

ARSSTC BOARD MEETING

Teleconference
January 21st, 2020

Board Present:

- Jeff Rogers, City and Borough of Juneau
- Troy Tankersley, City of Wasilla
- Scott Bloom, City of Kenai
- Brandi Harbaugh, Kenai Peninsula Borough
- Cynna Gubatayao, Ketchikan Gateway Borough
- Stephanie Queen, City of Soldotna
- Mike Tvenge, City of Kodiak

Others in attendance:

- Dawn Wesley, Program Manager
- Nils Andreassen, Executive Director

President Rogers called the January 21, 2020, Alaska Remote Sales Tax Committee Board meeting to order at 9:02 a.m.

- I. Roll Call – All present.**
- II. Approval of Agenda**
*Jeff added the subject of insurance to agenda after the budget
Motion to approve made by Troy, seconded by Stephanie. Passed with no objection.
- III. Approval of January 6, 2020 Minutes**
*Stephanie asked to correct her city to Soldotna
Motion to approve made by Mike, seconded by Stephanie. Passed with no objection.
- IV. Discussion of Proposed Fund Balance Policy**
 - a. GFOA based – minimum 20%, maximum of 25%
 - b. Two-year recovery periodMotion to approve made by Cynna, seconded by Brandi. Passed with no objection.
- V. Discussion of Proposed Late Return Policy**
 - a. Recommended as practice by Finance Committee – working document
 - b. Operational once software is up and running
 - c. Policy – at what point do we start working toward more aggressive collections
 - d. Staff to prepare practices in future
- VI. Discussion of Finance Projections Tool**
 - a. Working draft – projections and reconciliation
 - b. Prepare members for limited expectations
- VII. Action on Commission FY20 Budget**
 - a. Presentation of FY20 budget
 - b. Include narrative about overhead – direct vs. indirect costs – AML director time

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- c. Motion to approve with inclusions made by Troy, seconded by Cynna. Passed with no objection.

VIII. Action on AML/Commission Agreement

- A. Motion to approve, as amended and with board chair edit, made by Mike, seconded by Brandi. Passed with no objection.

IX. Discussion of Insurance

- a. Review and ask for feedback
 - a. Board recommended three million aggregate liability
 - b. Board recommended two Million is Cyber coverage

X. Adjournment

- Meeting adjourned at 10:30 am

Respectfully submitted, Dawn Wesley, Sales Tax Program Manager

Approved

Cynna Gubatayao