



BOARD OF TAX APPEALS

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## Public Board Meeting

April 19, 2024

9:30 a.m.

Board of Tax Appeals

### Minutes

**Attendees:** Claire Hesselholt, Chair; Rosann Fitzpatrick, Member; Matt Randazzo, Member; Ross Petersen, Executive Director

**Identified Members of the Public:** Keri Lamb, Trish Johnson, Jasmine Bruns, Mark Pree, Mike Turner, Kiirsti Janhunen, Gilda Felizardo, and Rachel McDaniel

### Call to Order

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- Meeting called to order at 9:30 a.m.
- Approved agenda
- Approved minutes for March 1, 2024, and March 6, 2024, Special Meeting.

### Discussion Topics

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#### Director Report

- Statistics
  - Statistics were provided to the Board for the month of March and the third quarter of fiscal year 2024.
    - Case Manger to provide requested statistics to Board.
- Administrative Staff Report
  - A new Office Assistant has been hired, with a start date of May 1, 2024.
- Spartan
  - Ross provided an update on the Spartan case management project.
  - Weekly updates are now being provided by Spartan as well as monthly meetings to update and discuss project.
  - Latest update reviewed, all targets on track.
- Website Funding
  - Ross requested approval of funds to be allocated to updating the agency website.
    - Moved to approve allocation of \$25,000 to update website.
    - Approved.
- Budget
  - Discussion of remaining discretionary funds for fiscal year 2024 were discussed.
  - Options for possible fund allocations were discussed.
  - More detailed information will be provided to the Board for review and approval of fund distribution for the remainder of fiscal year.
- Decision Templates
  - The Board thanked Matt Randazzo for his hard work on the updated decision template.

- All Tax Referees are now encouraged to use the new template for all residential and apartment cases.
- Additional templates will be created for other types of decisions as well. As these are tested Tax Referees will be encouraged to use the new templates for all decisions where possible.

#### Policy Review

- Changes to Policy 1.1 Purchase Card Program were reviewed.
  - Moved to adopt with changes.
  - Adopted
- Changes to Policy 3.5 Purchasing were reviewed.
  - Moved to adopt as amended.
  - Adopted.
- Changes to Policy 3.3 and 3.3A were reviewed.
  - Moved to adopt as amended.
  - Passed.

#### Rule Making

- Staff have made comments on various rules since the last update in 2022.
- List of proposed updates to clarify certain rules provided to the Board and a discussion for the need for more substantial changes once Spartan portal system is up and running.
- Suggested changes will be sent to all agency staff for comments.
- Comments will be discussed at next Board meeting.

- Miscellaneous Business: All staff meeting scheduled for a half day May 6<sup>th</sup> 2024.
- Future Agenda Items: Policy review, rules, budget, decision templates, Executive Director updates.
- Public Comments: None
- At 10:40 a.m. the meeting adjourned.