



BOARD OF TAX APPEALS

Public Board Meeting

January 23, 2025

09:30 a.m.

Board of Tax Appeals

Minutes

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

Identified Members of the Public: Keri Lamb, Jasmine Bruns, Mark Pree, Rachel McDaniel, Thomas Goldsmith, and Rachel Murataa

Call to Order

- Meeting called to order at 10:01 a.m.
- Approved agenda
- Approval of Minutes for November 21, 2025

Discussion Topics

Director Report

- Statistics
 - Statistics were provided to the Board for the month of December

Policy Review

- The Board reviewed five policies.
 - 2.3 Attendance and Leave
 - Passed as amended
 - 2.3A Definitions
 - Passed as amended
 - 2.3.1 PFMLA
 - Requested clarification from HR before approval.
 - 2.3.2 Military Leave
 - Passed as amended
 - 2.3.3 Miscellaneous
 - Passed as amended

Executive Director Report

- Ross thanked the representative from WaTech Carissa Bourdon for joining the meeting.
- Mark Pree’s retirement was announced and appreciation shown for his service to the agency and the state of Washington.

Meeting Schedule

- The Board voted on the schedule for Board meetings in 2026. The full schedule is available on the Board’s website.

USPS Postmark Changes

- The USPS made a change to their postmark process in December 2025. The Board is requesting additional information from the AG and Governor's office on how to handle time sensitive materials with this new change.

Small Claims

- An update was given on the progress of the draft language for the proposed small claims rule making.
- Feedback was given and an alternative for both small claims and settlement conferences was suggested.

Executive Session

- The Board went into executive session to discuss personnel matters.
 - Entered executive session at 1010:41 am.
 - Returned at 10:51 am.
- Voted to move Jason Arcuri to full time.
 - Passed
- Voted to extend Cindy Garibay's temporary position to April 30, 2026.
 - Passed

Miscellaneous Business: None

Future Agenda Items: Policy review, updates on discussed topics

Public Comments: None

Adjourned: 10:52 a.m.