

July 24, 2007

The Pinellas County Value Adjustment Board (VAB) met in the County Commission Conference Room, 315 Court Street, Clearwater, Florida, at 2:00 p.m. on this date with the following members present:

Calvin D. Harris, County Commissioner, Chairman
Kenneth T. Welch, County Commissioner
Carol J. Cook, School Board Member
Peggy O'Shea, School Board Member

Not Present:

Susan Latvala, County Commissioner

Also Present:

Ken Burke, Clerk of the Circuit Court
Claretha N. Harris, Chief Deputy Clerk, Finance
Frederick L. Dean, Director, Finance
Susan H. Churuti, County Attorney
Christina Le Blanc, Assistant County Attorney
Pamela M. Dubov, Chief Deputy Property Appraiser
Ron Anderson, Deputy for Appraisals
Erin Moore, Deputy for Exemptions
Stephen G. Watts, Esquire, VAB Counsel
Linda R. Reed, Manager, Board Records
Cynthia N. Haumann, Assistant Manager, Board Records

AGENDA

1. Approval of Minutes of Meeting of December 12, 2006
2. Appointment of Special Magistrates (attorneys)
3. Appointment of Special Magistrates (appraisers)
4. Approval of Contract for VAB Counsel
5. Authorization to Hold an Orientation Meeting for Special Magistrates
6. Authorization to Hire Trainer for Special Magistrates
7. Confirmation of Board Policies:
 - a. Letters to Petitioners regarding Scheduling and Agenda
 - b. Letter for Incomplete Petitions
 - c. Process for Handling Duplicate Petitions
 - d. Late Filing Procedures and Notice to Petitioner

8. Authorization to Hire Temporary Help
9. Calendar
10. Miscellaneous
 - a. Financial Information – last three years
 - b. Special Magistrate compensation
 - c. Payment to Special Magistrates for attendance at Orientation meeting
11. Adjournment

CALL TO ORDER

Chairman Harris called the meeting to order at 2:00 p.m.

1 MINUTES OF THE MEETING OF DECEMBER 12, 2006 - APPROVED

Upon motion by Commissioner Welch, seconded by School Board Member O'Shea and carried, the minutes of the meeting of December 12, 2006 were approved.

2 ATTORNEYS ANTHONY J. COMPARETTO, SALLIE H. FOOTE, HERBERT E. LANGFORD, JR., LORI L. RUTLAND, BELINDA B. LAZZARA AND STEWART O. OLSON SELECTED AS SPECIAL MAGISTRATES FOR EXEMPTIONS

Chairman Harris referred to the selection of Special Magistrates for exemptions; whereupon, Commissioner Welch moved, seconded by School Board Member O'Shea and carried, that attorneys Anthony J. Comparetto, Sallie H. Foote, Herbert E. Langford, Jr., Lori L. Rutland, Belinda B. Lazzara and Stewart O. Olson be selected as the Special Magistrates for exemptions.

3 TWENTY-TWO APPRAISERS SELECTED TO SERVE AS SPECIAL MAGISTRATES

Chairman Harris referred to the selection of appraiser applicants to serve as Special Magistrates; whereupon, Ms. Reed related that there were four new applicants that she was asking not be approved due to a possible appearance of conflict of interest and provided explanation regarding applicants Bruce E. Buzzell, Gregory G. Johnson, Tracy Y. Johnston and Patrick C. Signorelli. Following input from Mr. Watts and discussion amongst the members, Commissioner Welch moved, seconded by School Board Member O'Shea and carried, that the list of appraisers as outlined in the agenda information, which has been filed and made part of the record, be approved as Special Magistrates with the exception of the four appraisers identified by Ms. Reed.

4 CONTRACT WITH STEPHEN G. WATTS, P.A., TO SERVE AS VAB COUNSEL

Chairman Harris referred to a Contract for Legal Services between the VAB and the law firm of Stephen G. Watts, P.A., to serve as special counsel to the Board. Following a brief discussion, Commissioner Welch moved, seconded by School Board Member Cook and carried, that the contract be approved.

5 AUTHORIZATION GRANTED TO SCHEDULE SPECIAL MAGISTRATE ORIENTATION FOR FRIDAY, SEPTEMBER 28, 2007

Chairman Harris referred to authorization for a Special Magistrate orientation; whereupon, School Board Member O'Shea moved, seconded by Commissioner Welch and carried, that authorization be granted to schedule the Special Magistrate orientation for Friday, September 28, 2007 at 9:30 a.m.

6 AUTHORIZATION GRANTED TO HIRE TRAINER FOR SPECIAL MAGISTRATES

Chairman Harris referred to authorization to hire a trainer for a flat fee of \$500.00 for the training of the Special Magistrates; whereupon, School Board Member Cook moved, seconded by School Board Member O'Shea and carried, that authorization be granted to hire a trainer for the Special Magistrate orientation.

7 VARIOUS BOARD POLICIES – CONFIRMED

- a. Letters to petitioners regarding scheduling and agenda - Ms. Reed explained to the members that the letters were updated from last year and that they list only the main telephone number for the Property Appraiser's Office so that petitioners were not calling incorrect numbers for information. School Board Member Cook moved, seconded by Commissioner Welch and carried, that the letters to petitioners be approved.
- b. Letter for incomplete petitions - Following a description of the situations encountered by Ms. Reed and after discussion, School Board Member O'Shea moved, seconded by School Board Member Cook and carried, that the letter used for incomplete petitions be approved.
- c. Process for handling duplicate petitions - Ms. Reed clarified the process for handling duplicate petitions for the members; and following discussion, School Board Member O'Shea moved, seconded by School Board Member Cook and carried, that the process for handling duplicate petitions be approved.
- d. Late filing procedures and notice to petitioner - After Ms. Reed confirmed the current procedures for handling late filed petitions for the members, School Board Member Cook moved, seconded by Commissioner Welch and carried, that these procedures be approved.

8 AUTHORIZATION GRANTED TO HIRE TEMPORARY EMPLOYEES FOR VAB PROCESS

Upon reference by Chairman Harris, School Board Member Cook moved, seconded by Commissioner Welch and carried, that authorization be granted to hire temporary employees for the VAB process.

9 VAB CALENDAR – APPROVED

Following input from Ms. Reed regarding the extension of VAB hearings into December and after discussion amongst the members, School Board Member Cook moved, seconded by Commissioner Welch and carried, that the VAB calendar be approved with the final meetings to be held October 9, 2007 at 8:15 a.m. and January 8, 2008 at 8:00 a.m.

#10 FINANCIAL AND STATISTICAL INFORMATION FOR THE LAST THREE YEARS

Ms. Reed confirmed with the members that the Special Magistrates would continue to be paid at a rate of \$95.00 per hour plus mileage.

After further discussion among the members, School Board Member Cook moved, seconded by School Board Member O’Shea and carried, that the Special Magistrates be compensated for attending the Special Magistrate Orientation.

ADJOURNMENT

Upon direction of Chairman Harris, the meeting was adjourned at 2:25 p.m.

Chairman