

**MINUTES OF
2016
BRADFORD COUNTY
VALUE ADJUSTMENT BOARD
ORGANIZATIONAL MEETING
WEDNESDAY, AUGUST 31, 2016
9:30 A.M.**

The 2016 Bradford County Value Adjustment Board convened for an Organizational Meeting on Wednesday, August 31, 2016, at 9:30 a.m., in the County Commissioner Chambers, 945 North Temple Avenue, Starke, Florida.

PRESENT: Commissioner Thompson, Commissioner Riddick, School Board Member Erica Mains-Reddish, Citizen Member Pat Mundorff, and Citizen Member Mike Prescott.

ALSO PRESENT: Marlene Stafford, Deputy Clerk; Ka'imi Jones, VAB Attorney (via telephonic appearance); Jimmy Alvarez, Property Appraiser; Kenny Clark and Shelly Bowen, Property Appraiser Staff.

CALL TO ORDER: 2015 Chairman Riddick called the meeting to order at 9:30 a.m.

CONSIDER APPROVAL OF AGREEMENT FOR LEGAL SERVICES WITH THE LAW FIRM OF RHETT BULLARD, P.A. (Increase in Hourly Rate from \$124.50 to \$175)--VAB Clerk:

Ms. Stafford presented the agreement for consideration. There is a proposed increase to the hourly rate from \$124.50 to \$175.

School Board Member Reddish moved, seconded by Commissioner Thompson, and carried 5-0, to approve the [Agreement for Legal Services](#) as presented.

BOARD ORGANIZATION--CLERK STAFFORD:

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

Ms. Stafford called for nominations for 2016 VAB Chairman.

*Commissioner Thompson nominated Commissioner Riddick, Citizen Member Mundorff seconded the nomination. There being no further nominations, the **nomination carried 5-0**. Commissioner Riddick will serve as the 2016 VAB Chairman.*

b. Elect Vice-Chairman

Chairman Riddick called for nominations for 2016 Vice-Chairman.

*School Board Member Reddish nominated Commissioner Thompson, Citizen Member Prescott seconded the nomination. There being no further nominations, the **nomination carried 5-0**. Commissioner Thompson will serve as the 2016 VAB Vice-Chairman.*

INTRODUCTION OF BOARD MEMBERS (Contact Information Available to Public and Included in Packet)—VAB Clerk:

- a. County Commissioner Kenny Thompson, District II
- b. County Commissioner Danny Riddick, District IV
- c. School Board Member Erica Mains Reddish, District V
- d. County Commission Citizen Member Pat Mundorff
- e. School Board Citizen Member Mike Prescott

Ms. Stafford advised that there is no public present and there is no need for any introductions.

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

- a. Marlene Stafford, Deputy Clerk

(Same as above.)

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

Ms. Stafford announced that the Department Rules are available on CD and on the Clerk's website. Copies of the Government in Sunshine Manual are available and have been provided to each VAB Member.

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

- a. Decisions of the VAB to Include Findings of Fact and Conclusions of Law**
- b. Certifications of the Value Adjustment Board**

Ms. Jones recommended that the Board authorize the Chairman to execute the forms on behalf of the Board. This precludes the Board from having to meet as a body to approve the final decisions and certifications.

Commissioner Thompson moved, seconded by School Board Member Reddish, and carried 5-0, to authorize the Chairman to execute the decisions of the VAB to include findings of fact and conclusions of law AND certifications of the VAB.

CONSIDER ADOPTION OF RESOLUTION RATIFYING \$15.00 FILING FEE—VAB Clerk

Ms. Stafford presented the resolution for consideration.

Citizen Member Mundorff moved, seconded by Citizen Member Prescott, and carried 5-0, to adopt the [Resolution](#) as presented.

GOOD CAUSE DETERMINATIONS FOR REQUESTS FOR HEARING RESCHEDULES--VAB Legal Counsel:

- a. Reschedule for Good Cause--Appoint Designee for Good Cause Determination**

Ms. Jones advised that new legislation allow the property appraiser and the petitioner to request a reschedule a single time for good cause. Ms. Jones recommended the VAB designate herself and the Ms. Stafford to make good cause determinations. There are rules and statutes governing what constitute good cause.

Commissioner Thompson moved, seconded by Citizen Member Prescott, and carried 5-0, to appoint Ms. Jones and Ms. Stafford in conjunction as the designee for Good Cause determinations.

GENERAL DISCUSSION:

Ms. Stafford asked for direction from the Board regarding the physical attendance of VAB counsel at the hearings versus appearing telephonically, as is being done today.

Ms. Jones advised that she could do either.

Following brief discussion, there was a consensus for VAB Counsel to appear in person at the hearings.

DISCUSS GENERAL INFORMATION ON: -- VAB Legal Counsel

- a. Florida's Property Tax System (Chapters 12D-1 through 12D-51 and Chapter 12-9 F.A.C. and F.S. 192
- b. Roles of the Participants in the System (Chapter 12D-9 F.A.C.
- c. How Taxpayers can Participate in the System (Taxpayer Guide--Available on both the Clerk and the Department's website.)
- d. Property Taxpayer Rights (12D-9.001 F.A.C. and F.S. 192.0105)
- e. 2016 Statutory Amendments/Revisions
- f. Ex Parte Communication

Ms. Jones advised that unless someone objects, since there is no member of the public present this item will be passed.

At the request of Ms. Stafford, on behalf of the new Board members, Ms. Jones briefly reviewed the Ex Parte communication rules for the VAB.

PROPERTY APPRAISER COMMENTS—Jimmy Alvarez

Mr. Kenny Clark expressed appreciation to the Board members for their willingness to serve. Staff will do their best to try to resolve the majority of the petitions before they come to the Board.

ANNOUNCE HEARING DATES—VAB Clerk

Ms. Stafford announced the following:

- a. The number of petitions filed at this time is one. The deadline to file is September 9.
- b. Hearing dates: Tuesday, October 11 @ 9:30 a.m. and Reschedule for Good Cause date of Wednesday, November 9 @ 9:30 a.m.
- c. There is a possibility of rescheduling.
- d. The VAB must continue in session until all petitions are heard.
- e. Ms. Jones prepared some handouts with procedural steps to follow for each type of petition that may be filed, which have been provided to each member.
- f. All requirements on the Organizational Meeting checklist have been met. Ms. Jones concurred.

PUBLIC COMMENTS: None.

(08-31-16 VAB Organizational Meeting)

OTHER BUSINESS--VAB Chairman

Chairman Riddick expressed appreciation to the other Board members, the Property Appraiser, the attorney, and the clerk.

RECESS

There being no further business, the meeting was recessed at 9:50 a.m. The Board will reconvene on October 11, 2016 at 9:30 a.m.

**VALUE ADJUSTMENT BOARD
BRADFORD COUNTY, FLORIDA**

DANNY RIDDICK, CHAIRMAN

ATTEST: _____
RAY NORMAN, CLERK OF THE COURTS

(Minutes prepared by Marlene Stafford, Deputy Clerk)