



BOARD OF TAX APPEALS

Location 1110 Capitol Way S, Suite 300, Olympia, WA 98501 | Mailing Address PO Box 40915, Olympia, WA 98504-0915
Voice (360) 753-5446 | Fax (360) 586-9020
Email bta@bta.wa.gov | Website bta.wa.gov

Public Board Meeting

July 22, 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, Gilda Felizardo, Mike Turner, Kiirsti Janhunen, and Rachel McDaniel

Call to Order

- Meeting called to order at 9:31 a.m.
- Approved agenda
- Approval of minutes for April 19, 2024, and May 17, 2024.

Discussion Topics

Director Report

- Statistics
 - Statistics were provided to the Board for the month of June and Fiscal Year 2024.
 - The Board requested cases with litigation holds be removed from the backlog until the litigation holds are resolved.
- Spartan
 - Ross provided an update on the Spartan case management project.
 - Training for administrative staff is scheduled for August.
 - All staff training is scheduled for October.
- Logo Project
 - Ross has received feedback from the Board and all staff. He will be making final decisions and should have a new logo for the agency in the next few months.

Policy Review

- Changes to Policy 1.3 and 1.3A Reasonable Accommodation Customer were reviewed.
 - Moved to adopt with changes.
 - Adopted
- Changes to Policy 1.5 Use of State Equipment and Facilities was reviewed.
 - Additional changes requested. Will review in August.
- Changes to Policy 3.6 Internal Control of Fixed Assets were reviewed.
 - Moved to adopt with changes.
 - Passed.
- The Board would like to see possible language for a policy on employees that participate in pro bono work. Language will be drafted and a review from the Ethics Board will be requested.

Rule Making

- Ross asked to have this agenda item stricken to allow for the refile of the agencies CR-101.
- The CR-101's that were filed did not provide sufficient information for the type of rule making the Board is engaging in.
- Moved to refile CR-101's.
- Passed.

Miscellaneous Business: None

Future Agenda Items: Policy review, rules, regular updates.

Public Comments: None

At 9:57 a.m. the meeting adjourned.