ST. JOHNS COUNTY VALUE ADJUSTMENT BOARD
2019 ORGANIZATIONAL MEETING AGENDA
July 25, 2019 at 11:30 a.m.

Jeb Smith, BCC Member, Chair
James Johns, BCC Member
Patrick Canan, SJCSB Member
Heather Allen, BCC Citizen Member
Kelly Green, SJCSB Citizen Member

Jim Bedsole, VAB Counsel
Hunter S. Conrad, Clerk
Natasha McGee, VAB Clerk

1. Call to Order

2. Roll Call

3. Opening Comments, Introductions, and Discussion of Rules

- VAB member, clerk and legal counsel introductions; contact information to be provided.
- Information on where to find Uniform Policies and Procedures for Value Adjustment Boards to be provided.
- Information on where to find the Government-in-the-Sunshine manual to be provided.
- Guidelines and statutes applicable to assessments and assessment administration to be provided.

4. Public Comment

5. Ratify Private Legal Counsel Appointment

Chapter 12D-9.013(1)(c) F.A.C. requires that legal counsel to the Value Adjustment Board be ratified annually.

Suggested Motion:
Motion to ratify the appointment of James Bedsole as private counsel to the St. Johns County Value Adjustment Board.

6. Approval of Minutes

Approval of the April 25, 2019, VAB meeting minutes.

Suggested Motion:
Motion to approve the April 25, 2019, Value Adjustment Board meeting minutes, as submitted.

7. Ratify Special Magistrates' Contracts

The VAB is required by F.S. 194.035(1) to appoint special magistrates to conduct hearings and to make recommendations to the Board in the areas of real property valuation, tangible personal property valuation, and exemptions and classifications.

The special magistrates who have consented to serve for the 2019 tax year, and whose appointments need to be ratified are:

- Reginald Carter, Real Property Valuation Magistrate and Tangible Personal Property Magistrate

- Mel Ward, Real Property Valuation Magistrate, Alternate

See attached spreadsheet for information regarding the magistrates' service, qualifications, and statutory requirements.

Suggested Motion:
Motion to ratify the appointments of: Reginald Carter, as real property and TPP special magistrate, and Mel Ward, as real property special magistrate, to serve as special magistrates for the 2019 tax year.

8. Special Magistrate Appointments

The VAB is required by F.S. 194.035(1) to appoint special magistrates to conduct hearings and to make recommendations to the Board in the areas of real property valuation, tangible personal property valuation, and exemptions and classifications.

The special magistrates who have submitted applications for appointment for 2019 are:

- Lee Carlin, Exemptions and Classifications Magistrate

- Elizabeth Young, Exemptions and Classifications Magistrate

- Joseph Davis, Exemptions and Classifications Magistrate

See attached spreadsheet for information regarding the applicants' service, qualifications, and statutory requirements.

Suggested Motions:
Motion to appoint _____ and _____ to serve as exemptions and classifications magistrates for the 2019 tax year.

9. Resolution to Ratify the VAB Petition Filing Fee of $15

Chapter 12D-9.013(1)(k) F.A.C. requires that the VAB petition filing fee be ratified, by resolution, annually.

Suggested Motion:
Motion to adopt VAB Resolution No. 2019-1, setting the VAB petition filing fee of $15.

10. Ratify the Designation of Board Legal Counsel, as the Designee for Determining Good Cause for Late-filed Petitions, Pursuant to F.A.C. 12D-9.015, Late Filed Petitions, Paragraph (14)(D); and the Board Clerk, as the Designee for Good Cause Reschedule Requests, Pursuant to F.A.C. 12D-9.019, Scheduling and Notice of a Hearing, Paragraph (4)(A)

Suggested Motion:
Motion to ratify the designation of the vale adjustment board's legal counsel and board clerk as the designees for good cause determinations for late-filed petitions and reschedule requests, respectively.

11. Discussion of Florida's Property Tax System; and Ex Parte Communication

Jim Bedsole, VAB Counsel, will present information of Florida's property tax system, respective roles within the system, taxpayer opportunities to participate in the system, and property taxpayer rights. He will also provide an overview of ex parte communication.

12. Discussion of Tentative VAB Meeting Schedule

The VAB will meet tentatively in October 2019 to approve the first certification of the 2019 tax roll. Other meetings will be scheduled as needed.

13. Other business, if any

14. Adjournment