ALASKA REMOTE SELLER SALES TAX COMMISSION

One Sealaska Plaza, Ste. 302, Juneau, AK 99801

P: (907)790-5300, F: (907)463-5480 www.arsstc.org

Alaska Remote Seller Sales Tax Commission
Board of Directors Meeting
October 21, 2026 10:00 am – 12:00 pm
Virtual via Zoom

Board of Director Attendees:

- **Brandi Harbaugh**, Kenai Peninsula Borough
- **Ruth Kostik**, City & Borough of Juneau
- **Julie Liew**, City of Kodiak
- **Lana Metcalf,** City of Soldotna
- **Nella Poquette,** City of Bethel
- **Ben Sadler**, City of Gustavus
- **David Swarner**, City of Kenai

1. Call to order

2. Approval of the Agenda

3. Approval of Minutes
    a. 8.19.26 Regular Board Meeting ***(pgs 2-7)***

4. Public participation

5. Official Business
    a. Proposed Change to Board Bylaws re: Director vacancies ***(pgs 8-17)***
    b. Annual Meeting Planning ***(pg 18)***
    c. Outline of Board Seats / Election ***(pg 19)***
    d. FY26 Financials ***(pgs 20-25)***
    e. Discussion re: Sales Tax audit outsourcing ***(pg 26)***
    f. Approval of Marketplace Facilitator Guidance Request ***(pgs 27-28)***
    g. Executive Session: Memo from Legal

6. Comments

7. Adjournment

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Alaska Remote Seller Sales Tax Commission
Board of Directors Meeting Minutes
August 19, 2026 10:00 am – 12:00 pm
Virtual via Zoom

Board of Director Attendees:

- Absent - Vacant Seat, City of Kenai
- **Present - Brandi Harbaugh**, Kenai Peninsula Borough
- **Present - Ruth Kostik**, City & Borough of Juneau
- **Present - Julie Liew**, City of Kodiak
- **Present - Lana Metcalf,** City of Soldotna
- **Present - Nella Poquette,** City of Bethel
- **Absent - Ben Sadler**, City of Gustavus

1. Call to order
    a. Call to order at 10:02am

2. Approval of the Agenda
    a. Motion to approve agenda by Lana Metcalf; Seconded by Julie Liew; No objections

3. Approval of Minutes
    a. 6.17.26 Regular Board Meeting
        i. Motion to approve by Lana Metcalf; Seconded by Julie Liew; No objections

4. Public participation
    a. No public participation

5. Official Business
    a. City of Kenai – Board representative
    Seat is vacant and up for re-election at Annual Meeting. Also noted that Julie Liew will be retiring soon and leaving another vacant Board seat.

    b. Collections Policy Update
    Policy attempts to address concerns about larger assessments and / or estimates for non-filers. Escalation policy: What to do when outreach has failed. Finance committee felt the standard approach regardless of the balance, sent to collections agency. They did not set a minimum threshold; the committee prefers to use a third-party collections agency and revisit later to adjust if needed and reconsider using legal action. For problem assessments, once demand deadline has passed the assessments will be entered into system, but total assessment will be pulled out from remittances sent to communities for the month. Assessment totals will be held until payment in full is received, while tracking applicable program fees.

DRAFT

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Discussion:
B. Harbaugh: No concerns. Larger balances may create some concerns but agrees it's a good approach to start with.
R. Kostik: Concerned about fees question. How large are some of the estimations and what will the totals look like? Clinton responded that many nonfilers should not have been registered in the first place, so building valid estimations is difficult. R. Kostik questioned the estimated assessment process. Clinton: we are looking into possible approaches from Neumo. Limitations around prior filing history and identifying valid similar businesses to build assessments. Estimating for 55 jurisdictions is also challenging.
J. Liew: What's the lowest current account balance? Clinton answered that anything under $5 is considered a small balance write-off. Discussed a minimum collections balance with Finance Committee, but they did not want to set that line. Personal preference is around the $20 level. Collection agency adds its fees on top of the balance due so business would pay the collection fees plus the balance due and the Commission would get the full amount owed. Clinton added that compliance staff are having good success with collecting on account balances. Able to do more research prior to sending balances to agency.

Motion by Julie Liew to approve Collections Policy as presented; Seconded by Nella Poquette; No objections.

c. Annual Meeting Planning

Clinton looking for feedback from Board on date / time for Annual Meeting.

