

2025
ALACHUA COUNTY
VALUE ADJUSTMENT BOARD
ORGANIZATIONAL MEETING MINUTES
September 12, 2025 – 1:00 p.m.
Gainesville, Florida

PRESENT: Commissioner Ken Cornell, Chair; School Board Member Dr. Sarah Rockwell, Vice Chair; Commissioner Charles “Chuck” Chestnut IV and Citizen Member Scott Anderson.

ALSO PRESENT: Attorney Rinky Parwani, Deputy Clerk Deanne Williams, Chris Cao, Toby Foster and Attorney Jennifer McClain.

ABSENT: Citizen Member Elizabeth Mueller.

1. **Chair Cornell called** the meeting to order at 1:02 p.m.

2. Approval of Agenda

Citizen member Anderson moved to approve the agenda. The motion carried 4-0.

3. Public Comment

There was no one present that wished to address the Board.

4. Approval of the 2025 VAB Attorney Contract

School Board member Rockwell moved to approve the contract. The motion carried 4-0.

5. Approval of the minutes from the VAB Meeting on May 1, 2025.

School Board member Rockwell moved to approve the minutes. The motion carried 4-0.

6. Election of Vice Chair – Deputy Clerk
(Chair was appointed by the County Commission)

Commissioner Chestnut moved to appoint School Board member Rockwell as Vice Chair. The motion carried 4-0.

7. VAB members and staff – (Informational only)
8. Sunshine Rules Overview – **VAB Attorney presented:**
http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0200-0299/0286/Sections/0286.011.html

9. VAB Process- **VAB Attorney presented**

10. DOR Uniform Policies & Procedures Manual for VAB’S – **VAB Attorney presented**
State - <https://www.flrules.org/gateway/ChapterHome.asp?Chapter=12D-10>
<https://www.flrules.org/gateway/ChapterHome.asp?Chapter=12D-9>

11. Selection of 2025 Special Magistrates

- a. Authorize the Clerk to negotiate contracts with the Special Magistrates and direct the Chair to execute the agreement subject to approval by the VAB Attorney.

Citizen member Anderson moved to authorize the Clerk to negotiate contracts with the magistrates and authorize the Chair to sign the contracts after approval by the VAB Attorney. The motion carried 4-0.

12. Selection of designee

- a. Authorize the VAB Attorney Magistrate to make good cause decisions regarding late filed petitions and for reschedule request.

Commissioner Chestnut moved to authorize the Attorney Magistrate to make good cause late file decisions and the VAB Attorney to make good cause reschedule request decisions. The motion carried 4-0.

13. PTO Bulletin 25-17 & 25-18 – **VAB Attorney presented**

14. Resolution 25-01

- a. Authorize Chair to sign Resolution 25-01 ratifying the Clerk to charge fee of not more than \$50 or each parcel covered by the petition as allowed by FAC Rule 12D-9.015(7)

Citizen member Anderson moved to authorize the Chair to sign Resolution 25-01. The motion carried 4-0.

15. 2025 Calendar (**Information only**)

16. VAB Attorney

VAB Attorney discussed the VAB Audit for 2025 by the Auditor General

Adjourned: 1:17 p.m.