



## CLALLAM COUNTY BOARD OF EQUALIZATION MINUTES of October 9, 2024

### MEETING OF THE BOARD OF EQUALIZATION (BOE)

The BOE Clerk Rachel Weed called the meeting to order at 9:00 a.m., Wednesday, October 9, 2024. Members present: Gordon Gibbs, Thomas Swanson, and Michael E. McAleer.

### APPROVAL OF MINUTES

- October 2, 2024

**ACTION TAKEN:** McAleer moved to approve the minutes, Swanson seconded, motion carried

### BUSINESS ITEMS

#### a. Swearing in of the third member of the Board of Equalization for 2024 Assessment Year

McAleer took the Oath and will sign the Washington State Form *REV64* and will return the form to the BOE Clerk.

#### b. Election of a Board Chair

**ACTION TAKEN:** Swanson moved to nominate and elect Gordon Gibbs as chair, Swanson seconded, motion carried

#### c. Discuss format of hearings

- Scheduling
- Clerk's duties

BOE Clerk Weed briefed and updated the board of potential changes to the structure and format of hearings.

#### d. Discuss policies and procedures

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

BOE members held discussion. BOE Clerk Weed to prepare final draft of BOE policies. Final action will be taken at next meeting.

**NEXT MEETING DATE:** Wednesday, October 16, 2024 at 9 a.m.

### ADJOURNMENT

Meeting concluded at 9:15 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.