B. Harbaugh: As long as remote connection is available, no date preference.
J. Liew: Agreed on remote connection. Also noted that it should be scheduled for when most people can attend in person. Wednesday is more ideal than Tuesday.
L. Metcalf: not able to attend in person, so remote would be needed, either evening.
R. Kostik: Unsure if will attend in person. Believes Wednesday would be better for in person attendance.
Clinton: Preference by Board appears to be Wednesday evening, with remote connection. If quorum isn't met, can schedule fully remote meeting at later date.
J. Liew: added that AGFOA folks will be traveling Tuesday, so Wednesday is better option.

**Brandi Harbaugh requested additional agenda item f for update on Opt-ins for Marketplace Facilitators.

d. FY25 Audit Followup: Neumo SOC Report

SOC report issues noted during the FY25 audit findings. As requested by the Board, Clinton pulled the issues section from the report for the Board to review. Neumo took steps to clean up and steps to make sure it doesn't happen again. No questions or comments from the Board.

e. FY26 YTD Financials / Revenues Update

Last 6 months of FY26 blew out projections. Some was due to the way Amazon changed its reporting – no longer to individual communities. We will be looking at roughly 4 million more than budgeted revenue projections. Increased fund balance of $250,000-300,000. Expenses are staying in line. Page 11

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of packet can see personnel expenses are on point, a little under. Operating expenses staying in line. Overall in good shape for this year's budget. Looking to FY27 need to consider adjustments for addressing the additional fund balance.

Discussion:

J. Liew: On page 11 for the Actual vs – budgeted $70,000 enhancement invoices. We haven't spent any, update?

Clinton some have been paid. They may not be showing just because the report is through May. Best case scenario was what was budgeted., We only got a portion of that work done, so only a portion paid.

J. Liew: So we will be under budget then? Clinton – yes we are paused waiting for the program updates and see what other expenses may come in before making more changes. Another in person visit by Neumo coming up to discuss the upgrade and customizations we have. There will likely be a dollar amount due associated with the upgrade so we are looking to make the most out of the upgrade. We are still technically doing the no-cost upgrade but some things if we choose to do them, we will have to pay. We are working with Neumo to identify and price out those items.

J. Liew: Kara mentioned in previous report that we are having issued running batch reports, is that resolved. Clinton – No. They don't know what the issue is, they test and say it's fixed but it's not fully correct. Frustrations have been expressed. Hoping to have resolved, but they found other issues so it is not fixed for this month's batches either.

R. Kostik: We have customizations that are unique to Alaska, are they there because of our code or are they there because of our process? Asking if we can change our processes to be with the system more to make it more usable. Maybe this is an opportunity to look at how we are doing them, can we work to lesson the customizations.

Clinton – Most are procedural, in the way that the system didn't meet our needs on a basic level. Batch reports was a customization because members needed to see the numbers filed for their communities. This was customized for us because they didn't have that feature but it's necessary. Another example – amendment module was built because there was no way to amend any returns by staff or business. So they needed to build because we need that ability but it has a lot of flaws. We will keep an eye on that question of changing processes and see if we can adjust on our end as well for smaller things.

J. Liew: On balance sheet, a negative on AR side. Account 1120.

Andrew: account balances 1120 is the net of the difference in filings reported and amounts paid. If account overpaid this month, next month they'll be underpaid. Keeping it together until the end of the year for the audit. Net AR account balances ends up being a rounding error for most of the year.

Clinton: Also a large refund recently to cover a year of transactions. This could also be inflating that $26,000.

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J. Liew: What are transfers and splits?

Andrew: finance team tracking what was received, against what period the revenue belongs in. Example are funds received in May but not deposited until June.

f. Marketplace Facilitator Opt-in Update

Clinton – 6 communities have officially opted in and adopted the necessary code. 5 others in various stages of working through it but confirmation that they are working towards the code changes. I plan to do more outreach to ARSSTC members. 5 communities have specifically opted out, not a large population. R. Kostik: presumably they are opting out unless they opt in, Clinton confirmed.

