



Alaska Remote Seller Sales Tax Commission
Board of Directors Meeting
February 18, 2026 10:00 am – 12:00 pm
Virtual via Zoom

Board of Director Attendees:

- **Jennifer Anderson**, City of Kenai
- **Libby Bakalar**, City of Bethel
- **Brandi Harbaugh**, Kenai Peninsula Borough
- **Ruth Kostik**, City & Borough of Juneau
- **Julie Liew**, City of Kodiak
- **Lana Metcalf**, City of Soldotna
- **Ben Sadler**, City of Gustavus

1. Call to order
2. Approval of the Agenda
3. Approval of Minutes
 - a. 12.17.25 Regular Board Meeting (**pgs 2-5**)
4. Public participation
5. Official Business
 - a. Election of Board Officers (**pg 6**)
 - b. ARSSTC / Collection Agency Participation (**pgs 7-21**)
 - c. Tax Rate / Boundary File Project – proposal review (**pgs 22-30**)
 - d. NEUMO Upgrade next steps (**pg 31**)
 - e. Next meeting schedule & agenda (**Pg 32**)
6. Comments
7. Adjournment



**Alaska Remote Seller Sales Tax Commission
Board of Directors Meeting Minutes
December 17, 2025 10:00 am – 12:00 pm
Virtual via Zoom**

Board of Director Attendees:

- **Present - Scott Bloom**, City of Kenai
- **Present - Libby Bakalar**, City of Bethel
- **Present - Brandi Harbaugh**, Kenai Peninsula Borough
- **Present - Ruth Kostik**, City & Borough of Juneau
- **Present - Lana Metcalf**, City of Soldotna
- **Absent - Jacqueline Pritt**, City of Wasilla
- **Present - Ben Sadler**, City of Gustavus

1. Call to order
 - a. Call to order at 10:04 am
2. Approval of the Agenda
 - a. Motion to approve by L. Metcalf; Seconded by B. Sadler – no objection
3. Approval of Minutes
 - a. 10.15.25 Regular Board Meeting (*pgs 2-3*)
 - b. 10.23.25 Annual Meeting (*pgs 4-6*)
 - i. Motion to approve both sets by B. Harbaugh; Seconded by L. Metcalf – no objection
4. Public participation
 - a. No public participation
5. Official Business
 - a. **FY24 Audit Findings / Report from Auditor (*pgs 7-33*)**

Max Merz reviewed his report about the FY24 audit. B. Harbaugh questioned if program has confidence that there is enough staff now to keep up with the monthly reconciliation. C. Singletary noted there is a new staff person in AML accounting and Elgee Rehfeld helped set up a more efficient account system for the ARSSTC.

b. Report from Policy Committee Chair (*pgs 34-35*)

Maureen Graham presented brief memo. The PC believes that the ARSSTC needs to take steps to address current account balances owed. If the AML collections program is not picked, than another mechanism needs to be chose.



c. Review & Approval of Interpretation 2025.01 – Subcontractors / Independent Contractors (pgs 36-37)

C. Singletary reviewed the updated changes (first presented in October 2025). Concern was independent contractors that worked with marketplaces. Created exclusion that this interpretation does not address service-based marketplace contractors. K. Kaufmann noted that businesses should already have these employees classified as W2 or W9. B. Harbaugh questioned if this related to a remote parent company and a local subordinate company. C. Singletary noted that is addressed in the physical presence interpretation.

Motion to approve Interpretation 2025.01 by L. Metcalf; Seconded by S. Bloom – No objections

d. ARSSTC / Collection Agency Efforts

Board had previously requested more clarification on collections process, draft agreement, and draft service agreement with AML. ARSSTC has a large challenge in creating assessments with the current system. Staff want to do more research with filing platform about their ability to manage assessments and work on timing of entering data into system and crediting jurisdictions. Staff recommend starting collections efforts on smaller balances while staff work on developing assessment process / policy that addresses Board concerns on future assessments. Does ARSSTC want to join AML collection service or pursue own collections agency?

B. Harbaugh questioned what dollar value is that ARSSTC is trying to recoup and has concerns about pursuing smaller balances. C. Singletary noted that staff want to pursue balances that have been outstanding for multiple months. S. Bloom questioned the timing of the contract, if AML has contract in place and if ARSSTC is supposed to be the first client. C. Singletary noted that communities that join the collections agreement must have language in their municipal code that fees and costs may be passed on to debtor. ARSSTC has that language already built into the Uniform Code, so it would be easy for ARSSTC to join and pass on the administrative costs so jurisdictions are not paying for the collections effort out of pocket. C. Singletary noted that currently 63 / 4500 accounts have a balance owed totaling just under \$22,000. Six of the accounts are between \$1,000-\$3,000. Oldest delinquent account dates back to 2021.

R. Kostik moved to specific comments / feedback by individual board members.

- S. Bloom – interested, understand interest in getting collections process started but not totally comfortable with timing. Does AML still need to finalize anything? C. Singletary noted items that need to be finalized is the marketing/program information. He confirmed the collection agency is flexible with data needed to start their collections efforts.
- R. Kostik clarified if the contract with AML has been signed. C. Singletary confirmed the contract has been signed for several months.
- M. Graham noted Wasilla has similar wording in their municipal code about passing on costs to business and has a collections agency which requires timely submissions. They can pull back submissions that have been sent to collections so they can follow up with staff time or legal efforts. The AML collections agency is already set up and the contract is not binding for all time, ARSSTC can back out of AML collections agreement.



- L. Metcalf noted AML is not waiting on ARSSTC. Recommends staff prioritize following up on large balances. C. Singletary noted that staff have been trying to follow up for months, years in some cases. Businesses ignore the tax authority but may respond to legal threats. Currently, there are no consequences for business to not file because staff cannot file liens against these balances owed.
- R. Kostik noted Juneau uses a collections agency, primarily for smaller dollar amounts that they do not have the staff to chase down. She asked what information board members would like so they can make a decision?
- S. Bloom confirmed that there is no window of time that the ARSSTC must act within. R. Kostik noted the longer the account balance sits, the more difficult it will be to collect. She reiterated that the money has been paid out to jurisdictions, ARSSTC is holding the debit liability and will have to write it off if uncollected.
- B. Harbaugh has concerns about software ability to manage larger assessments and estimations. The Kenai Peninsula Borough is not ready to change their municipal code to change language and pass on collections costs. She also has concerns about larger account balances (especially for city and borough combined).
- R. Kostik reiterated that ARSSTC code covers passing on collections costs, the rules are not dependent on local code changes. Harbaugh noted KPB adopted the Uniform Code into their municipal code and any changes would have to go before the assembly.
- K. Kaufman noted there is a three-year collections period, must send notice of assessments or balance due.

