

MINUTES

PROPERTY VALUATION TRAINING AND PROCEDURES COMMISSION (PVC)

Flatwoods, West Virginia

January 16 – 17, 2014

Presiding: Jeff Amburgey
Chairman, Property Valuation Training and Procedures Commission
Director, Property Tax Division

Quorum Present:

Hon. Mickey Brown, Boone County Commissioner
*Hon. Janice LaRue, Mineral County Commissioner (1/16/14)
Hon. Jason Nettles, Assessor of Calhoun County
Hon. Harvey “Eddie” Young, Assessor of Fayette County
Hon. Cheryl Romano, Assessor of Harrison County
Mr. Kurt Donaldson, GISP / PVC Citizen Member / PVC Subcommittee Member
WVU – GIS Manager, Dept. of Geology and Geography
Dr. Calvin Kent / PVC Citizen Member / PVC Subcommittee Member /
Professor, Marshall University

Members Absent:

*Hon. Janice LaRue, Mineral County Commissioner
(Absent on 1/17/14 only)

Guests Present:

Amy Jacobs, Secretary, PVC / Office Manager, Property Tax Division
Kris Pinkerman, Assistant Director, Property Tax Division
Kathy Sherman-Cunningham, Appraiser Senior, Property Tax Division
Ora Ash, State Auditor’s Office
John Cutright, Assessor of Barbour County
Michelle Whetsell, Barbour County Assessor’s Office
Carrie Boyles, Barbour County Assessor’s Office
Jennings Miller, Assessor of Boone County
Susan Baisden, Boone County Assessor’s Office
Randy Lipford, Boone County Assessor’s Office
Arlene Herndon, Assessor of Braxton County
Irv Johnson, Assessor of Cabell County

Guests Present (cont.):

Brian Daniels, Cabell County Assessor's Office
John F. Perry, Cabell County Assessor's Office
Steve Keadle, Assessor of Greenbrier County / AWWA President
Joe Alongi, Assessor of Hancock County
Tammy Stonestreet, Harrison County Assessor's Office
Sallie Robinson, Assessor of Kanawha County
Steve Sluss, Kanawha County Assessor's Office
Janet Burke, Kanawha County Assessor's Office
Valerie Taylor, Kanawha County Assessor's Office
Joshua Brumfield, Assessor of Lincoln County
Kerry Matthews, Lincoln County Commission
Jim Priester, Assessor of Marion County
Lisa Hayes, Marion County Assessor's Office
Dave Wells, Marion County Assessor's Office
Bill McComas, Marion County Assessor's Office
Ron Hickman, Assessor of Mason County
Sharon Gearhart, Assessor of Mercer County
Todd Kendall, Mercer County Assessor's Office
Rose Ann Maine, Assessor of Mineral County
Jill Cosner, Mineral County Assessor's Office
Debbie Taylor, Mineral County Assessor's Office
Larry Taylor, Mineral County Assessor's Office
Mark Musick, Assessor of Monongalia County
Chuck Penn, Monongalia County Assessor's Office
Kris Liller, Monongalia County Assessor's Office
James Chris Michael, Monongalia County Assessor's Office
Eldon A. Callen, Monongalia County Commissioner
Ernie Dennison, Assessor of Nicholas County
Todd Ramsey, Nicholas County Assessor's Office
Kathie Hoffman, Assessor of Ohio County
Carolyn Sponaugle, Assessor of Pendleton County
Tom Riley, Pendleton County Assessor's Office
Thomas Lane, Assessor of Pocahontas County
Richard Miller, Pocahontas County Assessor's Office
Terri Funk, Assessor of Preston County
Sherry Hayes, Assessor of Putnam County
Lawrence Smith, Putnam County Assessor's Office
Drema Evans, Assessor of Raleigh County
Stacy Layne, Raleigh County Assessor's Office
Dean Layne, Raleigh County Assessor's Office
Phyllis Yokum, Assessor of Randolph County
Arlene Mossor, Assessor of Ritchie County
Ed Ratliff, Ritchie County Assessor's Office

Guests Present (cont.):

Greg Vandall, Assessor of Summers County
Paul Burns, Assessor of Tucker County
Greg Stevens, Tucker County Assessor's Office
Jack Hayes, Assessor of Tyler County
Helen Phillips, Assessor of Upshur County
Max Cochran, Assessor of Webster County
Scott Lemley, Assessor of Wetzel County
Robert Flowers, Wetzel County Assessor's Office
Sandie Nelson, Wetzel County Assessor's Office
Michael Cook, Assessor of Wyoming County
Michael Allen, Wyoming County Assessor's Office
Eric Coakley, Tyler Technologies

Recognizing the presence of a quorum, Jeff Amburgey called the meeting to order at 10:10 a.m.