Compliance by marketplaces has been a challenge. AirBNB has not registered yet. Challenge with some communities adopting the changes to opt-in, but not giving us sufficient notice of the opt-in ordinance being adopted. In addition, marketplaces have voiced they will need more than 30 days to implement new jurisdictions. That issue has been a challenge to navigate. Have met with Expedia tax team expressing more of a 45 day onboarding timeframe. Hoping to see October we will see AirBNB and Expedia register and turn on collection. Other marketplaces will be further behind.

Discussion

B. Harbaugh: We thought the language had to be adopted regardless. Need to hear if any of the Kenai area cities have not. Clinton: We have not heard from City of Kenai, but heard from all others that they are opting out. R. Kostik confirmed that hotels and B&Bs should still be reporting to Kenai Borough since you've opted out.

Clinton – for opting in, we are updating our tax look up map for marketplaces to see the changes. Other publications like rate sheets will have an additional section for bed tax and marketplace collection. Will be rolled out in the near future. Side benefit- met with other communities that don't have a general sales tax, but have a bed tax. They are interested in joining commission for bed tax collection.

B. Harbaugh: The charter of the Commission was for sales tax. How does bed tax fits into the charter as a sales tax or excise tax? Clinton: We have had communities opt in for alcohol tax collection.

Karl: Bed tax can be like an excise tax. Sales Tax is a specific type of tax – act of selling items through retail consumers. There are statutory limitations – excise taxes don't have to be approved by voters but sales tax does. It will likely depend on each jurisdiction's language on their bed tax.

B. Harbaugh: Kenai Borough doesn't have a bed tax – different towns have their own rules for lodging and bed tax. If we can, we should validate that this should fall under the Commission's authority or not.

Clinton: The intergovernmental agreement includes language around taxes assessed on the renting or transfer of property. The goal of the language was to broadly capture taxes imposed that are not necessarily labeled as a sales tax.

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B. Harbaugh: Can Karl please confirm this? We were streamlined as sales tax, want to confirm if any excise tax can be included under the Commission overall. Based on the Commission's intent and *Wayfair*, would like confirmation that we are staying in line.

Karl: Referenced examples of tobacco tax and bed tax falling under definition of sales tax. Commission only has the authority that has been delegated by their jurisdictions. We can't extend beyond what's been delegated. Will provide a memo or summary. R. Kostik agreed with request for memo.

**Julie Liew & Brandi Harbaugh requested future agendas include Policy Committee updates. Adding to today's agenda since Maureen Graham is in attendance.

g. Policy Committee Update

Maureen: PC met yesterday, discussed challenges Juneau has faced with marketplace facilitators getting them to register. There could be differences between how businesses report currently compared to how AirBNB will report. Cash vs Accrual basis differences. Discussed an intake form for all marketplaces so we can see how hosts are paid, structures, fees etc to help navigate the onboarding. Will need a lot of meetings to gather guidance.

One other challenge – if we are able to do bed tax, city of Wasilla has only sales tax but Borough does bed tax – borough is not in the commission – if they turn on to have taxes collected, then it won't include the bed tax. So how do we communicate that to people? How is that our responsibility and theirs as well. Lots of questions and challenges to get through as they come up and get answers as they come up. Short term rentals specifically but same challenges for food delivery businesses as well, identifying those that are registered, and ones that aren't.

Questions/Comments:
J. Liew: What is the game plan for how we are addressing this, the complexity of finding out who is who, who is doing what. Game plan and timeframe. Is it still in October or pushing out to further in the year?
** Note: Clinton had to evacuate for Fire alarm – Not able to answer**

Maureen: October would be pushing it. Most likely later in the year. Clinton has to get those people contacted, and only spoken to a handful so far. Short term rentals are easier, we already have their information on research as well. Food delivery are the ones that are stalling Clinton. Attorney reached out who represented a lot of those companies. That was progress.

R. Kostik: Expedia now owns VRBO, outside of hotels has been a challenge. Ruth gave Clinton Turo contact information – they were quick and easy once in agreement.

Maureen: The company needs to notify their client that the procedure has changed. It has to be coordinated between them. Clearly communicated about changes to the code so they know when the change is happening. More challenging to bring on board instead of original commission where remote sellers were never registered with locals to begin with.