Staff will bring back this topic at next Board meeting in February for additional discussion.

e. GovOS (now NEUMO) Upgrade / Contract Planning (pg 68)

Over past years, Neumo has upgraded their back-end programming and ARSSTC is on the original platform. It will be significant effort to move ARSSTC to new platform that should alleviate many of the current issues staff has. Staff is wanting to begin discussion with Neumo on moving towards an upgrade. Is there interest for a board representative to be part of discussions? R. Kostik noted board talked about an RFP previously, this system redesign would be on that level. J. Liew with Kodiak will be board representative for discussions.

f. Marketplace Facilitator Revisions - Next Steps (pgs 69-70)

Staff are looking for approval to work with legal and further develop a thorough policy regarding place-based marketplaces. S. Bloom supports the work as long as there is an opt-out or opt-in option. L. Metcalf also would like to see the opt-in and opt-out options. C. Singletary noted that multiple jurisdictions expressed interest in joining the ARSSTC if the ARSSTC could collect bed tax.

No objections, staff and legal can start drafting guidelines with the goal of presenting to board at February 2026 board meeting.



g. Tax Rate / Boundary File Project - Next Steps (pgs 71-72)

Staff are looking for approval to work on a proposal regarding a tax rate / boundary file. There is a real need for updating how tax rates are presented for Alaska. The TTR tax map is not being utilized by the large sellers. Companies use third-party tax platforms and use data tables that determine the tax rate for delivery. The tables do not accurately represent accurate data for many locations in Alaska, resulting in incorrect tax assessed on non-taxable deliveries:

- Charged tax but live outside tax boundary
- One community changed another community's tax
- One community's tax sent to another jurisdiction
- Destination city does not clearly match ARSSTC jurisdictions because part of a borough

A boundary file for all mailing addresses would match what other states do. This is a large project, larger than ARSSTC or AML staff can take on. Our current tax map partner, ATR, has created this for another state. Have not pursued in-depth conversations before getting board approval to pursue the project. Looking to budget for this in 2026 or 2027.

L. Metcalf noted incorrect tax affects Kenai Peninsula Borough and Soldotna. She supports this project. S. Bloom supports getting a proposal with costs. Board supports pursuing conversations with ATR and getting a proposal with costs.

h. 2026 Board Meeting Schedule (pg 73)

Board approved first meeting to occur in February with same day of the month as previous years.

i. City of Bethel Seat on Board

C. Singletary presented brief memo that Jim Chevigny resigned from the City of Bethel. The city named Libby Bakalar as Jim's replacement.

6. Comments

Scott Bloom: enjoyed working with all of you on the board.

Brandi Harbaugh: thanks to Scott for his participation over the years.

Lana Metcalf: Attended AGFOA, maybe ARSSTC presents to AGFOA about ARSSTC program next year

7. Adjournment

Meeting adjourned at 11:35am



To: ARSSTC Board of Directors

From: Clinton Singletary, Statewide Municipal Sales Tax Director

Date: February 18, 2026

Re: ARSSTC Board of Directors Officers

The Board of Directors officers as of the end of 2025 were as follows:

- President – Ruth Kostik, City & Borough of Juneau
- Vice President – Scott Bloom, City of Kenai
- Treasurer – Lana Metcalf, City of Soldotna
 - *Role also serves as chair of Finance Committee*
- Secretary – Ben Sadler, City of Gustavus

Officers for 2026 were not chosen during the last ARSSTC Regular Meeting in December.

An additional consideration is whether to nominate a Director or Officer to serve as chair of the Protest Review Committee for 2026. Since the Committee was established via code in 2024, there has not been any need for the Committee to meet.



To: ARSSTC Board of Directors

From: Clinton Singletary, Statewide Municipal Sales Tax Director

Date: February 18, 2026

Re: ARSSTC Participation in AML's Debt Collection Service

Staff has presented information on AML's Debt Collection Service at two Board meetings. At the last Board meeting in December, the Board expressed hesitancy to move forward and wanted to discuss further at the February Board meeting.

So far, the primary Board concerns seem to center around 1) establishing an appropriate internal ARSSTC Collections Policy and 2) participating in a new program that AML is just now standing up.

Since the December Board meeting, AML is still working through the process of communicating the new service to AML members and ensuring the onboarding process is smoothed out. There has not yet been an AML member sign up to participate, but there has been interest from a few communities.

Regarding a Collections Policy, more work needs to be done with the ARSSTC Finance Committee to establish safeguards for the Commission on future assessment actions. As things currently stand, both staff and the ARSSTC Policy Committee have recommended that collections action be taken against the numerous small balances (i.e. not multiple thousands of \$'s) that have accumulated over the last several years. The Collections Policy and associated changes in assessment procedures can be worked through while the existing balances are being worked by the 3rd party collections agency.

Lastly, staff believes that the ARSSTC can sign with AML's Debt Collection Service without individual ARSSTC member jurisdictions having to receive approval from their local governing body. Nor do individual ARSSTC member jurisdictions need to revise or change their local code to accommodate or address participation. The debts in question are debts that remote sellers owe to the ARSSTC specifically, as its own legal entity. ARSSTC members have already received payment of revenues associated with the remote sellers' debts.

If the Board chooses not to participate in AML's Debt Collection Service, staff requests direction on what enforcement steps the Board wishes to take on our current outstanding balances.

ALASKA MUNICIPAL LEAGUE MEMBER SERVICE AGREEMENT FOR MUNICIPAL COLLECTION SERVICES

This **Member Service Agreement** (“Agreement”) is made and entered into as of the last date signed below, by and between the **Alaska Municipal League**, an Alaska nonprofit corporation (“AML”), and the undersigned **Member Municipality** (“Member”) (collectively, “the Parties”).

RECITALS

- AML has entered into a Collection Services Agreement (“Master Agreement”) with I.C. System, Inc. (“IC System”), a Minnesota corporation, for the provision of debt collection services to assist municipal governments in recovering past due accounts.
- AML desires to make these services available to its members through this Member Service Agreement, under which AML acts as the intermediary and program administrator, managing the overall relationship with IC System while allowing each participating Member to engage directly with IC System for transmission of accounts and data.
- The Member desires to participate in the AML Municipal Collection Program under the terms and conditions set forth herein.

AGREEMENT

1. Purpose and Scope

The purpose of this Agreement is to establish the terms under which AML will provide the Member access to debt collection services performed by IC System pursuant to AML’s Master Agreement. AML shall serve as the program administrator, overseeing the structure, compliance, and contractual relationship with IC System, and providing oversight and support as reasonably necessary for Member participation.

