

**AGREEMENT BETWEEN THE NASSAU COUNTY  
VALUE ADJUSTMENT BOARD**

**And**

**PAMELA B. ANDREA**

**For**

**SPECIAL MAGISTRATE SERVICES**

This Agreement is made and entered into by and between the Nassau County Value Adjustment Board, 76347 Veterans Way, Suite 456, Yulee, FL, 32097 (hereinafter referred to as "VAB") and Pamela B. Andrea, of F.F. & E. Valuation Service, 6149 Kissengen Springs, Ct., Jacksonville, FL 32258, (hereinafter referred to as "Andrea") as of this 31<sup>st</sup> day of July, 2025.

**WITNESSETH:**

WHEREAS, Andrea hereby certifies the following, pursuant to Section 194.035(1), Florida Statutes:

1. She is not an elected or appointed official of Nassau County;
2. She is not an elected or appointed official or employee of a taxing jurisdiction or of the State;
3. She is a designated appraiser with no less than five (5) years' experience in tangible personal property valuation;
4. She does not currently, and will not, represent a petitioner before the VAB within this County or before any Special Magistrate for the current tax year she is serving as a Special Magistrate; and
5. She has attended the required training for Special Magistrates provided by the Florida Department of Revenue and will provide a Certificate of Completion to the VAB Clerk prior to commencement of 2025 hearings.
6. She recognizes that an appraisal that she performed in this tax year may not be submitted as evidence in hearings she conducts.

WHEREAS, the VAB has chosen to use the services of a special magistrate for the purpose of taking testimony at hearings involving the valuation of tangible personal property, as provided by Chapter 194, Florida Statutes, and making recommended findings of fact and conclusions of law to the VAB; and

WHEREAS, Andrea desires to provide such services to the VAB as an independent contractor;

NOW THEREFORE, in consideration of the mutual terms and conditions, promises, covenants and payment hereinafter set forth, the VAB and Andrea agree as follows:

**ARTICLE 1 – RECITALS**

1.1 The foregoing recitals are true and correct and incorporated herein and made a part hereof.

## ARTICLE 2 – SERVICES

- 2.1 Andrea shall perform professional services to VAB as special magistrate relating to tangible personal property. Andrea's services shall include, but not be limited to the following:
- a. Taking testimony and preserving evidence at hearings assigned to her by the VAB Clerk, and provided pursuant to Chapter 194, Florida Statutes; and
  - b. Making timely, written recommended findings of fact and conclusions of law to the VAB for upholding, partially upholding, or overturning the determination of the property appraiser.
- 2.2 Andrea shall be responsible for complying with all federal, state and local rules, regulations, statutes, laws or ordinances, regarding payment for her services under this Agreement, and any reporting requirements thereunder.
- 2.3 During any hours Andrea provides services to VAB, Andrea shall devote her full time and effort to the services being performed for the VAB. Andrea shall truthfully and accurately maintain all records and make such reports as the VAB may require.

## ARTICLE 3 – FEES

- 3.1 The VAB shall pay Andrea the rate of One Hundred Twenty-Five Dollars (\$125) per hour (the "hourly rate"), based on a four-hour minimum and a four-hour minimum for any hearing canceled less than 24 hours before the scheduled date and time, for her services.
- 3.2 Maximum round trip travel time not to exceed a total of four (4) hours round trip, or actual time, whichever is less, at the above hourly rate shall be paid for routine travel to and from the County Governmental Complex at 96135 Nassau Place, Yulee, Florida 32097 or the Judicial Annex at 76347 Veterans Way, Yulee, Florida 32097. Any other travel expenses and normal office supplies consumed in the course of this project will not be reimbursed.
- 3.3 The VAB shall pay the hourly rate to Andrea for actual time spent attending the required VAB Orientation.

## ARTICLE 4 – TERM/TERMINATION

- 4.1 The term of this Agreement shall begin on the date and year first above written and shall continue until the conclusion of the Value Adjustment Board hearings.
- 4.2 This agreement may be terminated by either party, with or without cause, by written notice to the other party of the intent to terminate. Such termination shall be effective immediately upon receipt of such written notice of intent to terminate. However, no termination for cause will be effective unless the defaulting party is first given ten (10) calendar days after receipt of notice of intent to terminate in which to cure the cause for termination.
- 4.3 In the event of termination, Andrea shall be entitled to compensation for services rendered and costs incurred through the effective date of termination. All finished or unfinished documents prepared by Andrea shall become the property of the VAB and shall be delivered by Andrea to the VAB, no later than ten (10) days following the effective date of termination.

