

(August 30, 2011, VAB Organizational Meeting)

**MINUTES OF  
2011  
BRADFORD COUNTY  
VALUE ADJUSTMENT BOARD  
ORGANIZATIONAL MEETING  
TUESDAY, AUGUST 30, 2011  
2:30 P.M.**

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The 2011 Bradford County Value Adjustment Board convened for an Organizational Meeting on Tuesday, August 30, 2011, at 2:30 p.m., in the County Commissioner Chambers, 945 North Temple Avenue, Starke, Florida.

**PRESENT:** Commissioner Sellars, Commissioner Chandler, School Board Member Vivian Chappell, and Citizen Members Jeff Oody and Betty Hodges.

**ALSO PRESENT:** Marlene Stafford, Deputy Clerk, Paul Sanders, VAB Attorney, Jimmy Alvarez, Property Appraiser, Al Coston, Chief Deputy Appraiser, Property Appraiser Staff Members Shelly Bowen and Kenny Clark.

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

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**RATIFY APPOINTMENT OF PRIVATE LEGAL COUNSEL PAUL SANDERS**

*Citizen Member Oody moved, seconded by Commissioner Sellars, and **carried 5-0, to reappoint Paul Sanders as private legal counsel to the 2011 VAB.***

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**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 to serve as the 2011 VAB Chairman, seconded by Citizen Member Oody, and **carried 5-0.** There being no further nominations, Commissioner Chandler will serve as the 2011 VAB Chairman.*

- b. Elect Vice-Chairman**

*Commissioner Sellars nominated Citizen Member Oody to serve as the 2011 VAB Vice-Chairman, seconded by School Board Member Chappell, and **carried 5-0.** There being no further nominations, Citizen Member Oody will serve as the 2011 VAB Vice-Chairman.*

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

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

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

VAB Clerk Designee, Marlene Stafford, Deputy Clerk.

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

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

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**RESOLUTION RATIFYING \$15.00 FILING FEE—Paul Sanders**

Mr. Sanders presented the resolution for consideration.

*School Board Member Chappell moved, seconded by Commissioner Sellars, and **carried 5-0, to adopt the [Resolution](#) as presented.***

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**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 each form and their purpose.

*Commissioner Sellars moved, seconded by Citizen Member Oody, and **carried 5-0, to authorize Chairman Chandler to execute Form DR-485V & DR-485XC on behalf of the VAB.***

*School Board Member Chappell moved, seconded by Commissioner Sellars, and **carried 5-0, to authorize Chairman Chandler to execute Form DR-488 on behalf of the VAB.***

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**GENERAL DISCUSSION:** None.

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**ATTORNEY COMMENTS—Paul Sanders**

Mr. Sanders commented on the following:

- There is a pending court case challenging the VAB training process. As this case is still pending, there are no current changes to the training requirements. He, of course, will complete the training.
  - 12D-9.019(7)(b)—The term “reasonable time” has been redefined to be “four hours”.
  - He has prepared a check list for the Board’s use during valuation hearings, which is a guideline for the reasoning and rationale for the VAB decision process.
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**PROPERTY APPRAISER COMMENTS—Jimmy Alvarez**

Mr. Alvarez commented on the following:

- Expressed appreciation to the Board members for their willingness to serve.
  - Introduced his staff members, Al Coston, Chief Deputy Appraiser; Kenny Clark and Shelly Bowen, who will be preparing their cases, and who will have a very active part in presenting their cases to the VAB.
  - It is the practice of his office to do as much as they possibly can on an informal basis to limit the number of cases that the Board will have to hear. Some are worked out before a petition is ever filed. Sometimes they find they were in error and those are corrected. Other times a petition is filed and information is presented to them that changes the facts of the case and adjustments are made.
  - Over the last several years, the VAB process has become much more formal. For instance, the rules are very strict regarding communication between the Property Appraiser and the VAB. His office used to be very involved in most every facet of the VAB. However, much of what has caused the changes in the rules were complaints that the VAB and Property Appraisers were too close. They are very limited with how much involvement they are to have with the operation of the VAB.
  - His office is receiving numerous complaints from people who have purchased property in the last few months and in some cases for less than or very close to the assessed value. The target date for assessments that will be reviewed by the VAB is January 1, 2011. We are already eight months into a new year and the market continues to trend down. The information he will present to the VAB will include information and sales that have occurred up to January 1, 2011. They do not have any authority to consider sales occurring after that date; those will be considered for the 2012 tax roll.
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Ms. Stafford briefly reviewed 12D-9.017 regarding ex parte communication.

Incited by inquiry of Citizen Member Oody, Mr. Sanders advised that recusal from participating in a hearing would be appropriate in any case where a Board member was employed by an institution filing a petition.

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**ANNOUNCE HEARING DATES:**

Thursday, October 6th at 9:00 a.m. and Alternate date of Tuesday, October 11th at 9:00 a.m.

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**PUBLIC COMMENTS:** None.

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**OTHER BUSINESS:** None.

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**ADJOURN**

*Citizen Member Hodges moved, seconded by Commissioner Sellars, and **carried 5-0, to adjourn the meeting.***

There being no further business, the meeting was adjourned at 2:55 p.m.

(Minutes prepared by Marlene Stafford, Deputy Clerk)