



BOARD OF TAX APPEALS

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Public Board Meeting

September 26, 2025

11:15 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, Kiirsti Janhunnen, Mark Pree, Mike Turner, Gilda Felizardo, and Cindy Garibay

Call to Order

- Meeting called to order at 11:15 a.m.
- Approved agenda
- Approval of Minutes for August 15, 2025

Discussion Topics

Director Report

- Statistics
 - Statistics were provided to the Board for the month of August.
- Spartan
 - Continued to work with Spartan to fix minor issues.
- Administrative staff
 - New Office Assistant is working well.
 - Staff has reported an uptick in public interactions but has so far been able to keep up with the additional workload.

Policy Review

- Review of Policy 1.5 Use of State Equipment and Facilities
 - Hold over to add language addressing charity and pro bono work.

Settlement Policy

- After further review of the policy and the APA it was suggested that this policy may be better as a rule.
- The Board decided to leave as a policy for the time being for a trial period. With guidance that it is to be used as a guideline for Tax Referee's and if needed a rule can be adopted.

Supplemental Budget

- The budget request has been submitted to request funds for FY 27 and maintained level request for retirement buyout.

Small Claims Rule Update

- CR-101 has been filed and will post on October 1, 2025.
- A copy will be sent to Stakeholders for comments

EO 25-06

- Executive Order 25-06 is a high visibility campaign by the current Governor.
 - The Board reviewed slides providing more information on the order and discussed the next steps and requirements that will affect the agency.
 - The Executive Director will discuss this order with other adjudicative agencies to see how they are handling compliance.
 - The Board requested an invite to the Your Washington representative to the October Board meeting to answer questions and give more information on reporting requirements.

Miscellaneous Business: None

Future Agenda Items: Policy review, updates on discussed topics, presentation from Your Washington.

Public Comments: None

At 11:42 a.m. the meeting adjourned.