1. Minutes of November 13, 2013, Meeting of the Property Valuation Training and Procedures Commission

Eddie Young made a motion to approve the meeting minutes. Kurt Donaldson seconded the motion. With no further discussion and all members voting in favor, the motion carried.

2. Monitoring Reports / Deficiency Responses – Tax Year 2013

Jeff Amburgey explained the standard process for monitoring and deficiencies. Those counties that pass everything in their monitoring receive the “Atta-boy” or job well done letter; the counties that failed something for the first or second year in a row are sent a letter asking them to respond to the Tax Department with a letter outlining their improvement plans to correct the deficiency(ies); counties that have been deficient in an area for three or more years, in a row, are asked to appear (before the PVC) and explain their plans to correct the deficiency(ies).

He further stated that written responses were received from the first and second year deficient counties. He personally reviewed the responses and the Tax Department was satisfied with the responses.

Monitoring Deficiencies 3rd Year Deficient Counties:

Braxton County

The county was instructed to update land tables for residential, farm and commercial property; to begin a study of commercial cost modifiers; and, to submit a revised Valuation Plan.

Arlene Herndon, Assessor of Braxton County, spoke on behalf of the county.

Jason Nettles made a motion to accept the Braxton County response to the deficiencies. Eddie Young seconded the motion. With no further discussion and all members voting in favor, the motion carried.

Boone County

The county was instructed to update land tables and residential and commercial property to reflect market value; to perform residential and commercial cost modifier; to review the procedures used for evaluating sold properties in all neighborhoods for sold versus unsold; and, to review and follow the new plan that was submitted to get on schedule.

Susan Baisden spoke on behalf of the county.

Jason Nettles made a motion to accept the Boone County response to the deficiencies. Mickey Brown seconded the motion. With no further discussion and all members voting in favor, the motion carried.

Cabell County

The County was instructed to begin a farm land study; implement land table studies; provide modifier studies to support the modifier indicators; and, to implement a standard procedure to measure the production and outcome of the county plan.

Irv Johnson, the Assessor of Cabell County, and Brian Daniels and John Perry spoke on behalf of the county.

Jason Nettles made a motion to accept the Cabell County response to the deficiencies. Eddie Young seconded the motion. With no further discussion and all members voting in favor, the motion carried.

Hancock County

The county was instructed to implement the results of the current cost modifier for residential properties to reflect current market value and to immediately complete a commercial cost study; to implement the results of the land analysis to reflect current market value; to immediately complete a study to update the farm land tables, with support documentation to accompany all studies.

Joe Alongi, the Assessor of Hancock County, spoke on behalf of the county and provided a handout for the PVC members.

Jason Nettles made a motion to accept the Hancock County response to the deficiencies. Mickey Brown seconded the motion. With no further discussion and all members voting in favor, the motion carried.

Jeff Amburgey stated that the county budgets would be discussed during Friday's portion of the meeting. As Lincoln County would need to appear for both their budget and their monitoring, they would be skipped today and would address both of their issues on Friday.

Mason County

The County was instructed to begin a study to update the land tables for residential and commercial property to reflect current market value; to begin a farm land study; and to use RCN in the cost modifier study using the most current data available, with support documentation to accompany all studies. The assessor was also instructed to review the procedures and criteria used by the staff in evaluating sold properties in all neighborhoods. As valid sold properties are adjusted, comparable unsold properties should also be adjusted to reflect market value to ensure uniformity in each neighborhood.

Ron Hickman, the Assessor of Mason County, and Bob Drain spoke on behalf of the county. Mr. Hickman stated that he had provided the Property Tax Division with the requested information. Jeff Amburgey stated that the information provided was too voluminous to include in the book provided to the PVC members, but the information did look good. Dr. Kent stated that there was not sufficient information included in the book to make a determination. He stated that he would like to defer the ruling until he could review the information provided. Jeff Amburgey asked Ron Hickman to stay until after the lunch break so the committee could review the information and make their ruling.

Mercer County

The County was instructed to begin a commercial cost modifier study and an agricultural land study, with support documentation to accompany all studies. The assessor was also instructed to review the procedures and criteria used by the staff in evaluating sold properties in all neighborhoods. As valid sold properties are adjusted, comparable unsold properties should also be adjusted to reflect market value to ensure uniformity in each neighborhood.

Sharon Gearhart, the Assessor of Mercer County, and Todd Kendall spoke on behalf of the county.

