



BOARD OF TAX APPEALS

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## Public Board Meeting

March 20, 2026

10:00 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, Rachel McDaniel, Kiirsti Janhunen, Jason Arcuri, Cindy Garibay, Gilda Felizardo, Darren Ferguson, and Michael Turner.

### Call to Order

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- Meeting called to order at 10:00 a.m.
- Approved agenda
- Approval of Minutes for February 20, 2026

### Discussion Topics

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#### Director Report

- Statistics
  - Statistics were provided to the Board for the month of February
- Equity
  - Ross contacted OFM and the Department of Equity on reporting requirements. Continuing to work on the required reporting to ensure compliance.
- C.X.
  - Made adjustments after Board comments and timely filed. More information and feedback will be provided as the project continues.
- Residential Appeals
  - Update provided on progress. So far we are meeting our goals for the program and seeing positive results.
- Website
  - Ross gave a presentation on the status of the agencies website, noting that WaTech had informed us that the software we are currently using may not be supported in the near future.
  - Proposed to contract with WaTech to update the website and move to newer supported software.
  - Moved to proceed with website update not to exceed \$40,000.
    - Passed

#### Policy Review

- The Board reviewed policy 2.13 VEBA
  - Moved to adopt as amended.
    - Passed

### Executive Session

- The Board went into executive session.
  - Executive session began at 10:15 a.m. and ended at 10:32 a.m.
- Motion to move Cindy Garibay from temporary status to permanent status starting May, 1, 2026.
  - Passed
- Motion to post recruitment for vacant Tax Referee position.
  - Passed
- Motion to increase Kiirsti Janhunen's pay by 2 steps of 5% starting May 1, 2026.
  - Passed
- Motion to increase Michael Turner and Laura Chartoff's pay to step J starting May 1, 2026.
  - Passed
- Motion to increase Ross Petersen's pay by 2.5% starting May 1, 2026.
  - Passed

Miscellaneous Business: None

Future Agenda Items: Policy review, updates on discussed topics, CR 101 feedback, Board elections

Public Comments: None

At 10:35 a.m. the meeting adjourned.