



Clallam County Board of Equalization

223 E. 4th St., Room 160
Port Angeles, Washington
October 9, 2024 – 9:00 to 10:00 a.m.
Business Meeting Agenda (MODIFIED)

This meeting can be viewed on a live stream at this link: <https://clallamcountywa.gov/meetings>

If you would like to participate in the meeting via Zoom audio call only, call 253-215-8782 and use meeting ID: 994 0089 3755 and passcode: 372263

If you would like to participate in the meeting via Zoom video conference, visit <https://zoom.us/j/99400893755> and use meeting ID: 994 0089 3755 and passcode: 372263

Public comment and questions can be directed to the BOE Coordinator at 360-417-2330 or rachel.weed@clallamcountywa.gov.

- Swearing in of the third member of the Board of Equalization for 2024 Assessment Year
- Election of a Board Chair
- Approval of Draft Meeting Minutes from October 2, 2024 (1st meeting)
- Any discussion or follow-up regarding BOE administrative matters:
 - Discuss format of hearings
 - Scheduling
 - Chair's remarks
 - Clerk's duties
 - Discuss policies and procedures
 - Late evidence
 - Postponements
 - Reasonable time – Good cause waivers & Requests to Reconvene



CLALLAM COUNTY BOARD OF EQUALIZATION MINUTES of October 2, 2024

MEETING OF THE BOARD OF EQUALIZATION (BOE)

The BOE Clerk Rachel Weed called the meeting to order at 9:02 a.m., Wednesday, October 2, 2024. Members present: Gordon Gibbs and Thomas Swanson. Michael E. McAleer was excused.

BUSINESS ITEMS

a. Review of Annual Department of Revenue Training

Gibbs provided a brief review of annual training for BOE members.

b. Swearing in of the Board of Equalization for 2024 Assessment Year

Gibbs and Swanson took the Oath and will sign the Washington State Form *REV64* and will return the form to the BOE Program Coordinator. McAleer to be given the Oath at the next meeting.

c. Election of a Board Chair

Item tabled until next meeting

d. Discuss format of hearings

- Scheduling
- Chair's remarks
- Clerk's duties

BOE Clerk Weed briefed the board of potential changes to the structure and format of hearings. BOE members held discussion.

e. Discuss policies and procedures

- Late evidence
- Postponements
- Reasonable time – Good cause waivers & Requests to Reconvene

BOE Clerk Weed briefed the board of possible policies and procedures the BOE should have in writing. (See attached)

BOE members held discussion and will continue discussion to the next meeting.

NEXT MEETING DATE: Wednesday, October 9, 2024 at 9 a.m.

ADJOURNMENT

Meeting concluded at 9:26 a.m.

DRAFT - Clallam County BOE Policies

- Incomplete Petition

The Board has determined that the petitioner be allowed 14 calendar days (last day must fall on a working day) to respond to the Clerk's Incomplete Petition letter/email.

- "Reasonable time"

RCW 84.40.038 refers to "Reasonable time" with regards to late filing and submitting a good cause waiver. DOR requests that each county create policy to determine what their definition of "reasonable time" is. The Board determined that they would consider late filing exception/good cause waiver forms as long as they are received within 30 calendar days after the last day of timely filed petitions.

- Late Additional Information

The Board has determined that any late evidence submitted after the 21-business day deadline will be refused as they will not consider anything that will be untimely.

Or

The Board has determined that any late evidence submitted after the 21-business day deadline up to and including at the hearing, they may choose to postpone the hearing to allow time for rebuttal.

- Postponements

The Board has determined that all postponement requests are up to the discretion of the Board and will take them on a case by case basis.