Jason Nettles made a motion to accept the Mercer County response to the deficiencies. Eddie Young seconded the motion. With no further discussion and all members voting in favor, the motion carried.

Jeff Amburgey stated that Nicholas County was present and would address both their monitoring deficiencies and their budget, starting with the monitoring.

Nicholas County ~ Monitoring

The county was instructed to begin a study to update the land tables for residential and commercial property to reflect current market value, as well as the modifiers, with support documentation to accompany all studies. The assessor was also instructed to review the procedures and criteria used by the staff in establishing the validity of sales data.

Ernie Dennison, the Assessor of Nicholas County, and Todd Ramsey, an appraiser for the county, spoke on behalf of the county. They distributed folders for the PVC members containing support information. Mr. Dennison went into great detail to explain and defend his county and asked that the PVC find the county to, in fact, be in compliance.

Mr. Dennison felt that his evidence proved he was in compliance. Jason Nettles stated that the sales ratio was acceptable and in compliance. Jeff Amburgey asked Kathy Sherman-Cunningham, an Appraiser Senior for the State Tax Department, if she felt that the evidence presented at the meeting showed the county was in compliance for TY2014. She stated that it did not and as the county had not been monitored for TY2014, it could not be determined.

Eddie Young stated that the issue being discussed at the meeting was the 2013 monitoring and the recommendations given by the State Tax Department to the county to get into compliance for 2014. The only thing the PVC could do at this time was hear what the county planned to do to fix the areas of concern. Jason Nettles stated that he felt Mr. Dennison was trying to say that he was, in fact, in compliance for TY2013 and was incorrectly reported as being out of compliance. Mr. Dennison agreed with Mr. Nettles and Mr. Young stated that he had misunderstood that portion.

Dr. Cal Kent made a motion to accept the report for plans for 2014. Cheryl Romano seconded the motion. . Dr. Kent stated the vote was only for the issue of accepting the report for the plans for 2014.

Nicholas County's status as being deficient for three years stood. **The motion was to approve his plan submission, not to remove the county from the noncompliance list for 2013.** Jason Nettles and Cheryl Romano were opposed. There was a vote taken by a show of hands. There were five PVC members that voted in favor and three members were opposed. **With no further discussion, the motion carried.**

Nicholas County ~ Valuation Fund Budget

Jeff Amburgey started the discussion reminding the PVC members that for the past few years the 2% money, carryovers and justifications on the Valuation Fund Budgets had been looked at more closely. Last year Nicholas County had a 66% carryover and Ernie Dennison

was asked to appear before the Commission. He volunteered to reduce his budget from 2% to 1.5%. This year he kept the request at 1.5%.

Jason Nettles moved to accept the budget at 1.5%. He stated that Nicholas County complied with the request and they are a coal county and will be suffering from cutbacks. Eddie Young seconded the motion. Dr. Cal stated that the purpose of the Legislation was to not allow large carryovers from year to year. **With no further discussion and all members voting in favor, the motion carried.**

Ritchie County

The county was instructed to immediately begin a study to update the land tables for residential and commercial property to reflect current market value. The assessor was also instructed to immediately begin a study to update the farm land tables. Support documentation was to accompany all studies. Additionally, the assessor was instructed to review the procedures and criteria used by the staff in establishing the validity of sales data.

Arlene Mossor, the Assessor of Ritchie County, spoke on behalf of the county. She stated that her office has followed the same practices for many years and was out of compliance due to having a different State monitor.

Janice LaRue moved to accept the monitoring report. Mickey Brown seconded the motion. With no further discussion and all members voting in favor, the motion carried.

Webster County ~ Monitoring

The assessor was instructed to immediately begin a study to update the land tables for residential and commercial property to reflect current market value, to begin a study of residential and commercial current cost modifiers, and to begin a farm land study. Support documentation was to accompany all studies.

Max Cochran, the Assessor of Webster County, spoke on behalf of the county. Mr. Cochran stated that he isn't yet comfortable with all of the procedures. Dr. Kent reminded him that there are standards to follow and encouraged Mr. Cochran to find out what the proper procedures are or to have someone come in to help them.

Dr. Kent moved to accept the monitoring report. Jeff Amburgey seconded the motion. With no further discussion and all members voting in favor, the motion carried.

Webster County ~ Valuation Fund Budget

Jeff Amburgey started this discussion stating that as of January 1, Webster County's carryover was \$129,000, which was 66% of their total budget. From FY2012-13, that number has decreased from \$168,000 to his original request last year of \$146,000 to the \$129,000 for the

current fiscal year. Mr. Cochran stated that he plans to finish his mapping project (digitizing) and to possibly hire someone to address the issue with the land tables (for monitoring).