## ARTICLE 5 – METHOD OF BILLING AND PAYMENT

- 5.1 Andrea shall submit invoices for payment of services actually rendered on a monthly basis to the Clerk of the VAB at the VAB address listed above. Invoices shall describe the nature of the services performed and shall include a summary of any amounts previously paid.
- 5.2 All fees and costs reflected on invoices shall be divided between the Nassau County School Board and the Nassau County Board of County Commissioners, two-fifths (2/5ths) and three-fifths (3/5ths) respectively.
- 5.3 Andrea acknowledges that each invoice must be reviewed and approved by the Clerk of the VAB or her designee. Should the Clerk of the VAB or her designee determine that the invoice is not commensurate with services performed, work accomplished or hours expended, Andrea shall adjust the invoice accordingly. However, Andrea shall be entitled to payment of any portion of an invoice not in dispute.
- 5.4 The VAB shall pay Andrea's invoices in accordance with Section 218.70 through 218.79, Florida Statutes, the Florida Prompt Payment Act.

## ARTICLE 6 – STANDARDS AND CORRECTIONS

- 6.1 Andrea shall perform or furnish to the VAB her professional services in accordance with the generally accepted standards or her professional services and with any laws, statutes, ordinances, codes, rules and regulations governing Andrea's services hereunder.
- 6.2 Andrea shall, without additional compensation, correct and revise any errors, omissions, or other deficiencies in her work product, services, or materials arising from the negligent act, error or omission of Andrea. The foregoing shall be construed as an independent duty to correct rather than waiver of the VAB's rights under any applicable statute of limitations. The review of, approval of, or payment for any of Andrea's work product, services, or materials shall not be construed to operate as a waiver of any of the VAB's rights under this Agreement, or cause of action the VAB may have arising out of the performance of this Agreement.

## ARTICLE 7 – NO CONTINGENT FEES

- 7.1 Andrea certifies that she has not employed or retained any company or person, other than a bona fide employee working solely for Andrea, to solicit or secure this Agreement and that she has not been paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for Andrea, any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this provision, the VAB shall have the right to terminate the Agreement without liability at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift or consideration.

ARTICLE 8 – NO ASSIGNMENT

8.1 This Agreement, or any interest herein, shall not be assigned, transferred or otherwise encumbered, under any circumstances by Andrea without the prior written consent of the VAB. Further, no portion of this Agreement may be performed by subcontractors or sub-consultants without written notice to and approval of such action by the VAB.

ARTICLE 9 – SEVERABILITY/NO WAIVERS

9.1 In the event any provision of this Agreement shall be held invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any breach of any provision, term, condition or covenant shall not be construed by the other party as a waiver of any subsequent breach.

ARTICLE 10 – GOVERNING LAW/VENUE

10.1 This Agreement shall be governed and construed in accordance with Florida law. In the event litigation arises involving the parties in connection with this Agreement, venue for such litigation shall be in Nassau County, Florida.

ARTICLE 11 – INDEPENDENT CONTRACTOR STATUS

11.1 Andrea is an independent contractor and is not an employee, servant, agent, partner or joint venturer of the VAB.

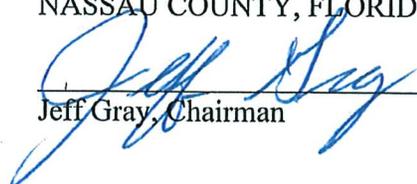
ARTICLE 12 – ELECTRONIC SIGNATURE

12.1 Pursuant to Sections 668.004 and 668.50, Florida Statutes, this Agreement may be executed by way of electronic signature and delivery via electronic correspondence, and if so executed and/or delivered, shall be considered an original. Further, this Agreement may be executed and transmitted via facsimile or pdf sent via electronic mail to the VAB Clerk, and if so transmitted, such signature shall be considered an original and fully enforceable against the executing party.

IN WITNESS WHEREOF, the parties hereto have caused the execution of these premises as of the date and year first above written.

VALUE ADJUSTMENT BOARD  
NASSAU COUNTY, FLORIDA

  
Pamela B. Andrea (Aug 5, 2025 15:28:55 EDT)  
Pamela B. Andrea

  
Jeff Gray, Chairman

Attest as to the authenticity of the  
Chairman's signature:

Approved as to form:

  
Mitch L. Keiter  
Clerk to the Value Adjustment Board

  
Teresa Prince  
VAB Attorney