6. Comments

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a. Julie Liew – Thank you to everyone for the work on the packet and changes with marketplace, uniform code always being complex. Appreciate the work of the commission staff and Clinton. Also thank you to all the volunteers on the committees
b. Lana Metcalfe– No comments but did hear that they hired for Jennifer's position in Kenai.
c. Brandi Harbaugh – Appreciate Clinton and his team. She knows the challenges and heavy load. Thank you for working on everything
d. Ruth Kostik - agrees and echoes those comments. Thank you to Karl, Maureen, and Andrew for attending.

7. Adjournment
    a. Motion to adjourn – no objection.
    b. Adjourned at 11:19 am

DRAFT

To: ARSSTC Board

From: Clinton Singletary, Statewide Municipal Sales Tax Director

Date: October 21, 2026

Re: ARSSTC Bylaws Proposed Update

Over the last year, there has been more turnover than normal on the ARSSTC Board of Directors. Under the current language in the Bylaws, Board vacancies can be filled by the member jurisdiction simply naming a replacement to represent the jurisdiction on the Board. In that way, the seat on the Board remains with that member jurisdiction until the next regular election.

An alternative approach that the Board could consider is to allow interested member representatives from other member jurisdictions to submit a nomination for the newly created vacancy. These nominations would then be reviewed and voted on by the remaining Board members. The member jurisdiction originally tied to the vacant seat would also be able to nominate a replacement during this process, but this would also open the door to other interested member representatives.

One possible benefit of this approach is that a nomination may be received from a more experienced member representative compared to a newly hired replacement.

From the staff perspective, there is no immediate need to make a change to the Bylaws regarding the vacancy process. Considering the large volume of turnover the Board has experienced recently, I simply wanted to give the Board an opportunity to discuss other possible options for filling vacancies.

Following is a track changes version of the current Bylaws reflecting the changed language should the Board choose to pursue the change.

The process to amend the Bylaws is outlined in Article XI, Section 1 with a second option in Section 2.

Bylaws of the
Alaska Remote Seller Sales Tax Commission

ARTICLE I - OFFICES

Section 1. Registered Office.

A registered office will be maintained by the Commission in the State of Alaska at at such location as the Board of Directors designates.

Section 2. Other Offices.

The Commission also may have offices at such other places as the Board of Directors determines or the business of the Commission may require.

ARTICLE II – MEMBERSHIP

Section 1. Qualifications.

To obtain and retain full membership, the legislative body of an Alaska municipality must submit either an Ordinance or Resolution authorizing the Alaska Intergovernmental Remote Sellers Sales Tax Agreement.

A. To retain full membership status, a member must adopt, by reference or otherwise, the Remote Seller Sales Tax Code in its entirety as it pertains to collection of sales tax from remote sellers.

Section 2. Privileges.

A. Voting. Members may vote.
B. Holding Office. Individual representatives of members may hold office.
C. Committees. Members may serve on a committee.

Section 3. Dues or fees.

A. Annual dues or fees for all members, if adopted, shall be fixed by the Board.
B. Membership belongs to the individual municipality and may not be transferred.

Section 4. Revocation of Membership.

A. Membership shall be revoked immediately upon the resignation of a member, or non-payment of dues, if any.
B. If after 120 days a member has not passed the Code, or adopted by reference, membership may be revoked.

ARTICLE III - MEETINGS

Section 1. Annual Meetings.

Each year, the Commission shall hold an annual meeting of members on such date and on such time as shall be determined by the Board of Directors, at which meeting the members shall elect a Board of Directors and transact any other business as may properly be brought before the meeting.

Section 2. Location of Meetings.

Meetings of members shall be held at such place as determined by the Board of Directors. Meetings may be rotated annually between member jurisdictions, as possible and for the convenience of the members.

Section 3. Special Meetings.

Special meetings of the members may be called at any time by the President or the Board of Directors, or members holding not less than ten percent (10%) of all the votes entitled to be cast at such meeting. Business transacted at any special meeting shall be confined to the purpose or purposes set forth in the notice of the special meeting.

Section 4. Notice of Meetings.

Whenever members are required to or permitted to take action at a meeting, a written notice of the meeting shall be provided to each member. The written notice shall state the place, date, and hour of the meeting, and, in the case of a special meeting, the purpose or purposes for which the meeting is called. Unless otherwise provided for by law, written notice of any meeting shall be given not less than ten (10) nor more than fifty (50) days before the date of the meeting to each.

Section 5. Written Notice Defined.

Written notice shall be accomplished via first class mail or via email sent to the address or email address last provided by the member.