Cheryl Romano moved to leave the percentage at the requested 2%, stating that he is a new assessor and should be given the chance to prove he will carry out his plans. Eddie Young seconded the motion. With no further discussion and all members voting in favor, the motion carried.

Monitoring Deficiencies 4th Year Deficient Counties:

Marion County

The assessor was instructed to immediately begin a study to update the land tables for residential and commercial property to reflect current market value, with support documentation to accompany both studies. The assessor was also instructed to review the procedures and criteria used by staff for establishing the validity of sales data.

Jim Priester, the Assessor of Marion County, spoke on behalf of the county. Mr. Priester stated that the county was having issues with adhering to the quarterly schedules in regards to sales. The county had previously gone by the sales transaction date and now they are using the notary date. Mr. Priester wanted to know if that was, in fact, the right procedure. Steve Sluss, the attorney for the Kanawha County Assessor, as well as a real estate attorney in the State of West Virginia, addressed the issue. He stated that West Virginia Code § 11-3-1 states that the property is assessed to owner thereof on July 1st. There is nothing that requires that the deed must be recorded. Therefore, the safest bet would be when the sale is notarized. That is when the sale is completed and the property changed hands and the deed is transferred. He reiterated that the majority of the time, the notary date will be when the ownership transfers to the buyer.

Dr. Cal Kent moved to accept the plan. Kurt Donaldson seconded the motion. With no further discussion and all members voting in favor, the motion carried.

Monitoring Deficiencies 3rd Year Deficient Counties:

Mason County (continued)

The meeting was resumed with continuing the discussion of Mason County's monitoring deficiencies that had been set aside to allow the PVC member's time to review the information submitted by the assessor. Dr. Cal Kent was concerned with the consistency or lack thereof.

Cheryl Romano moved to accept the explanation and the monitoring report. Eddie Young seconded the motion. Jeff Amburgey wanted clarification that the motion was to accept the explanation and not that they were to be removed from the deficiency list. With no further discussion and all members voting in favor, the motion carried.

Monitoring Deficiencies 4th Year Deficient Counties (continued):

Mineral County

The assessor was instructed to implement the study to update the residential and commercial cost modifiers and provide support documentation. The assessor was further instructed to develop land tables for residential and commercial entirely to reflect the current cost modifiers, and to begin a farm land study. Support documentation was to accompany all studies.

Rose Ann Maine, the Assessor of Mineral County, and Larry Taylor spoke. The county had contracted with Tom Riley who had assisted the county in getting back into compliance.

Eddie Young moved to accept the monitoring report as presented. Jeff Amburgey seconded the motion. With no further discussion and all members voting in favor, the motion carried.

Pendleton County

The assessor was instructed to immediately begin a study to update the land tables and implement the county modifier for residential study on real property to reflect current market value, to do a farm land study, to review the procedures and criteria used by the staff in evaluating sold properties in all neighborhoods. As valid sold properties are adjusted, comparable unsold properties should also be adjusted to reflect market value to ensure uniformity in each neighborhood. It was also recommended that the assessor review sold properties for being changed to manipulate the sales ratio.

Carolyn Sponaule, the Assessor of Pendleton County, and Tom Riley, a hired contractor, spoke on behalf of the county

Eddie Young moved to accept the monitoring report. Cheryl Romano seconded the motion. With no further discussion and all members voting in favor, the motion carried.

Putnam County

The assessor was instructed to immediately begin a study of residential and commercial land tables in order to reflect current market value and to begin a farm land study with documentation to accompany all studies. The assessor is further instructed to supply support documentation of studies to support the county modifiers.

Buddy Smith, a hired contractor and ex-State employee, spoke on behalf of the county. He stated that he believes the county will be in compliance next year.

Dr. Cal Kent moved to accept the monitoring report. Jason Nettles seconded the motion. With no further discussion and all members voting in favor, the motion carried.

Tucker County

The assessor was instructed to immediately begin a study to update the residential and commercial cost modifiers as well as develop land tables for residential and commercial property to reflect current market value with support documentation provided.

Paul “Butch” Burns, the Assessor of Tucker County, spoke on behalf of the county. He stated that he believes the county will be in compliance next year.

Jason Nettles moved to accept the monitoring report. Eddie Young seconded the motion. With no further discussion and all members voting in favor, the motion carried.