IC System will provide all collection services directly to the Member for accounts the Member refers to IC System, in accordance with the terms of the Master Agreement and applicable law.

2. Fees and Payment

- a) **Pass-Through Collection Fee Model.** The AML Municipal Collection Program operates under a structure in which all collection fees and administrative costs are passed through to the debtor. The Member’s principal debt amount remains whole, and the Member shall receive the full amount of the debt collected by IC System, less any amounts legally uncollectible due to bankruptcy, discharge, or other debtor defenses.
- b) **Commission and Administrative Fee.** Under AML’s Master Agreement, IC System assesses a commission of thirty-five percent (35%) of all sums collected, which includes a five percent (5%) administrative fee remitted to AML for program management and oversight. These fees are charged to and recoverable from the debtor, in accordance with the Member’s authorizing ordinance or code.
- c) **Remittance Process.** IC System shall remit one hundred percent (100%) of the collected principal amount due to the Member, and retain the commission and administrative fee from the additional collection charge imposed upon the debtor. AML shall not receive any payment directly from the Member.
- d) **Reports and Accounting.** IC System will provide the Member and AML with periodic statements showing the total amounts collected, commissions charged to debtors, and remittances made. The Member shall have sixty (60) days from receipt of any statement to dispute its contents; thereafter, the statement shall be deemed accepted unless fraud or material error is shown.
- e) **Local Authority to Recover Collection Costs.**

- i. Participation in the AML Municipal Collection Program requires that the Member have adopted an ordinance, resolution, or code provision expressly authorizing the recovery of third-party collection costs, fees, or commissions from the debtor.
- ii. If the Member has not yet adopted such a provision, the Member agrees to do so prior to referring any accounts for collection under this Agreement.
- iii. AML may assist Members in reviewing or drafting model ordinance language to ensure conformity with this requirement.

3. Term and Termination

- a) This Agreement shall commence on the Effective Date and remain in effect for one (1) year, automatically renewing for successive one-year terms unless terminated by either Party upon sixty (60) days' written notice prior to renewal.
- b) AML may terminate this Agreement for cause, including but not limited to the Member's failure to pay fees, breach of confidentiality, or violation of applicable laws or policies governing use of the collection services.
- c) Termination of this Agreement shall not relieve either Party of obligations incurred prior to termination, including payment of fees or protection of confidential information.

4. Member Responsibilities

- a) The Member shall engage directly with IC System for placement of accounts, transmission of data, and receipt of reports. AML shall have no role in managing individual account data or communications between the Member and IC System.
- b) The Member shall comply with all laws applicable to debt collection, including but not limited to the Fair Debt Collection Practices Act (FDCPA), the Fair Credit Reporting Act, and all state and local consumer protection laws.
- c) The Member shall ensure that all accounts referred for collection are valid debts and that accurate, complete, and lawful account information is provided to IC System.
- d) The Member shall promptly notify AML of any disputes, complaints, or other issues arising from its participation in the program that may materially affect AML's administration or IC System's performance.

5. AML Responsibilities

- a) AML shall serve as the program administrator, managing the Master Agreement with IC System, overseeing general performance, and coordinating any updates, renewals, or contract amendments.
- b) AML shall track overall program performance, provide guidance or technical assistance to Members as needed, and maintain compliance records related to the Master Agreement.
- c) AML shall not be responsible for any collection outcomes, legal actions, or disputes between the Member and its debtors, nor for any actions taken by IC System within the scope of lawful and contracted collection services.

6. Summary of Terms and Conditions (Incorporation by Reference)

The Member acknowledges that AML's Master Agreement with IC System governs the structure of the collection services available through this program. Without limiting the generality of the foregoing, the following provisions of the Master Agreement are incorporated herein by reference and shall apply to the Member's participation:

- a) Compliance and Conduct: IC System must comply with all applicable federal, state, and local laws, and must conduct collection activities in a professional and non-abusive manner.
- b) Confidentiality: Consumer and account information shall be maintained confidentially and used solely for lawful collection purposes.
- c) Insurance and Licensing: IC System maintains all required licensure, bonding, and insurance under applicable law.
- d) Reporting: IC System will provide the Member and AML with regular reports regarding collections, remittances, and account statuses.
- e) Indemnification: The Member shall indemnify and hold AML harmless from any claims, losses, or damages arising from the Member's acts or omissions related to referred accounts or participation in the program.
- f) Termination Rights: AML retains the right to terminate or modify this Agreement to ensure compliance with the Master Agreement or applicable law.

7. Confidentiality

Each Party shall maintain the confidentiality of any non-public, proprietary, or consumer information obtained under this Agreement and shall not disclose such information to any third party except as necessary to fulfill its obligations hereunder or as required by law. These obligations shall survive termination of this Agreement.

8. Standard AML Provisions

- a) Independent Contractor. The Parties are independent entities, and nothing herein shall be construed to create a partnership, joint venture, or employment relationship.
- b) Non-Discrimination. The Member agrees that no person shall be excluded from participation in, denied benefits of, or subjected to discrimination under this Agreement on the basis of race, color, national origin, sex, religion, age, disability, or other protected class under law.
- c) Indemnification. Each Party shall defend, indemnify, and hold harmless the other Party and its officers, employees, and agents from and against all claims, losses, liabilities, and expenses arising out of its performance or failure to perform under this Agreement, except to the extent caused by the other Party's sole negligence or willful misconduct.
- d) Public Records. The Member acknowledges that AML is subject to Alaska public records law and agrees that information shared under this Agreement may be disclosed to the extent required by law.
- e) Governing Law and Venue. This Agreement shall be governed by the laws of the State of Alaska. Venue for any action arising out of or related to this Agreement shall be in the courts of Anchorage, Alaska.
- f) Amendment. This Agreement may be amended only in writing, executed by both Parties.
- g) Severability. If any provision is found invalid or unenforceable, the remaining provisions shall remain in effect.
- h) Entire Agreement. This document constitutes the entire agreement between AML and the Member concerning participation in the AML Municipal Collection Program and supersedes any prior understandings or communications on the subject matter herein.

9. Notices

All notices or communications required under this Agreement shall be in writing and delivered by hand, certified mail, or recognized overnight courier service to:

If to AML:

Alaska Municipal League
One Sealaska Plaza, Suite 302
Juneau, AK 99801
Attn: Executive Director

If to Member:

At the address provided in Exhibit A.

10. Execution

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives as of the dates below.

