

**MINUTES OF
2010
BRADFORD COUNTY
VALUE ADJUSTMENT BOARD
ORGANIZATIONAL/TRAINING MEETING
TUESDAY, AUGUST 31, 2010
2:30 P.M.**

The 2010 Bradford County Value Adjustment Board convened for an Organizational/Training session on Tuesday, August 31, 2010, at 2:30 p.m., in the County Commissioners' Meeting Room, 945 North Temple Avenue, Starke, Florida.

PRESENT: Commissioner Sellars (arrived late), Commissioner Chandler, School Board Member Vivian Chappell, Citizen Member Betty K. Hodges and Citizen Member Jeff Oody.

ALSO PRESENT: Marlene Stafford, Deputy Clerk and Paul Sanders, VAB Attorney.

CALL TO ORDER: The meeting was called to order at 2:30 p.m.

RATIFY APPOINTMENT OF PRIVATE LEGAL COUNSEL PAUL SANDERS

*Commissioner Chandler moved, seconded by School Board Member Chappell, and **carried 4-0**, to ratify the appointment of Paul Sanders as the 2010 Value Adjustment Board Attorney.*

BOARD ORGANIZATION

- a. **Elect Chairman (Pursuant to F.S. 194.015, the Chairman must be a County Commissioner)**

*School Board Member Chappell **nominated Commissioner Chandler** as the 2010 Chairman for the Value Adjustment Board. Citizen Member Oody Seconded the Nomination.*

*There being no further nominations, the **Nomination Carried**.*

- b. **Elect Vice-Chairman**

*School Board Member Chappell **nominated Citizen Member Oody** as the 2010 Vice-Chairman for the Value Adjustment Board.*

*There being no further nominations, the **Nomination Carried**.*

INTRODUCTION OF BOARD MEMBERS (Contact Information Available to Public and Included in Packet)—Board Chairman

- a. County Commissioner Ross Chandler, District I
- b. County Commissioner Lila Sellars, District III
- c. School Board Member Vivian Chappell, District IV
- d. County Commission Citizen Member Betty K. Hodges
- e. School Board Citizen Member Jeff Oody

Each member introduced themselves.

INTRODUCTION OF BOARD CLERK DESIGNEE (Contact Information Available to Public and Included in Packet)—Board Chairman

Ms. Stafford, Deputy Clerk, introduced herself as the Value Adjustment Board Clerk.

ANNOUNCE AVAILABILITY OF DEPARTMENT RULES AND RELATED DOCUMENTATION—Deputy Clerk Stafford (CD's and on website: www.bradfordcountyfl.gov/clerkIndex.html)

Ms. Stafford announced that the Department Rules were available in hard-copy form and on the Clerk's website.

RESOLUTION RATIFYING \$15.00 FILING FEE—Paul Sanders

Mr. Sanders read the resolution into the record.

*School Board Member Chappell moved, seconded by Citizen Member Hodges, and **carried 4-0**, to adopt the [Resolution](#) as presented.*

(Commissioner Sellars arrived.)

AUTHORIZE THE CHAIRMAN TO EXECUTE THE FOLLOWING FORMS ON BEHALF OF THE VAB IN ORDER TO FULFILL PROCEDURAL REQUIREMENTS—Paul Sanders

- a. **Decision of the VAB to Include Findings of Fact and Conclusions of Law (DR-485V & DR-485XC Included in Packet)**
- b. **Certification of the Value Adjustment Board (DR-488 Included in Packet)**

Mr. Sanders briefly reviewed the purpose of each form.

*Citizen Member Oody moved, seconded by School Board Member Chappell, and **carried 5-0**, to authorize Chairman Chandler to execute the forms on behalf of the VAB.*

GENERAL DISCUSSION—Paul Sanders

Mr. Sanders gave a brief overview of the VAB hearing process.

During his overview, the following items were addressed and discussed.

- a. Determination of “Good Cause” for Late Filed Petitions (Failing to Meet Statutory Deadline) Chapter 12D-9.015(11)
- b. ExParte Communication Chapter 12D-9.017
- c. Non-Appearance Chapter 12D-9.021 (6)-(8)
- d. Commencement of Hearing Chapter 12D-9.024(4)(5)(6)
- e. Presentation of Evidence Chapter 12D-9.025
- f. Requirement for Oral or Written Decisions Chapter 12D-9.025(9)
- g. Process of Administrative Review Chapter 12D-9.027
- h. Final Decisions to Include Findings of Fact, Conclusions of Law and Reasons for Upholding or Overturning the Property Appraiser’s Determination Chapter 12D-9.032

ANNOUNCE HEARING DATES: Chairman Chandler announced the hearing dates as follows:
Friday, October 8, @ 9:00 a.m. and Alternate date of Tuesday, October 12 at 9:00 a.m.

PUBLIC COMMENTS: None.

OTHER BUSINESS: None.

ADJOURN: There being no further business, the meeting adjourned at 3:16 pm.

(Minutes prepared by Marlene Stafford, Deputy Clerk)