Tyler County

A recommendation had been given to the assessor in base schedule to consult the *West Virginia Development of Construction Cost Schedule Levels* when performing cost study analysis of the commercial cost study. They were advised that it was acceptable to use surrounding counties and/or Marshall & Swift. The assessor was instructed to review the procedures and criteria used by the staff for establishing the validity of sales data. The assessor was also instructed to immediately take the necessary steps to correct deficiencies in the Ratio Report Evaluation.

Jack Hayes, the Assessor of Tyler County, spoke on behalf of the county. Mr. Hayes stated that when they received the letter from the Tax Department asking if their county would be interested in receiving information from Marshall & Swift, if the State could provide it, he had responded yes.

Jason Nettles moved to accept the monitoring report. Eddie Young seconded the motion. With no further discussion and all members voting in favor, the motion carried.

Monitoring Deficiencies 5th Year Deficient Counties:

Summers County ~ Monitoring

The assessor was instructed to immediately begin a study to update the land tables for residential and commercial property to reflect current market value, to begin a study of residential and commercial current cost modifiers, and to begin a farm land study with documentation to accompany all studies. The assessor was instructed to review the procedures and criteria used by the staff for establishing the validity of sales data and sold properties in all neighborhoods. As valid sold properties were adjusted, comparable unsold properties should also be adjusted to reflect market value to ensure uniformity in each neighborhood. The assessor was also instructed to devise a plan by which the appraisal of real property can be completed as per the plan on file with the PVC.

Greg Vandall, the Assessor of Summers County, spoke on behalf of the county. He had contracted with Dwight Goff, an ex-State employee, to assist in deficient areas. He felt that for 2014 things have improved and felt they have done an exemplary job.

Jason Nettles moved to accept the monitoring report. Janice LaRue seconded the motion. With no further discussion and all members voting in favor, the motion carried.

Summers County ~ Valuation Fund Budget

Jeff Amburgey started this discussion stating that as of January 1, Summers County's carryover was approximately \$115,000, which was 57% of their total budget. Mr. Vandall stated that he planned finish his mapping project, having contracted with Jackson Mapping.

Jason Nettles moved to accept the budget. Mickey Brown seconded the motion. With no further discussion and all members voting in favor, the motion carried.

Wetzel County

The assessor was instructed to immediately begin a review of the data collection procedures used by the data collectors, to begin a study of residential and commercial cost modifiers, to begin a study to update the land tables for residential and commercial property to reflect current market value and to begin a farm land study with accompanying support documentation supplied. The assessor was further instructed to review the procedures and criteria used by the staff in evaluating sold properties in all neighborhoods. As sold properties are adjusted, comparable unsold properties should also be adjusted to reflect market value to ensure uniformity in each neighborhood. He was also instructed to devise a plan by which the appraisal of real property can be completed in the three year cycle and submit for approval.

Scott Lemley, the Assessor of Wetzel County, and Sandy Nelson and Bob Flowers, employees of Wetzel County, spoke on behalf of the county.

Jason Nettles moved to accept the monitoring report. Mickey Brown seconded the motion. With no further discussion and all members voting in favor, the motion carried.

Wyoming County

The assessor was instructed to immediately begin a study to update the base land tables for residential and commercial property to reflect current market value and to do a farm land study, with accompanying support documentation supplied. He was also instructed to devise a plan by which the appraisal of real property could be completed as per the plan on file with the PVC and to immediately take the necessary steps to correct deficiencies in the Ratio Report Evaluation.

Mike Cook, the Assessor of Wyoming County, and Mike Allen of Wyoming County and Eric Coakley with Tyler Technologies spoke on behalf of the county.

Jason Nettles moved to accept the monitoring report. Eddie Young seconded the motion. With no further discussion and all members voting in favor, the motion carried.

Monitoring Deficiencies 6th Year Deficient Counties:

Barbour County

The assessor was instructed to immediately begin a study to update the cost modifier for commercial property to reflect current market value. Surrounding counties and/or Marshall & Swift can be used. The documentation accompany studies of land analysis should be implemented to the results of the county land tables as well as reviewed annually. The assessor was also instructed to devise a plan by which the appraisal of real property can be completed as per the plan on file with the PVC.

John Cutright, the Assessor of Barbour County, and Michelle Whetsell a county employee, spoke on behalf of the county. Michelle also felt that big strides had been taken this year, but feels it will take a couple more years to get into compliance.

Jason Nettles moved to accept the monitoring report. Cheryl Romano seconded the motion. With no further discussion and all members voting in favor, the motion carried.