ALASKA MUNICIPAL LEAGUE

By: _____

Nils Andreassen, Executive Director

Date: _____

MEMBER MUNICIPALITY

By: _____

Name / Title: _____

Date: _____

EXHIBIT A – SERVICE ENROLLMENT FORM (Sample)

Member Municipality: _____

Mailing Address: _____

Primary Contact Name & Title: _____

Phone / Email: _____

Types of Accounts for Collection: _____

Estimated Annual Account Volume: _____

Program Start Date: _____

Administrative Fee: 30% of all monies collected by IC System, net of commission and administrative fee

Reporting Preference: Monthly Quarterly

Authorized Signature: _____ **Date:** _____



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 Member of the National League of Cities and the National Association of Counties

MEMORANDUM OF AGREEMENT

Provision of Professional Services for the Alaska Remote Seller Sales Tax Commission

Section 1. Purpose. This Memorandum of Agreement (this “MOA”) is effective as of the 1st day of July 2025 (the “Effective Date”), between the Alaska Municipal League (“AML”), an Alaska intergovernmental, not-for-profit organization, and the Alaska Remote Seller Sales Tax Commission (the “Commission”), an interlocal governmental entity, to set forth the terms for AML to provide administrative and support services to the Commission.

Section 2. Scope of Services. AML will provide the following services for the Commission, and/or as directed by the Board of Directors (the “Services”):

- A. Support Commission Board, Subcommittee, and Member meetings, activities, and communications, including the following tasks:
 - i. Make meeting arrangements, and provide for notice in conformance with Commission Bylaws
 - ii. Provide agenda support
 - iii. Prepare meeting minutes
 - iv. Provide compliance oversight
- B. Support member meetings, activities, and communications, including the following tasks:
 - i. Maintain Commission member list
 - ii. Administer annual member meeting
 - iii. Conduct annual rate, boundary, and member Code review
 - iv. Send monthly emails with updates on compliance, reporting, and software development
 - v. Establish a Commission website with information available to members, taxpayers, and prospective members
 - vi. AML will provide or organize the provision of legal support, at the direction of the Commission, when legal services are needed for code enforcement actions or on behalf of the Commission.
- C. Enter into and manage software contracts necessary for collection, remittance, and reporting, and all other services as required by the Commission:
 - i. With the provision that all contracts may revert to the Commission if the Alaska Municipal League no longer acts as the administrator on behalf of the Commission.
 - ii. The Commission shall be notified at least 120 days prior to any amendment, extension or expiration of the applicable contract(s).

- iii. The Commission and AML shall work together, cooperatively for their mutual best interest in negotiations with third party contractor(s). The Commission will have the option to participate in contract negotiations, including any rate and fee negotiations.
 - iv. The Commission may, at its discretion, delegate a member or members of the Board to participate in contract negotiations on behalf of the Commission after timely notification by AML as required under Subsection ii.
 - v. Once a draft agreement is reached in contract negotiations, AML shall submit notice to the Board requesting the Board hold a special meeting within the next 15 calendar days to consider the draft agreement.
 - vi. Contracts will be approved by the Board for execution by AML; unless, the Board fails to hold a regular or special meeting within 15 calendar days after notice by AML, in which case, the member or members delegated by the Commission to negotiate on behalf of the Commission shall have authority to approve applicable contracts on behalf of the Board.
 - a. GovOS Support – as required by contract attached as Exhibit A
 - b. ATR Support – as required by contract attached as Exhibit B
- D. Coordinate Commission decision-making and operational activities through AML’s Executive Director
- i. Communicate staffing roles and responsibilities
- E. Manage day-to-day operations of the Commission, including the following tasks:
- i. Conduct outreach to online retailers and national contacts
 - ii. Conduct outreach to Alaska businesses
 - iii. Establish and manage separate accounting.
 - a. Reconcile accounts on a daily basis
 - b. Remit net revenue to members on an agreed-upon and consistent date
 - c. Report – review in partnership with members
 - iv. Follow the policies and procedures as set out by the board
 - v. Manage and respond to legal or other questions from or directed to the Commission
 - vi. Seller Compliance – review in partnership with members
 - vii. Contract for a compliance audit and prepare required materials for audit
 - a. Make available the auditor to present to the board, and provide to the board the audit and oversight documents
 - viii. Maintain (including, without limitation, backing up its computer files, and maintaining facilities and procedures for safekeeping and retaining documents) books and records of the Commission and its operations
 - ix. Provide an annual report
 - ix-x. Collection Services: On behalf of the Commission, AML will pursue certain delinquent accounts by contracting with a third party collection service company. Delinquent accounts will be selected and pursued in accordance with a collections policy approved by the Board of Directors.

Section 3. Equipment and Supplies. AML will provide all necessary equipment and facilities to timely and efficiently perform the Services.

Section 4. Standard of Care. AML agrees, at all times, to complete the Services in a professional and timely fashion. In performing the Services, AML must exercise all due care and caution in accordance with the best industry practices. The Commission will cooperate fully to ensure that AML is capable of timely performing the Services.

Section 5. Commission Scope of Responsibilities. The Commission shall act in good faith in the execution of this MOA, the Commission Bylaws, and the Intergovernmental MOA. The Commission acknowledges the legal status of the Alaska Municipal League. The Commission has the following duties and authority:

- Review and work with AML to develop a budget consistent with the administrative needs of the Commission; and approve as determined by the Board.
- Review and approve annual staffing plan (recognizing the Commission has no direct authority over AML staff), consistent with the budget, in support of necessary Commission functions.
- Approve contracts related to the performance of services outlined in this agreement valued over \$10,000.
- Direct all Board and Commission inquiries and requests through the Executive Director of AML or designee.
- Establish administrative policies and procedures for the operations of the Commission.
- Review and approve marketing and communication plans and strategies.
- Approve implementation and amendment process of the MOA and Code.
- Participate in and receive the annual audit report and oversight documents.
- Conduct an annual performance review of AML's activities.

Section 6. Term. The term of this MOA shall expire June 30, 2026. Subsequent terms shall expire and be renewed on a fiscal year (July 1 – June 30) schedule. Prior to expiration of the term, the parties will review the MOA and may amend the MOA as mutually desired and renew. After the term, the MOA (amended or not) may be renewed for two additional one-year terms upon approval of the board, unless sooner amended or terminated as provided below in this MOA.

Section 7. Amendment. This MOA may be amended at any time by mutual written agreement of the parties.

Section 8. Renewal. AML and the Commission may mutually agree to renew this MOA for two successive one-year terms after the initial term of this MOA.

