



**Alaska Remote Seller Sales Tax Commission**  
**Board of Directors Meeting**  
**April 20, 2022 10:00am – 12:00pm**  
*Virtual via Zoom*

Board of Director Attendees:

- Jeff Rogers
- Stephanie Queen
- Melissa Haley
- Troy Tankersley
- Brandi Harbaugh
- Xavier Mason
- Absent – Scott Bloom

1. Call to order
  - a. Call to order at 10:02 am
2. Approval of the Agenda
  - a. Motion to approve by Troy Tankersley, no objection
3. Approval of the Minutes
  - a. 2.2.2022 Board Meeting minutes
  - b. Motion to approve by Stephanie Queen, no objection.
4. Public participation on Non-Agenda Items
  - a. No public participation

**5. Official Business**

**a. Policy Committee Chair Report**

Report by Maureen Graham. Policy Committee met in February & April and has been discussing Voluntary Disclosure Agreements, estimated assessments, revision of the business closure form, and drop shipment guidance. The Policy Committee welcomed a new member – Mandy Judy from City/Borough of Juneau. Julie Liew of Kodiak has resigned from the Policy Committee.

**b. Approval of revised Fund Balance Policy**

Finance Committee recommends amending the Fund Balance Policy to include language that the Commission has two years to bring the fund balance into compliance when the fund balance exceeds the levels allowed under the policy. The current language only discusses when the fund balance is lower than



the policy allows (the Commission has two years to bring up to the minimum), but there is currently no specific guidance for when the fund balance exceeds the policy.

Motion by Troy Tankersley to approve revision of the Fund Balance Policy.

No objection-motion passed.

**c. FY22 Financials update**

**d. Finance Committee recommendation re: Commission fee FY22 reduction**

The Finance Committee recommended a change to the Commission's fee rate, decreasing from 3% to 2.25% backdating the reduction to 1/1/2022. Given the high fund balance and expected upcoming revenue, a lower Commission fee would be appropriate and still allow for staff funding. This also reduces the possibility of adjusting the Commission rate mid-year. Sales tax revenue for FY22 is exceeding the budgeted amount and expenses are under budget, due to lack of filling a staffing position and not using all the allotted funds for software update. Commission and staff are unsure how inflation will impact future revenues but are still expecting to reach at least \$16 million in sales tax revenue for FY22.

Motion by Stephanie Queen to accept Finance Committee recommendation and reduce FY22 Commission to 2.25%, backdated to January 1, 2022.

No objection – motion passed.

**e. Review & approval of FY23 budget**

The FY23 budget projects \$18 million in total sales tax revenue. Staff recommends budgeting \$25,000 for software updates and funding for travel, governance, and legal issues at levels similar to FY22.

Budgeted personnel expenses include funding for one entry-level technician position and one audit/compliance position. The negative net income will help reduce the anticipated excess fund balance from FY22, bringing the fund balance down to a level allowed under the Fund Balance Policy.

Jeff Rogers asked how the staff time is broken down between ARSSTC duties and AML (AMSTP/Shared Services) duties. Nils Andreassen assured the board that staff are only paid for hours spent on ARSSTC work and any hours doing AML work is charged to a different budget line. Nils will provide the board with a breakdown of staff, including AML finance/support staff.

Motion by Brandi Harbaugh to approve the FY23 as presented.

No objection – motion passed.

**f. Resignation & retirement of Troy Tankersley**



Troy Tankersley is retiring from City of Wasilla and is resigning from the ARSSTC Board of Directors. Joan Miller is replacing him with the City of Wasilla and will fill Troy's seat on the Board until the next election, in accordance with the ARSSTC Bylaws.

6. Comments

Karl Kauffman w/ Landye Bennett Blumstein noted that he is watching a legal case from Louisiana that may have an impact on ARSSTC members. He will keep Board informed of progress and impact as the case progresses.

Discussion amongst Board members regarding short-term rental compliance solutions that communities are experiencing and working on.

7. Adjournment

Respectfully submitted, Clinton Singletary, AMSTP Sales Tax Director

<b>Approved:</b>		
<b>By:</b>	<b>Melissa Haley, ARSSTC Board Secretary</b>	<b>Date</b>