

**BOARD OF ASSESSORS
CHATHAM COUNTY, GEORGIA**

Members Present: Terry Tolbert -- Chairman
Tommy Boondry -- Vice Chairman
James A. Gunter -- Secretary
Laura Hegstrom -- Member

Others Present: Roderick Conley -- Chief Appraiser
Robbin Bowen -- Deputy Chief Appraiser
Abda Quillian -- Legal Counsel
Stephanie Bridges -- Recording Secretary

Meeting was called to order by Tommy Boondry.

PERSONNEL RECOGNITION

1. Staff Training: Appraiser II Exam -- Kennedy Moreno
Appraiser III Exam -- Stephanie Bridges
Eddie Porter
Marsha Lindorme
Jill Studer
Appraiser IV Exam -- Daniel Jackson

CITIZENS ITEMS

None

DIVISION MANAGER STAFF REPORTS

Heidi Harris reported for Mapping -- She is getting up to speed with SAGIS. Currently processing splits and combos. Have identified an audit program in our current system and has found items that need to be corrected.

Lisa Lowrimore reported for Residential. Have received 4 returns for TY2016. Have processed 2 of them. Splits are 65% complete, Sales to review are 52% complete, Permits -- 90% complete and field reviews 43% complete.

Stacey Scott reported for Commercial & Personal Property -- Have received 14 MV appeals for 2016 and 1 MH appeal for 2016. Have received 400 personal property returns -- 80% have been received online, all returns are 81% complete. Commercial division is 100% complete with field inspections, 42% complete with sales and 69% complete with permits.

Corey Gillenwater reported for Quality Control -- PP return module is up and running. Waiting to hear from DOR about the new 30-Day letter so our system can be update..

Umung Patel reported for Homestead/Transfers -- transfers are up 209 over last year and homestead exemption applications are up 110 over last year.

APPROVAL OF MINUTES

Ms. Hegstrom made a motion to approve the following:

Minutes of the January 7, 2016 Regular Meeting.

Mr. Gunter seconded. The motion passed with a unanimous vote.

OLD ITEMS

Policy Statement: Valuation of Common Area – No action taken today.

CONSENT AGENDA – NEW ITEMS

Mr. Gunter made a motion to approve the following:

1. Real and Personal Property Assessment Notices
 - A. Personal Property 30-Day NOAs CY – Submitted for Approval of Recommendation
 - B. Personal Property 45-Day NOAs PY – Submitted for Approval of Recommendation
 - C. Personal Property 45-Day NOAs CY – Submitted for Approval of Recommendation
 - D. Non-Homesteaded Mobile Homes PY- Submitted for Approval of Recommendation
 - E. Non-Homesteaded Mobile Homes – CY – Submitted for Approval of Recommendation
 - F. Motor Vehicle Appeal Values – Submitted for Approval of Recommendation

Ms. Hegstrom seconded. The motion passed with a unanimous vote.

Mr. Gunter made a motion to approve the following:

2. Real and Personal Property Exemptions
 - A. Personal Property – Submitted for Approval of Recommendation
 - B. Support Service E&Rs – Submitted for Approval of Recommendation

Mr. Boondry seconded. The motion passed with a unanimous vote.

Mr. Boondry made a motion to approve the following:

3. Certification and Approval of Appeal Waivers to the BOE
 - A. Certification of Appeal Waivers to the BOE
 1. Residential – Submitted for Approval
 - B. Approval of Certified Appeal Waivers to the BOE
 1. Residential – Submitted for Approval

Ms. Hegstrom seconded. The motion passed with a unanimous vote.

Mr. Boondry made a motion to approve the following:

4. Certifications to the Board of Equalization
 - A. Personal Property – Submitted for Approval
 - B. Motor Vehicles – Submitted for Approval

Mr. Gunter seconded. The motion passed with a unanimous vote.

Mr. Boondry made a motion to approve the following:

5. Notification Letters – Submitted for Approval of Recommendation

Ms. Hegstrom seconded. The motion passed with a unanimous vote.

