



BOARD OF TAX APPEALS

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## Public Board Meeting

June 18, 2025

9:30 a.m.

Board of Tax Appeals

## Minutes

**Attendees:** Claire Hesselholt, Chair; Matt Randazzo, Member; Kristen Fraser, Member; Ross Petersen, Executive Director

**Identified Members of the Public:** Keri Lamb, Jasmine Bruns, Mark Pree, Gilda Felizardo, and Rachel McDaniel

### Call to Order

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- Meeting called to order at 9:30 a.m.
- Approved agenda
- Approval of Minutes for June 11, 2025

### Discussion Topics

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#### Director Report

- Statistics
  - Statistics were provided to the Board for the month of June and fiscal year 2025.
- Spartan
  - New case management system is now up and running. The next step is to work on the public facing portal.
  - Ross and administrative staff will work with Spartan to start testing. Then a small group of stakeholders will test the portal for feedback.
  - Potential go live of fall 2025.
- A Tax Referee position will be posted to <https://careers.wa.gov/> in the coming days and will be open through August 10, 2025.

#### Policy Review

- The Board reviewed suggested changes to the mobile work policy. They requested that a footnote be updated.
  - Moved to adopt with footnote changes.
    - Passed
- Review of new policy Out-of-state telework
  - The Board requested clarifying language be added to the approval process.
  - Will review again in August
- Review of new Settlement Conference policy
  - The Board requested minor clarifying language be added.
  - Policy will be sent to stakeholders for feed back.

#### Budget

- Review of allotment suggestions were discussed.

- Moved to approve budget allotments
  - Passed

Miscellaneous Business: None

Future Agenda Items: Policy review, Spartan portal, agency strategic plan.

Public Comments: None

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