Section 6. Quorums and Adjournments.

Members may take action on a matter at a meeting only if a quorum exists with respect to that matter. Except as otherwise provided by law, not fewer than fifteen members of the Commission in attendance (physically or telephonically) constitute a quorum at a properly noticed meeting of the members, and a majority of the board of directors constitutes a quorum for board meetings. Once a member or director is represented at a member or board meeting (other than solely to object to the holding of the meeting), the member or director is deemed present for quorum purposes for the remainder of the meeting and the members or directors present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of sufficient members or directors to leave less than a quorum. The holders of a majority of the members or directors represented at a meeting, whether or not a quorum is present, may adjourn the meeting from time to time.

Section 7. Voting.

If a quorum exists, action on a matter (other than the election of directors) is approved if the votes cast favoring the action exceed the votes cast opposing the action. Directors shall be elected by a plurality of the votes cast by the members (provided a quorum exists). Unless otherwise provided by law, each member shall be entitled to one vote on each matter.

Section 8. List of Members.

The Secretary of the Board of Directors shall prepare and make, at least ten (10) days before any meeting of the members, a complete list of the members, arranged alphabetically, and showing the address of each member. The list shall be open to the examination of any member for any purpose germane to the meeting, during ordinary business hours, for a period of at least ten (10) days before the meeting, either at a place in the city where the meeting is to be held, which place must be specified in the notice of the meeting, or at the principal offices of the Board of Directors. The list shall also be produced and kept available at the time and place of the meeting, for the entire duration of the meeting, and may be inspected by any member present at the meeting.

Section 9. Meeting by Conference Call or Electronic Media.

A. One or more members may participate in a meeting of the members and one or more directors may participate in a meeting of the Board of Directors by means of a conference telephone, videoconferencing, or similar communications equipment by means of which all persons participating in the meeting can hear (and potentially see) each other. Participation in this manner shall constitute presence in person at such meeting.

B. For membership and Board of Directors meetings held exclusively via conference call or electronic media, the following procedure must be followed: (1) notice to members or directors of the time and locations where the meeting will be held by electronic media has been given in the same manner as if the meeting were held in a single location; (2) members or directors in attendance can hear and have the same right to participate in the meeting as if the meeting were conducted in person; and (3) copies of pertinent reference materials, statutes, regulations and audio-visual materials are reasonably available to the members or directors. A meeting by electronic media as provided in this Section 7 has the same legal effect as a meeting in person.

Section 10. Alaska Open Meetings Law.

All annual and special meetings of the members of the Commission, all regular and special meetings of the Board of Directors and all meetings of committees of the Board of Directors, if any, will be conducted in accordance with the Alaska open meetings law found at AS 44.62.310.

ARTICLE IV - DIRECTORS

Section 1. Powers.

The business and affairs of the Commission will be managed under the direction of, the Board of Directors of the Commission, which may exercise all such powers of the Commission and do all lawful acts and things, subject to any limitations set forth in these Bylaws or under Alaska Statutes.

Section 2. Number. Qualifications and Election.

A. The number of directors shall be set at seven (7). Each director shall be at least 21 years of age. Each director must be an employee, agent of, or elected official of a member entity with an active membership. The directors shall be elected by the members at the annual meeting by the vote of the members. Each director shall be elected for a term of two (2) years, except within the initial term where three directors have one (1) year, and until his or her successor shall be elected and shall qualify or until his or her earlier resignation or removal.

B. Initial Election - Term. All members eligible to vote shall vote for the Board of Directors by seat. The first four (4) seats will serve two-year terms. The next three (3) seats will serve one-year terms. Thereafter, all vacancies shall be for a two (2) year term.

Section 3. Nomination of Directors.

The Board of Directors may nominate candidates to stand for election as directors. Other candidates may also be nominated by any member of the Commission provided such nomination is submitted in writing to the Commission's Secretary at least thirty (30) calendar days prior to the annual meeting, except for the provisional board selection.

Section 4. Vacancies.