Monongalia County

The assessor was instructed to implement the study to update the land tables for residential and commercial property to reflect current market value and to immediately take the necessary steps to correct deficiencies in the Ratio Report Evaluation.

Mark Musick, the Assessor of Monongalia County, and Kris Liller and Chris Michael, employees for the county, spoke on behalf of the county.

Jason Nettles moved to accept the monitoring report. Cheryl Romano seconded the motion. With no further discussion and all members voting in favor, the motion carried.

Calhoun County ~ Monitoring Comments

Jason Nettles, Assessor of Calhoun County, had asked to speak about his deficiencies in his county's monitoring. He studied his own county and got 1.24, but since he didn't have a large sample, he used some from Braxton County and got 1.26. He used the 1.24 but was told by the Tax Department that he had to use the 1.26. He stated that the sales ratio allows 10% either way. It was Jason's contention that 2% is not enough to materially affect the county's value or put his county out of compliance. Jeff Amburgey stated that he had spoken with Kathy Sherman-Cunningham, an Appraiser Senior for the State Tax Department, who stated that she would have

passed the county at 1.24 but had been instructed to not pass the county by her supervisor, Faith Dangerfield. Ms. Sherman-Cunningham stated that had it been her decision, the county would have passed.

Cheryl Romano made a motion to change Calhoun County's noncompliant status and remove the county from the noncompliant list for 2013 and put the county on the compliance list for 2013. Mickey Brown seconded the motion. With no further discussion and all members voting in favor, the motion carried.

Mickey Brown made motion to adjourn for the day. With no objection, the meeting adjourned at 4:08 p.m.

January 17, 2014

Jeff Amburgey called the second day of the meeting to order at 9:05 a.m. He then introduced the State Tax Commissioner, Mark W. Matkovich.

Mr. Amburgey spoke about the monitoring plan and the current staffing issues and vacancies in the Appraisal Services Unit, which were making it a challenge to complete the required duties. He stated that there were some proposed changes to the plan, which were statistical in nature, but discussion with Dr. Cal Kent revealed that the changes would not be statistically sound.

Dr. Kent made a motion that for the ensuing year, monitoring shall not include those counties for which no deficiencies were noted in the current year's monitoring. And in those counties within which only one deficiency was noted, those counties shall submit to the Chairman of the PVC, plans and evidence that the deficiency has been, or is being corrected, and further, if in the opinion of the Chairman, the plans and evidence are satisfactory to meet the deficiency, that county shall not be monitored. Provided, however, the Chairman may submit to the PVC the plans and evidence which may be felt to be insufficient to determine if that county shall be subject to monitoring the ensuing year. He further stated that all counties would still be monitored for sales ratio. Kurt Donaldson seconded the motion. With no further discussion and all members voting in favor, the motion carried.

State Tax Commissioner, Mark Matkovich, gave an overview of the State Tax Department's staffing issues. By the end of the 2014 Regular Session, it would be likely that the number of budgeted positions would be more like 455, as mandatory cuts will be made at the State Tax Department. He stated that next year would bring much of the same news with downsizing at the Department. He appreciated that the PVC would review and consider modifying the county monitoring plan to assist the Property Tax Division, stating that the Department wanted to do the right thing and not produce a "watered down" plan with no meaning. The goal is to continue to provide the same level of services.

Much discussion followed regarding the salary levels and the fact that key employees are being lost due to poor salaries. Commissioner Matkovich stated that many of the rules and policies are not just State Tax Department policies, but are Division of Personnel (DOP) policies.

He plans to address the issues with DOP. Dr. Cal Kent asked if it was possible to by-pass DOP and go straight to the Legislature. He feels that DOP has exercised more authority than what they actually have and done it fairly arbitrarily (*wants that statement on the record*).

The PVC Members thanked the State Tax Commissioner for attending the meeting.

3. Budget Revisions for FY2013 – 2014

Jeff Amburgey reminded the members that during the November 2013 PVC meeting the decision had been made to allow the Director of the Property Tax Division or his/her designee to approve at his/her discretion changes, without approval of the PVC, in the valuation fund budgets which are not in excess of 10% of the valuation fund or \$10,000 whichever is less.

Due to this decision there were only two budget revisions for review and approval. Calhoun and Mineral County each had small budget revision requests that had been previously reviewed by Mr. Amburgey and the PVC members and had received a preliminary approval.

Dr. Cal Kent made a motion to approve both budget revisions. Kurt Donaldson seconded the motion. With no further discussion and all members voting in favor, the motion passed.

