year.***
- H. Discuss and take action to ratify appointment of Kristy Maxfield as acting Supervisory Office Manager until the position of Chief Appraiser is filled in by board action or modified by full board action.  
***Mike Spencer motioned to approve Kristy Maxfield as Supervisory Office Manager. Richard Gage seconded. Passed 5-0***
- I. Discuss and take action to approve additional compensation for Kristy Maxfield's assumption of additional job duties.  
***Mike Spencer motioned to approve additional compensation of \$1250 bi-weekly for Kristy Maxfield. Kent Abernathy seconded. Passed 5-0***
- J. Discuss, consider and take action on Board Resolution to remove Amanda Thibodeaux as an authorized signer on the checking accounts savings account, CDs and safety deposit box and to remove authorization of Amanda Thibodeaux to transfer fund via phone and verify payroll transmittal.  
***Mike Spencer motioned to approve the removal of Amanda Thibodeaux from all accounts. Richard Gage seconded. Passed 5-0***
- K. Discuss, consider and take action on Board Resolution to add Kristy Maxfield as an authorized signer on the checking accounts savings account, CDs and safety deposit box and give authorization to transfer funds via phone, and verify payroll transmittal.  
***Mike Spencer motioned to approve adding Kristy as the authority to access the safety deposit box and verify payroll only. Richard Gage seconded. Passed 5-0***
- L. Discuss and take action regarding Chief Appraiser Search Committee activities.  
***David Fonteno discussed methods to start the search for the new chief appraiser. The search committee will be Mike Spencer, Richard Gage and David Fonteno. Application will be accepted at the appraisal office and given to Devlyn Harris. The open chief appraiser position will be posted on the Upshur County Appraisal District website as well as other job search websites.***
- M. Discuss and take action on severance pay for outgoing Chief Appraiser.  
***Amanda discussed her history with the UCAD and in four days she would have a 12<sup>th</sup> year anniversary. She took over as chief appraiser in 2019 then covid hit. She worked as Chief UCAD, failed to the Property value Study 2020-2022 in which she worked with board approval on training for the staff and in other areas to get the Property value Study back in line with the state standards.***

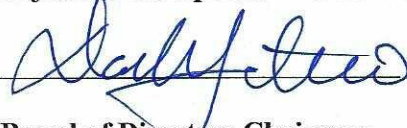
*Currently UCAD has passed and everything is in line with the state's standards and guidelines. She asked for a severance package (like up to 20 weeks' pay for non-misconduct terminations under new laws as of Sept 2025) as recent legislation (HB4317, HB762) limits public funds to 12-20 weeks of compensation.*

*Amanda also stated that being a Chief Appraiser is not a popular position to have. She mentioned Tac Code Section 6.15 which prohibits the board discussing specific property concerns to ensure fairness and conflict of interest. Property Tax Professional code of Rule 94.70, which outlines key principles for property tax professionals, including compliance with relevant laws and Chapter 94 of the TAC, Rule 94.71 Rule 94.70 which outlines key principles for property tax professionals, including compliance with relevant laws and Chapter 94 of the TAC and the 'Sabine Pilot' claim in which an employee must prove: They were fired; Their termination was solely due to their refusal to perform an illegal act; and. The requested act carried criminal or civil penalties. Amanda stated that she felt this was what led to her termination and that it was obvious that she wasn't terminated for disciplinary reasons.*

*The board did not take any action on the motion and made no comment.*

V. Chief Appraiser Report

Adjourn *Mike Spencer motion to adjourn. Richard seconded. 2:25 p.m.*



Board of Directors Chairman  
David Fonteno



Board of Directors Secretary  
Joyce Brod