Section 9. Termination for Convenience. This MOA may be terminated by either party upon 120 days' advance written notice. In the event that this MOA is terminated, all finished or unfinished documents, data compilations, reports, and/or other materials prepared by AML under this Agreement are the property of the Commission and AML hereby agrees to peaceably return

all such items to the Commission by or upon the effective date of termination and as may be further instructed by the Commission. AML shall be entitled to receive compensation for invoiced work performed to the effective date of the termination.

Section 10. Remediation. If the Commission determines that AML has failed to fulfill in a timely and proper manner the obligations of this MOA, the Commission will notify AML in writing of these deficiencies, work with AML to take action to address deficiencies within thirty (30) days, with expected remediation within ninety (90) days.

Section 11. Termination for Cause. If, through any cause, AML shall fail to fulfill in a timely and proper manner the obligations under this MOA, unresolved within ninety (90) days and determined to be significantly detrimental to the governance or fiduciary oversight of the Commission, then the Commission shall thereafter have the right to immediately terminate this MOA, upon a vote of the Board of Directors, by giving written notice to AML and specifying the effective date thereof. The Commission reserves the right to terminate for cause within thirty (30) if Board determines that circumstances necessitate. In either event, all finished or unfinished deliverable items under this MOA prepared by AML shall, at the option of the Commission, become its property, and AML shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials prior to the effective date of termination. In such event, AML shall not be relieved of liability to the Commission for damages sustained by the Commission by virtue of any breach of this MOA, and the Commission may withhold any payment due AML for the purpose of setoff until such time as the exact amount of damages due the Commission from such breach can be determined.

Section 12. Fees. Fees will be applied to total revenues upon collection each month, deducted according to these terms, and the remainder of the revenue remitted to the member annual revenues are determined by the Commission’s fiscal year.

- A. GovOS. AML will facilitate payment of the Commission’s GovOS contract fees, which may be reviewed and amended after five years after the effective date of the contract (November 2024).

\$0-\$10M	\$10M-\$20M	\$20M+
12%	8%	4%

- B. ATR. AML will facilitate payment of the Commission’s ATR contract fees, which was renewed in December 2023 under a new pricing model. ATR’s fees are structured as follows, subject to a 5% annual increase.

Annual Revenue Collected	Annual Fee (Billed monthly)	Pro-rata Monthly Fee
Up to \$25 million	\$375,000	\$31,250
Up to \$30 million	\$400,000	\$33,333
Up to \$35 million	\$425,000	\$35,417

Up to \$40 million	\$445,000	\$37,083
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C. Commission. The Commission's fees will be collected monthly, applied as an annual, board-approved percent of revenue to gross sales tax collected, consistent with the budget. The total percent collected from fees (between GovOS, ATR and AML) should be limited to not more than 20% in any one month, with the maximum preferred limit at 15% (and the intent to work toward lowering fees as quickly as possible). The Commission as a whole may approve a higher percentage if circumstances demand.

D. AML Expenses

AML will submit monthly reports of expenses to the Board, and the Commission will pay AML's direct expenses and overhead expenses upon approval by the board or designee. The overhead expenses rate will be set at 10% and may be renegotiated annually as part of approving the Commission's fiscal year budget. Overhead will be applied to direct expenses as compensation for rent, computers and electronic equipment, telecommunication equipment and services, and indirect staff time in proportion to the Commission's share of each line item as approved in the budget. Direct and indirect expenses will be evaluated annually to ensure appropriate allocation. Cost beyond costs approved in the budget are not a reimbursable direct expense and must be approved by the board of directors. AML's direct expenses include, and as provided for in the annual budget are:

1. Staff who are directly responsible for Commission programs. Costs include salary and benefits.
2. Contracts, insurance, and miscellaneous costs directly related to AML's performance of the Services
3. Any Commission-approved loan or start-up capital by AML will be repaid in subsequent years in a manner as determined by the Board and in agreement with AML, to include any agreed upon interest.
4. AML expenses paid by the Commission may not exceed the approved budget in any fiscal year, unless a prior request to amend and increase the budget has been received and approved by the Board of Directors.

Section 13. Insurance.

AML will maintain general (currently \$2,000,000) and professional liability insurance coverages at all times during this MOA with limits and retention amounts in commercially-prudent amounts consistent with industry standards to cover any loss arising as a result of any real or alleged negligence, errors, or omissions on the part of AML's officers, agents or employees (minimum \$1,000,000) in any aspect of the performance of services under this MOA. Notwithstanding, the commercial general liability must include minimum coverage of \$1,000,000.

The policy must name the Commission as an additional insured and provide that the policy may not be cancelled without 30 days' prior written notice to the Commission. Upon reasonable request, the Commission shall be furnished with a certificate evidencing issuance of such policy of liability insurance, and such certificate shall recite that said policy may not be canceled without 30 days' prior written notice to the Commission.

AML shall also maintain Worker's Compensation and Employers Liability Insurance (with minimum limits of \$100,000 per accident). Worker's compensation insurance and employers' liability insurance shall be in compliance with the statutory requirements of the State of Alaska, and any other statutory obligation, whether federal or state pertaining to compensation of injured employees. The worker's compensation insurance and employers' liability insurance shall contain a waiver of subrogation provision in favor of the Commission.

Section 14. Indemnification.

- A. AML's Obligation to Indemnify. AML shall, indemnify, defend and hold the Commission harmless, including its directors, officers, employees, representatives, affiliates, successors, and permitted assigns (the "Commission Indemnified Parties") from and against all liability, damages, demands, penalties, fines, causes of action, losses, costs, or expenses, including attorneys' fees asserted against, imposed upon or incurred by any Commission Indemnified Party arising out of or resulting from: (a) any breach or nonfulfillment by AML of, or any failure by AML to perform, any of the covenants, terms, or conditions of, or any of its duties or obligations under, this MOA, including without limitation any failure of AML to assume responsibility for any of the Services in a timely manner in accordance with this MOA except to the extent that such breach, nonfulfillment, or failure is caused by the actions of any Commission Indemnified Party; (b) any negligent acts or omissions or willful misconduct related to this MOA; or (c) any successful enforcement of this indemnity.
- B. The Commission's Obligation to Indemnify. To the extent allowed by law and subject to availability and appropriation of funds by Members, the Commission shall indemnify and hold harmless AML and its directors, officers, employees, representatives, affiliates, successors, and permitted assigns (the "AML Indemnified Parties") from and against all liability, damages, demands, penalties, fines, causes of action, losses, costs, or expenses, including attorneys' fees asserted against, imposed upon or incurred by any AML Indemnified Party arising out of or resulting from: (a) any breach or nonfulfillment by the Commission of, or any failure by the Commission to perform, any of the covenants, terms or conditions of, or any of its duties or obligations under, this MOA except to the extent that such breach, nonfulfillment, or failure is caused by the actions of any AML Indemnified Party; (b) any negligent acts or omissions or willful misconduct related to this MOA; or (c) any successful enforcement of this indemnity.