4. Review of All Proposed County Valuation Fund Budget Documents for FY2014 - 2015

Before the topic of the Proposed County Valuation Fund Budget Documents for FY2014-2015 could be addressed, Lincoln County was not in attendance on the first day of the meeting and still needed to discuss their monitoring deficiencies. After the monitoring was discussed, the topic of their budget would be addressed.

Lincoln County ~ Monitoring (3rd Year Deficient)

The assessor was instructed to: immediately begin a review of the data collection procedures used by the data collectors; begin a study to update the residential and commercial land tables to reflect current market value, with support documentation supplied; review the procedures and criteria used by staff for establishing the validity of sales data; submit a revised plan to get on schedule and have the monitor supply a list file of all the parcels within the county for the review of the assessor at the time of the monitoring to devise a plan of action by which the appraisal of real property can be completed in the three year cycle; and, to immediately take the necessary steps to correct deficiencies in the sales ratio report evaluation.

Josh Brumfield, the Assessor of Lincoln County, spoke on behalf of the county. Mr. Brumfield felt like the county had come a long way, stating that the after sending out approximately 15,000 increase notices (or 98% of the taxpayers) to their taxpayers, the county had gone from 51% to 92%, He stated that their land tables, modifiers and sales ratio were now in compliance and in the passing range and he felt that the county would pass their monitoring next year.

Eddie Young spoke about the sincere, bold effort that had been made by this new assessor and made a motion to accept the monitoring report. Mickey Brown seconded the motion. With no further discussion and all members voting in favor, the motion carried.

Lincoln County ~ Valuation Fund Budget for FY2014-2015

Mr. Brumfield spoke about the plan and goals that he had presented last year to the PVC, with the number one goal being to pass all areas of the monitoring report. They have hired a new appraiser, spent \$26,500 on replacing computers that were outdated, spent \$28,400 on updating the office and furnishings, and spent \$40,000 on GIS, contracting with Atlas. The county received \$13,000 in grant money for GIS website updates. They have also recently opened an Annex in Alum Creek. Mr. Brumfield feels that they have identified needed areas and spent money appropriately.

Jason Nettles made a motion to accept the 2% Proposed County Valuation Fund Budget Document for FY2014-2015. Cheryl Romano seconded the motion. Mr. Brumfield stated that his goal is to be under 50%. Jason Nettles stated that Lincoln County is spending more than they are taking in. With no further discussion and all members voting in favor, the motion carried.

Pocahontas County

Tom Lane, the Assessor of Pocahontas County, appeared on behalf of the county. He stated that the current budget is \$250,000 and 65%, which he realizes is large, but stated that changes have been and are continuing to be made. He felt that the 2% was necessary to continue to make improvements. Mr. Lane spoke about additional employees being hired and the decline in revenues in the county.

Jason Nettles made a motion to accept the 2% Proposed County Valuation Fund Budget Document for FY2014-2015. Kurt Donaldson seconded the motion. Dr. Cal Kent stated that for the duration of his tenure on the Commission, Pocahontas County had been over 60%. There was always a plan for the use of the money, but the plans were never put into place. Mr. Lane disagreed with Dr. Kent stating that that approximately 50% of their employees are currently paid out of the Valuation Fund and that may need to increase if the county cannot meet the budget. With no further discussion and all members voting in favor, with the exception of Dr. Cal Kent who was opposed, the motion carried.

Jason Nettles stated that as the PVC members had already reviewed the documents and, with the exception of the five counties that needed to appear to explain their budgets, the PVC had not had any objections to the remaining 50 budgets, he made a motion for a blanket approval and accept the remaining 50 Proposed County Valuation Fund Budget Documents for FY2014-2015. Dr. Cal Kent seconded the motion. Further discussion followed among the members, who then all agreed. With no further discussion and all members voting in favor, the motion carried.

Ora Ash, of the State Auditor's Office, disagreed with the motion and the procedure of the blanket approval. He felt that all of the budgets should have been individually reviewed during the meeting. Jeff Amburgey stated that he had personally reviewed the budgets and made his recommendations to the PVC members. Jason Nettles stated that the PVC members had the information in their possession for two days and could have reviewed the documents themselves.

5. Other Business

Tax Map Sales Legislative Rule

Kurt Donaldson spoke about Title 189, Series 5, *Tax Map Sales Legislative Rule* that had been considered and re-discussed by the PVC Subcommittee following the November 13, 2013 PVC meeting. There were amendments made and the goal was to approve the changes and get it submitted to the Legislature. The Procedural Rule was approved at the November 2013 meeting for the maintenance of the tax maps. All three documents must be submitted to the Legal Division for Legislative procedures. Mr. Donaldson stated that this rule dealt primarily with digital tax maps. The charges and fees were discussed comparing paper and digital maps. The PVC Subcommittee had decided that the prices would be the same and to not offer a discount for large orders. He recommended that the revisions be approved.