REGULAR AGENDA

1. Chief Appraiser Items

- COOP Plan Presentation – Departmental Continuity Of Operation Plan (COOP) has been updated. In it we have identified essential functions, needs, and people necessary to keep our office running in case of an emergency. It also addresses what we need to continue the operations of our department. When South Carolina asked our county for help during their flooding last year, we were unable to assist because there was no money for food or lodging for our employees and some of the employees needed to be updated on immunizations. Mr. Gunter would like to see a copy of the plan. This will be emailed to all board members. The plan can be altered if needed.
- Damage Assessment Team – currently members are Maryellen Burner, Patrick Miller, Wade Roberts, Andrea Butler, Eddie Porter and Albert Marcantonio. The team has been through training with CEMA. Mr. Tolbert questioned the process, so the situation that arose with South Carolina will not happen here. Ms. Burner explained that in case of an emergency, the team will be instructed on where they are to report. Since it would be a Chatham County situation, the county will house and feed the team members. CEMA is looking into providing updated immunizations for necessary team members.
- DOR Digest Review Suggestion Notes – the members of the DOR that performed our Digest review made the following suggestions:
 - o Motion/vote to approve the digest
 - o Separate motion to send the digest to the Tax Commissioner
 - o Vote on Exempt Digest separately
 - o Motion to approve the FLPA index
 - o Motion to approve the budget after the county has approved it.
 - o There is concern about getting support from the county (i.e. vehicles) – repairs have exceeded the line item amount that was given to us by the county.
 - o Suggested to hire a registered forester. Chatham County does not have a lot of timber so other options are being looked at.
 - o Suggested that we create a more specific reason code to replace '299c Removal'
- Mr. Tolbert mentioned that BOA members used to attend budget workshop meetings to advocate for needs of our department and suggested that this might be a worthwhile practice to start again. Board members agreed with this.

2. Board Member Items Budget FY15

3. Chairman Items

- Executive Session

Mr. Boondry made a motion to move **in** to Executive Session at 8:44 AM to discuss Personnel & Litigation items. Mr. Gunter seconded. The motion passed with a unanimous vote.

Mr. Boondry made a motion to move **out** of Executive Session at 9:20 AM. Ms. Hegstrom seconded. The motion passed with a unanimous vote.

- BOE Decisions TY15

Mr. Boondry made a motion to **approve** the following:

Board of Assessors Appeals to Superior Court:

2-0003-04-001	Spectrum Glass & Chemical Corp.	TY2015
2-0003-04-002	Spectrum Glass & Chemical Corp.	TY2015
2-0006-01-001	MMA/PSP Savannah River LLC	TY2015
2-0006-07-001	MMA/PSP Savannah River LLC	TY2015
2-0006-08-001	MMA/PSP Savannah River LLC	TY2015
2-0006-09-001	MMA/PSP Savannah River LLC	TY2015
2-0006-12-001	MMA/PSP Savannah River LLC	TY2015
2-0006-13-001	MMA/PSP Savannah River LLC	TY2015
2-0006-14-001	MMA/PSP Savannah River LLC	TY2015
2-0006-15-001	MMA/PSP Savannah River LLC	TY2015
2-0006-16-001	MMA/PSP Savannah River LLC	TY2015
2-0006-17-002	MMA/PSP Savannah River LLC	TY2015
2-0006-17-003	MMA/PSP Savannah River LLC	TY2015
2-0006-17-004	MMA/PSP Savannah River LLC	TY2015
2-0006-17-005	MMA/PSP Savannah River LLC	TY2015
2-0006-17-006	MMA/PSP Savannah River LLC	TY2015
2-0006-17-007	MMA/PSP Savannah River LLC	TY2015
2-0006-17-008	MMA/PSP Savannah River LLC	TY2015
2-0006-17-009	MMA/PSP Savannah River LLC	TY2015
2-0006-17-010	MMA/PSP Savannah River LLC	TY2015
2-0006-18-001	MMA/PSP Savannah River LLC	TY2015
2-0006-19-001	MMA/PSP Savannah River LLC	TY2015
2-0006-19-002	MMA/PSP Savannah River LLC	TY2015
2-0006-19-003	MMA/PSP Savannah River LLC	TY2015
2-0006-19-004	MMA/PSP Savannah River LLC	TY2015
2-0006-19-005	MMA/PSP Savannah River LLC	TY2015
2-0006-19-006	MMA/PSP Savannah River LLC	TY2015
2-0006-19-007	MMA/PSP Savannah River LLC	TY2015
2-0006-20-001	MMA/PSP Savannah River LLC	TY2015
2-0006-21-001	MMA/PSP Savannah River LLC	TY2015
2-0006-22-001	MMA/PSP Savannah River LLC	TY2015

2-0006-23-001	MMA/PSP Savannah River LLC	TY2015
2-0006-24-001	MMA/PSP Savannah River LLC	TY2015
2-0006-25-001	MMA/PSP Savannah River LLC	TY2015
2-0006-26-001	MMA/PSP Savannah River LLC	TY2015
2-0006-27-001	MMA/PSP Savannah River LLC	TY2015
2-0006-28-001	MMA/PSP Savannah River LLC	TY2015
2-0006-29-001	MMA/PSP Savannah River LLC	TY2015
2-0006-30-001	MMA/PSP Savannah River LLC	TY2015

Mr. Gunter seconded. The motion passed with a unanimous vote.