Section 15. Miscellaneous. This MOA does not create, and shall not be construed as creating, any rights enforceable by any person or entity not a party to this MOA. Nothing in this

MOA shall be deemed or construed to create the relationship of principal and agent, or of partnership, or of joint venture, or of any association between the Commission and AML. This MOA may not be assigned without the prior written consent of the other party, which may not be unreasonably withheld. This MOA represents the entire agreement and understanding between the parties with respect to the subject matter of this MOA and supersedes all prior or contemporaneous, express or implied, written or oral MOAs, representations, and conditions between the parties with respect to the subject matter of this MOA. This MOA may be executed in any number of counterparts, including by electronically transmitted signature, and each counterpart shall for all purposes be deemed to be an original; and all such counterparts shall together constitute but one and the same MOA. This MOA may only be modified upon mutual MOA in writing by both parties. The failure of the Commission to enforce a provision of this MOA shall in no way constitute a waiver of the provisions of this MOA or a waiver of any subsequent breach of the same or similar condition or provision of this MOA, nor shall it in any way affect the validity of this MOA. If any section or clause of this MOA is held invalid by a court of competent jurisdiction, or is otherwise invalid under the law, it is the intent of the parties that the remainder of this MOA shall remain in full force and effect.

Section 16. Contract Administration. The Commission Board President, or the President's designee, shall be the representative for administering this MOA on behalf of the Commission. The Executive Director of AML shall be the representative for administering this MOA on behalf of AML.

[SIGNATURE PAGE FOLLOWS]

The parties have executed this MOA effective as of the Effective Date.

The Commission:

ALASKA REMOTE SELLER
SALES TAX COMMISSION

By: _____

Its: _____

AML:

ALASKA MUNICIPAL LEAGUE

By: _____

Its: _____



ARSSTC Collections Policy *(for internal use only)*

The following policy addresses the process flow and selection criteria for businesses who owe a debt to the ARSSTC.

Background

In general, when a remote seller files through the ARSSTC, the remote seller is required to pay in full. Every ARSSTC member jurisdiction receives revenues monthly, based solely on what is reported by a remote seller. Whether or not a remote seller pays in full has no impact on the revenues remitted to the member jurisdiction(s).

There are limited circumstances where a remote seller can create a balance due with the ARSSTC. Here are some examples:

- ACH Credit underpayment – usually small differences, less than \$5.00.
- Amended Return – seller files an amendment that results in an increased tax due.
- Estimated Assessment – seller is delinquent in filing, and the ARSSTC prepares an estimate of their liability.
- Audit Assessment – remote seller is issued an assessment following an ARSSTC audit of their reported gross / exempt sales.

To reiterate, under each of the above balance due examples, ARSSTC member jurisdictions receive revenues based on what is reported when the assessment or amendment is processed, regardless of the amount paid by the remote seller. Any underpayment by the remote seller after processing the assessment or amendment is a receivable that the ARSSTC pursues for collection.

Proposed Process Flow

Once a balance due has been established, staff will begin the process of communicating with the remote seller to collect on the balance due. This process is scaled as follows:

Initial Steps

- Initial email to POC on record (*for amendments and ACH Credit underpayments*)
- Notice of assessment sent via certified mail (*for estimated and audit assessments*)

If the initial steps are unsuccessful, a certified demand letter will be sent requesting payment in full within the next 30 days. Once the certified demand letter is determined to be unsuccessful, then the collections efforts will escalate under the following proposed escalation policy.

Proposed Escalation Policy

Staff is proposing one of two collection routes be taken when the above certified letter efforts are not successful.

Option 1 – Send any account balance due to a collection agency for processing / pursuit

- Collections fees will be added to the debt total collected so that the ARSSTC will receive the full amount due from the remote seller.
 - Reminder that ARSSTC member jurisdictions will have already received the appropriate revenues.
 - The collection agency that has contracted with AML does offer legal pursuit of larger balances owed. They will work with appropriate attorneys in the necessary states for further escalated action.

Option 2 – reserve the collection agency for smaller balances owed, and employ Landye Bennett Blumstein (LBB) for legal pursuit of larger balances

- Would need to draw a \$ threshold for which balances go to the collection agency vs LBB.
 - Possibly use \$10,000 as \$ threshold?
 - Collections fees & attorneys fees will be added to the debt total collected so that the ARSSTC will receive the full amount due from the remote seller, regardless of which entity does the collecting.



To: ARSSTC Board of Directors

From: Clinton Singletary, Statewide Municipal Sales Tax Director

Date: February 18, 2026

Re: Tax Rate & Boundary File Project

Per direction from the Board at the December meeting, staff have obtained a proposal (attached following this memo) from Avalara Tax Research (ATR) for building an SST-style rate & boundary file.

Background

These files are intended to allow for more accurate taxation by sellers and any 3rd party tax companies that use the data, as the files attribute a tax rate to every mailing address within a jurisdiction.

This type of structure would provide a solution for several of the most common taxation errors that we hear of from residents & communities:

1. Individuals living outside city limits being charged city sales tax.
2. Residents of one community being charged a neighboring community's sales tax due to the two communities sharing a ZIP code.
3. Failure to charge sales tax if destination city isn't an exact match for an ARSSTC community.

Here is a link to SSTGB rate & boundary files for example: <https://www.streamlinedsalestax.org/Shared-Pages/rate-and-boundary-files>

Moving forward with establishing rate & boundary files for Alaska would be beneficial for several reasons:

1. Sales to addresses outside city limits tax errors would be addressed, reducing the amount of erroneous taxation.
2. Businesses using zip code-based tax tables would have another option, leading to more accurate taxation.
3. Residents would be dealing with fewer occurrences of incorrect taxation and spend less time with customer service trying to remedy the issue.

Creating these files is a significant project, larger than what ARSSTC staff can take on. We have had initial discussions with our current ATR Tax lookup team regarding the possibility of them taking on this additional project. They are well suited to such a project, as they have worked through the same project for at least one other state.

ATR Proposal Notes

The proposal outlines the work that ATR and AML will be responsible for under this project.

AML will be responsible to obtain & aggregate appropriate address data from ARSSTC members. Some of this data, such as PO Boxes is available publicly. The basis for these files will be mailing-address data from



communities. For communities on the road system or those with a property tax, we have confirmed that the appropriate data is generally available from the respective Borough(s).

