



Krysti Ficker <krysti@cityofgearhart.com>

Posting Please

1 message

Darla Rush <drush@co.clatsop.or.us>

Fri, Jan 24, 2020 at 1:33 PM

To: "kjordan@cityofseaside.us" <kjordan@cityofseaside.us>, "krysti@cityofgearhart.com" <krysti@cityofgearhart.com>, "cityhall@ci.cannonbeach.or.us" <cityhall@ci.cannonbeach.or.us>

Hello,

Attached is Clatsop County Board of Property Tax Appeals Agenda. Please print and post in your city office.

Thank you,

Darla Rush

Clatsop County

Clerk and Elections

503-325-8511

This message has been prepared on resources owned by Clatsop County, Oregon. It is subject to the Internet and Online Services Use Policy and Procedures of Clatsop County.



Organizational meeting agenda 2019-20.docx

115K



CLATSOP COUNTY BOARD OF PROPERTY TAX APPEALS
JUDGE GUY BOYINGTON BUILDING, 857 COMMERCIAL STREET, ASTORIA
Friday, February 7, 2020 At 9:00 am

MEETING AGENDA- BOPTA Session 2019/2020

CALL TO ORDER - Roll Call

Board Members: Kathleen Sullivan (chair), David Oser, Gregg Freedman
Board Clerk: Darla Rush
Clatsop County Clerk: Tracie Krevanko
Assessment & Taxation Office: Suzanne Johnson, Chris Leader

INFORMATION TO BE ENTERED INTO BOARD RECORD

★= Attachment

	Topic
1.	Convene the session, announce the date, time, place of meeting and people present, announce chairperson.
2.	Announce for the record, that the minutes are kept on audiotape and that the board clerk is responsible for keeping record of the board.
3.	★ Take and administer Oath of Office. BOPTA Clerk to administer to chair and chair to administer to the remaining members.
4.	Verify the Oaths have all been signed and enter them into board record.
5.	Select a Vice-Chair by vote, name entered into the board record.
6.	★ Verify all members of the pool have completed required training and enter Board training into Record (NEED A COPY FOR OUR RECORDS).
7.	Confirm County Counsel: Enter name into record. (HEATHER REYNOLDS)
8.	Review the names of the members of the pools selected to sit on the boards. NO OTHER POOLS
9.	Enter into record the established time allotted for each hearing: minutes.
10.	★ Hand out / review Decision Codes
11.	Participate in A & T Training
12.	Announce, for the record that a board of two constitutes a quorum

Sign the Policy Handout

Remind Board Members to review the following (See ORS Chapters in binders):

- Public Records and Meeting Law (ORS Chapter 192)
- Duties /Responsibilities of the Board (ORS Chapter 309)

SCHEDULED BUSINESS

- ❖ Reimbursement for per diem (\$75.00 Per Day)
- ❖ Verify the affidavit of posting (that the Notice of Session was posted in 6 conspicuous places within the County). Board Chair enter this affidavit into board record.

Are there any questions, concerns or suggestions for upcoming BOPTA session?

Roll play of sample hearings