4. Certifications to Superior Court

Mr. Boondry made a motion to approve the following:

A. Taxpayer – Submitted for Approval

1-1034-01-032	Saibaba Corporation	TY2015
2-0004-39-001	Saffold Properties L P	TY2015
2-0016-16-009	Cohen Family L P Et Al	TY2015
2-0984-01-061L	Savannah Hospitality Inc.	TY2015
7-0037-01-044	G & P Hospitality LLC	TY2015

B. BOA – Submitted for Approval

2-0003-04-001	Spectrum Glass & Chemical Corp.	TY2015
2-0003-04-002	Spectrum Glass & Chemical Corp.	TY2015
2-0006-01-001	MMA/PSP Savannah River LLC	TY2015
2-0006-07-001	MMA/PSP Savannah River LLC	TY2015
2-0006-08-001	MMA/PSP Savannah River LLC	TY2015
2-0006-09-001	MMA/PSP Savannah River LLC	TY2015
2-0006-12-001	MMA/PSP Savannah River LLC	TY2015
2-0006-13-001	MMA/PSP Savannah River LLC	TY2015
2-0006-14-001	MMA/PSP Savannah River LLC	TY2015
2-0006-15-001	MMA/PSP Savannah River LLC	TY2015
2-0006-16-001	MMA/PSP Savannah River LLC	TY2015
2-0006-17-002	MMA/PSP Savannah River LLC	TY2015
2-0006-17-003	MMA/PSP Savannah River LLC	TY2015
2-0006-17-004	MMA/PSP Savannah River LLC	TY2015
2-0006-17-005	MMA/PSP Savannah River LLC	TY2015
2-0006-17-006	MMA/PSP Savannah River LLC	TY2015
2-0006-17-007	MMA/PSP Savannah River LLC	TY2015
2-0006-17-008	MMA/PSP Savannah River LLC	TY2015
2-0006-17-009	MMA/PSP Savannah River LLC	TY2015
2-0006-17-010	MMA/PSP Savannah River LLC	TY2015
2-0006-18-001	MMA/PSP Savannah River LLC	TY2015
2-0006-19-001	MMA/PSP Savannah River LLC	TY2015
2-0006-19-002	MMA/PSP Savannah River LLC	TY2015
2-0006-19-003	MMA/PSP Savannah River LLC	TY2015

2-0006-19-004	MMA/PSP Savannah River LLC	TY2015
2-0006-19-005	MMA/PSP Savannah River LLC	TY2015
2-0006-19-006	MMA/PSP Savannah River LLC	TY2015
2-0006-19-007	MMA/PSP Savannah River LLC	TY2015
2-0006-20-001	MMA/PSP Savannah River LLC	TY2015
2-0006-21-001	MMA/PSP Savannah River LLC	TY2015
2-0006-22-001	MMA/PSP Savannah River LLC	TY2015
2-0006-23-001	MMA/PSP Savannah River LLC	TY2015
2-0006-24-001	MMA/PSP Savannah River LLC	TY2015
2-0006-25-001	MMA/PSP Savannah River LLC	TY2015
2-0006-26-001	MMA/PSP Savannah River LLC	TY2015
2-0006-27-001	MMA/PSP Savannah River LLC	TY2015
2-0006-28-001	MMA/PSP Savannah River LLC	TY2015
2-0006-29-001	MMA/PSP Savannah River LLC	TY2015
2-0006-30-001	MMA/PSP Savannah River LLC	TY2015

5. Attorney Items

Mr. Boondry made a motion to approve the following:

Proposed Consent Judgment

2-1030F-01-028 HRW Developments LLC TY2013


Mr. Gunter seconded.

6. For Your Information Items


None

ADJOURNMENT

Mr. Boondry made a motion to **adjourn** the meeting at 9:24 AM.
Ms. Hegstrom seconded. The motion passed with a unanimous vote.



Terry Tolbert, Chairman



James A. Gunter, Secretary