For those communities not on the road system, AML would work with those communities to identify what mailing addresses are in place for the community (i.e. is there mail delivery or only PO Boxes).

ATR would subsequently process the data and ensure alignment with the current lookup tool that they manage. Obtaining Lat / Long coordinates from communities will assist with that. ATR will then build and maintain the boundary files and rate files, which will be published for public use by the ARSSTC.

Proposal Fee Structure

Year 1 implementation costs are set at \$85,000. This is intended to cover all current ARSSTC member jurisdictions. Annual recurring costs will be \$42,500 with incremental increases based on new ARSSTC members added in future years.

ARSSTC Budget Considerations

Included after the ATR proposal is an unaudited FY26 picture of ARSSTC financials. Though this project has not previously been budgeted for, there is sufficient room in the FY26 budget to fund the project this fiscal year.

For some background, the unaudited FY25 ending fund balance is looking to be approx. \$60k greater than anticipated. Both FY25 & FY26 revenues are greater than budgeted. In addition, we have seen significant savings in overall expenses of roughly \$150k, due to our 1) inability to hire an accounting technician and 2) not completing all approved GovOS change orders. This leads to projected FY26 fund balance of about \$250k greater than allowed under the ARSSTC Fund Balance Policy.

Next Steps

If the Board approves, AML will move forward with signing a contract with ATR for this project. We will begin outreach to ARSSTC communities in stages, focusing on those communities that experience the most issues with incorrect taxation due to sellers not recognizing city limits.



Proposal for Alaska Municipal League - Presented February 2nd, 2026

Alaska SST-Style Address File Project

Project Outline

1. Project Overview & Objectives

1.1 Background

The Alaska Municipal League (AML), operating as the Alaska Remote Seller Sales Tax Commission (ARSSTC), has requested that Avalara develop **SST-style tax boundary and rate files** for Alaska municipalities.

Unlike Streamlined Sales Tax (SST) member states that rely primarily on address ranges and polygon-based boundaries, Alaska's model will rely on **discrete, address-level data** supplied directly by participating cities. This data will include precise latitude and longitude coordinates and explicit jurisdictional determinations.

1.2 Project Objective

The objectives of this project are to:

- Create **SST-style files tailored to Alaska's unique municipal tax structure**
 - Enable accurate determination of whether a specific address is **inside or outside a city's taxing jurisdiction**
 - Provide AML/ARSSTC with **standardized, publishable files** that can be updated and redistributed on a recurring basis
-

2. Scope of Data & Functional Approach

2.1 Address-Level Determination

AML member cities will provide Avalara with address-level datasets that include:

- Physical addresses, including special delivery designations such as:
 - **PO Boxes**

- **HC – Highway Contract**
(USPS rural delivery route designations that are still in use in certain Alaska jurisdictions)
- **RR – Rural Route**
(USPS rural delivery route designations that are still in use in certain Alaska jurisdictions)
- Latitude and longitude for each address
- Jurisdiction determination (inside or outside city limits)
- Applicable municipal tax code for each address

2.2 Jurisdictional Clarity

This address-based approach allows cities to:

- Explicitly define how **HC (Highway Contract)** and **RR (Rural Route)** delivery addresses are treated for tax purposes (inside vs. outside city limits)
- Determine taxability of **PO Boxes** based on the physical location of the post office serving the address
- Remove ambiguity in scenarios where GIS-based boundary data alone is insufficient, including:
 - New or unmapped addresses
 - PO Boxes
 - HC or RR delivery routes

3. Deliverables

3.1 SST-Style Boundary File (Address File)

A standardized file modeled after SST boundary formats, containing:

- Individual addresses
- Associated jurisdiction code(s)
- Clear indication of taxing authority applicability

This file serves as the **address-to-jurisdiction lookup source**.

3.2 SST-Style Rate File

A separate standardized file containing:

- Jurisdiction codes
- Corresponding tax rates applicable to each jurisdiction

This structure supports:

- Independent rate maintenance
- Alignment with SST file conventions

3.3 Publication & Distribution

- Avalara will compile and deliver the files to AML
 - AML will publish the files on the **ARSSTC website**
 - Updates are expected on a **monthly or periodic basis**, with final cadence to be agreed upon
-

4. Internal Process & Automation

4.1 Data Intake

- AML aggregates address data from participating member cities
- Avalara receives address datasets in an agreed-upon standardized format

4.2 Data Processing & Validation

- Normalize address data
- Validate latitude and longitude consistency
- Associate each address with the appropriate jurisdiction code
- Confirm alignment between boundary and rate files

4.3 File Generation

- Compile SST-style boundary and rate files
- Ensure formatting aligns with SST conventions
- Implement repeatable processes to minimize manual intervention

4.4 Delivery Process

- Deliver finalized files to AML for publication
 - Establish a repeatable cadence for updates and re-delivery
-

5. Phased Expansion Strategy

5.1 Phase 1: Initial Member Cities (Year 1)

- AML provides address data from current member cities (as many as available)
- Avalara compiles and delivers the initial SST-style files
- Ongoing updates throughout the first year as additional member city data becomes available

This phase is covered under the **initial project fee**.

5.2 Phase 2: Additional Member Cities (Year 2 and Beyond)

- AML continues outreach to remaining member cities
- Additional address data is incrementally onboarded
- File content expands as new city datasets are added

5.3 Phase 3: Non-Member Jurisdictions

- Approximately **57 non-member jurisdictions**, representing roughly **10% of Alaska's population**
 - If AML successfully onboards these jurisdictions:
 - Their address data will be added incrementally
 - Expected onboarding groups: **20 / 20 / 17 jurisdictions**
-

6. Pricing Structure

6.1 Initial Project Fee

- **\$85,000 one-time implementation fee**, covering:
 - Initial development
 - File structure design
 - Initial member city onboarding
 - Process setup and automation

6.2 Annual Recurring Cost

- **\$42,500 annually** (50% of the initial fee), covering:
 - Ongoing file maintenance

- Periodic updates
- Continued delivery support

6.3 Incremental City Add-Ons

For additional cities beyond the initial scope:

- **\$5,000 per group of approximately 20 cities** in the first year added
- **\$2,500 annually** for each group in subsequent years

Example:

- Year 2: Add 20 cities → +\$5,000 that year
- Year 3 onward: Same group → +\$2,500 annually

This pricing applies equally to:

- Newly onboarded member cities
- Non-member jurisdictions added in future phases

7. Assumptions & Dependencies

- AML is responsible for collecting and validating address data from cities
- Cities provide accurate latitude/longitude and jurisdiction determinations
- File update frequency (monthly vs. periodic) will be finalized jointly
- Scope increases are limited to the defined group-based pricing model