Jason Nettles made a motion to accept the changes and recommendations. Dr. Cal Kent seconded the motion. With no further discussion and all members voting in favor, the motion carried.

Tax Year 2014 Monitoring Plan

Jeff Amburgey reminded the PVC members that at the November 13, 2013 meeting of the PVC that Cheryl Romano, the Assessor of Harrison County and a PVC member, had spoken before the Commission and requested that her county be removed from the deficiency list. After presenting support documentation, the members were in agreement and removed the Harrison County from the list. Jason Nettles, the Assessor of Calhoun County and also a PVC member, had spoken on January 16, 2014 (during the first day of the current PVC meeting) also requesting to be removed from the deficiency list due to what everyone had agreed were minor issues. Again, the members voted in the county's favor and Calhoun County was removed from the deficiency list. Mr. Amburgey does not want the perception given that PVC members have the power to get removed from a deficiency list where other counties could not. He further stated that other assessors have questioned their monitoring decisions yet no change was made to their status. In particular, Ernie Dennison of Nicholas County, was very passionate in his presentation and while Mr. Amburgey felt for him, he was not persuaded that he should be removed from the list.

Eddie Young stated that he agreed with Mr. Amburgey and had no problem with what had been done with Harrison or Calhoun County. However, he did want to further discuss Nicholas County's monitoring status. Mr. Young felt that Ernie Dennison genuinely thought that he was on track for 2013 and it appeared that the only reason he wasn't was that he didn't follow

the exact procedure to get there. He further stated that while he understood there were procedures to follow, the bottom line remained that if the assessments were correct that Nicholas County should have been granted removal for 2013 and see how 2014 goes. Mr. Young felt that Mr. Dennison had provided sufficient information to warrant his status being changed and asked that the PVC consider the action.

Jason Nettles made a motion to accept the explanation provided by Nicholas County and remove the county from the deficiency list for 2013. Mr. Nettles stated that he did not feel that Mr. Dennison had effectively conveyed his facts. He discussed in detail the factors and other issues that Mr. Dennison used but failed to convey. Eddie Young spoke in agreement with Mr. Nettles and felt like Ernie should be removed from the list. He felt that Ernie Dennison's argument for Nicholas County was as strong as Cheryl Romano's argument for Harrison County or Jason Nettles' argument for Calhoun County. **Eddie Young seconded the motion to remove Nicholas County from the 2013 deficiency list.** The county may remain on the 1st or 2nd year deficiency list, but not the 3rd year. **Eddie Young amended the motion to remove Nicholas County from the 2013 deficiency list and to send the letter notifying the assessor and county commission stating that after further review the PVC has decided to remove Nicholas County from the 3rd year deficiency list.** Kurt Donaldson seconded the motion. **With no further discussion and all members voting in favor, the motion carried.**

Jeff Amburgey asked if there was any additional Other Business the members would like to address.

Dr. Cal Kent stated that during the last several PVC meetings over the past couple of years, it had become apparent that the PVC needs to take a hard look at the State's monitoring process. In particular, the following two issues:

1. Ensure that the right things are being looked at. Some issues appear to be nothing more than "nitpicking" while other areas appear to be substantial.
2. There must be consistency. We must ensure that all of the counties are being monitored as identical as possible. Training and monitoring of the monitors is necessary.

Jeff Amburgey stated that the PVC Subcommittee would meet as soon as possible to implement the guidelines – working within a modified plan. Jason Nettles questioned whether the PVC Subcommittee had the authority to implement or enforce the new guidelines. Mr. Amburgey stated that the monitoring plan that was in existence would have to be worked within, unless the PVC elected to modify the plan, but he felt there was leeway within the plan (1.24 versus 1.26) and if there wasn't, there needed to be. He further stated that after the Subcommittee met, he would meet with the Appraisal Services monitoring staff and get them all on the same page.

Dr. Cal Kent made a motion that the questions and procedures for monitoring be referred to the PVC Subcommittee for recommendations. Eddie Young seconded the motion. **With no further discussion and all members voting in favor, the motion carried.**

Jeff Amburgey asked if there was any additional Other Business the members would like to address. There was none.

Dr. Cal Kent made a motion to adjourn the meeting. Kurt Donaldson seconded the motion. With no further discussion and all members voting in favor, the motion passed.
The meeting adjourned at 11:15 a.m.