8. Summary

This project establishes a scalable, Alaska-specific SST-style address and rate file system that:

- Reflects Alaska's unique jurisdictional realities
- Provides transparency and accuracy for remote sellers
- Scales over time as additional cities and jurisdictions are added
- Minimizes manual effort through standardized, repeatable processes

	Approved FY26	Projected FY26
Income		
4000 Commission Fee Income	\$ 706,410	\$ 728,460
4100 Late Fees	\$ 100,000	\$ 120,000
4200 Reprocessing Fees	\$ 2,000	\$ 2,000
4300 Credit Card Fees	\$ 2,000	\$ 2,000
4400 Other Income	\$ -	\$ -
6000 Interest Earned	\$ 90,000	\$ 90,000
Total Income	\$ 900,410	\$ 942,460
Gross Profit	\$ 900,410	\$ 942,460
Expenses		
5000 AML Operating Exp		
5001 Munirevs Enhancement Invoices	\$ 77,400	\$ 28,800
5002 Governance/Travel	\$ 9,000	\$ 9,000
5003 Legal	\$ 25,000	\$ 25,000
5004 Personnel Exp		
5004A Salaries	\$ 480,000	\$ 420,000
5004B Payroll Taxes	\$ 42,000	\$ 38,000
5004C Health Insurance	\$ 120,000	\$ 100,000
5004D Nationwide Retirement	\$ 24,000	\$ 21,000
Total 5004 Personnel Exp	\$ 666,000	\$ 579,000
5005 Insurance		
5005B Cyber	\$ -	\$ -
5005C SLIP	\$ 9,000	\$ 9,000
Total 5005 Insurance	\$ 9,000	\$ 9,000
5006 Audit Services		\$ 14,700
5007 10% Overhead Expense	\$ 78,640	\$ 65,080
Total 5000 AML Operating Exp	\$ 865,040	\$ 715,880
5008 Bank Fees	\$ 1,500	\$ 1,400
5009 Merchant Services Fees	\$ 18,000	\$ 19,000
5040 Merchant Balances per MuniRev		
Bulk Mailouts / Postage	\$ 10,000	\$ 10,000
5060 Other Business Expenses	\$ 500	\$ 500
5065 Office Supplies & Software	\$ 7,500	\$ 7,500
Other Miscellaneous Expense	\$ 1,000	\$ 1,000
Total Expenses	\$ 903,540	\$ 755,280
Net Operating Income	\$ (3,130)	\$ 187,180
Other Income		
4005 Net Sales Tax collected from MUNIREvs	\$ 31,396,000	\$ 32,376,000
4005A GASB Contra Net Sales Tax Collected	\$ (31,396,000)	\$ (32,376,000)
Total 4005 Net Sales Tax collected from MUNIREvs	\$ -	\$ -
Total Other Income	\$ -	\$ -
Other Expenses		
5010 Member Tax Revenue Expense	\$ 27,961,948	\$ 28,847,398
5011 GASB Contra Member Tax Expense	\$ (27,961,948)	\$ (28,847,398)
Total 5010 Member Tax Revenue Expense	\$ -	\$ -

5020 GovOS Expense	\$ 2,283,750	\$ 2,356,250
5020A GASB Contra GovOS Expense	\$ (2,283,750)	\$ (2,356,250)
Total 5020 GovOS Expense	\$ -	\$ -
5030 TTR Fee Expense	\$ 443,893	\$ 443,893
5030A GASB Contra TTR Fee Expense	\$ (443,893)	\$ (443,893)
Total 5030 TTR Fee Expense	\$ -	\$ -
Total Other Expenses	\$ -	\$ -
Net Other Income	\$ -	\$ -
Net Income	\$ (3,130)	\$ 187,180
Beginning General Fund Balance	\$ 307,846	\$ 363,411
Change to General Fund Balance	\$ (3,130)	\$ 187,180
Ending General Fund Balance	\$ 304,716	\$ 550,591
<i>General Fund Detail</i>		
<hr/>		
Unassigned General Fund	\$ 204,716	\$ 450,591
Legal Fund Balance	\$ 100,000	\$ 100,000
Minimum Fund Balance - 20% of annual expenditures	\$ 180,708	\$ 151,056
Maximum Fund Balance - 25% of annual expenditures	\$ 225,885	\$ 188,820



To: ARSSTC Board of Directors

From: Clinton Singletary, Statewide Municipal Sales Tax Director

Date: February 18, 2026

Re: Neumo Upgrade / Contract Planning

AML staff met with Neumo representatives in January for a discussion around upgrading the current ARSSTC filing portal.

For some background, Neumo has been moving forward with shifting clients to a newer, upgraded version of the filing portal. Neumo representatives have encouraged us to begin considering moving towards the upgraded portal as well, as it is a significant workload and sufficient prior planning is required.

In discussing an upgrade, Neumo stated there are two possible options for moving forward. One option is to pursue what is essentially a reprogramming of the site, including moving to the new version of the portal. This would be similar to the steps Colorado recently took, at substantial cost.

The other option is that we could simply take existing functionality and move it to the new version of the portal. Neumo was very clear that this is offered to clients at no additional cost. Neumo advised it would be best for staff to begin mapping out our pain points with the current version of the portal. They would review the list and provide guidance on which of those would be solved simply by upgrading and which would require additional programming efforts.

Since there are definite benefits to pursuing this upgrade, at no cost to AML or the ARSSTC and without modifying the current contract, it makes business sense to move forward with the upgrade. If there are additional programming needs that staff encounter, we will bring those requests to the Board for financial approval, same as we have done for prior programming changes.



To: ARSSTC Board of Directors

From: Clinton Singletary, Statewide Municipal Sales Tax Director

Date: February 18, 2026

Re: Special Board Meeting in March

Looking ahead, there are two topics for the Board that need to be reviewed prior to the regular April Board meeting.

The first topic is marketplace facilitator revisions. We had intended to bring this to the Board at this meeting, but we were not able to have everything ready in time. Presenting this topic to the Board in March will allow us to still have a member's meeting later in March if the Board chooses to bring this to a member vote.

The second topic is the FY27 ARSSTC Budget. The budget is supposed to be approved at least 90 days prior to the start of the fiscal year, so we need to hold a budget review and approval process in March. We will also bring the Finance Committee together for a first look and recommendation to the Board prior to the March Special Board meeting.

For scheduling purposes, Board meetings are typically the 3rd Wednesday of the month, which would be March 18th. That would allow time for the required 10 days' notice to members to hold a members meeting prior to the end of the month.