A. Except as otherwise provided by law, any vacancy in the Board of Directors occurring by reason of an increase in an authorized number of directors or by reason of death, withdrawal, removal, disqualification, inability to act, or resignation of a director shall be filled by the affirmative vote of a majority of the remaining directors in office.~~a designee of the member municipality. In the case of a successor, the successor shall serve until the next election.~~

B. Process for Filling Vacancy. The Secretary shall prepare a notice of vacancy ~~for the next election~~, stating that a vacancy has occurred and advising interested members as to the procedure for the filling of the vacancy. Eligible members will have thirty (30) calendar days to submit nominations to fill the vacancy. Nominations shall include a letter of interest describing the nominee's interest to serve on the Board. The Board will vote on the submitted nominations at its next regular meeting. A director elected to fill a vacancy shall serve for the remainder of the vacant term.

Section 5. Compensation.

There shall be no compensation for board participation. Expenses of attendance including travel may be allowed for attendance at each regular and special meeting of the Board of Directors and reimbursed to the respective director's municipality.

Section 6. Removal of Directors.

Any director may be removed, with or without cause, by a majority of the members eligible to vote.

Section 7. Resignation.

Any director may resign at any time by giving notice to the Board of Directors or the Secretary. Any such resignation will take effect upon receipt of such notice or at any later time specified in the notice. The acceptance of such resignation will not be necessary to make it

effective, provided that the Board of Directors may reject any postdated resignation by notice in writing to the resigning director.

ARTICLE V - OFFICERS

Section 1. Positions.

The officers of the Board of Directors shall be a President, a Vice President, a Secretary, and a Treasurer, and such other officers as the Board may from time to time appoint, and such other officers it deems advisable. Each such officer shall exercise such powers and perform such duties as shall be set forth herein and such other powers and duties as may be specified from time to time by the Board of Directors. The officers of the Board of Directors shall be elected by the Board of Directors. Each of the President and/or the Vice President may execute bonds, mortgages, and other documents under the seal of the Commission, except where required or permitted by law to be otherwise executed and except where execution thereof shall be expressly delegated by the Board to some other officer or agent of the Commission.

Section 2. President. The President shall:

A. Preside at all meetings;
B. Be chair of the Board of Directors;
C. Be an ex-officio member of all committees;
D. In the event of a vacancy in a committee chairmanship, have the power to appoint a chairperson from among the members of the committee in which the vacancy occurs or from the general membership, after approval from the Board of Directors;
E. Appoint, subject to the approval of the Board of Directors, committee members to fill vacancies during the year;
F. Call meetings of the Board of Directors;
G. Have the general powers and duties of management and supervision usually vested in the office of President of a corporation.
H. Perform all other duties as are incident to the office or are properly required of the President by the Board of Directors.

Section 3. Vice President. The Vice President shall:

A. Assist the president throughout the year;
B. Assume the duties of the president in the latter's absence;
C. Succeed to the office of president in the event of a temporary vacancy in the office or the president's inability to perform the duties of office;
D. Be available to the president upon the request for assistance.

Section 4. Secretary. The Secretary shall:

A. Keep the minutes of all regular and special meetings of the general membership and the Board of Directors;
B. Record all the votes of the Commission and the minutes of all its transactions in a book to be kept for that purpose;
C. Provide the president with a copy of the minutes within ten (10) business days after the meeting;

D. Conduct such correspondence as shall be requested by the President, Board of Directors or the general membership;
E. Be custodian of all records except financial records and committee reports;
F. Give, or cause to be given, notice of all meetings of the members and special meetings of the Board of Directors
G. Maintain the list of all eligible voting members and make the list available upon reasonable request.

Section 5. Treasurer. The Treasurer shall oversee the custody of the funds and securities of the Commission. The Treasurer shall:

A. Maintain oversight of all monies of the Commission and the due payment of all authorized obligations;
B. Arrange for the annual audit, performed by a CPA
C. Ensure the filing of any necessary tax documents;
D. Submit and review an annual treasurer's report to the Board and general membership at the annual meeting;
E. Submit other treasurer's reports as requested by the Board of Directors;
F. Prepare an annual budget for upcoming year and present it at an annual conference meeting;
G. Be custodian of all financial records;

ARTICLE VI – COMMITTEES

Section 1. There may be standing and special committees.

Section 2. The standing committees may include Conferences/Meetings, Membership, Code, and Budget and Finance.

Section 3. Special committees are appointed by the President for a special function or task and will remain active until their function is completed and/or they are dissolved upon the completion of their responsibility.

Section 4. The chairman of the standing committees shall be appointed by the President for a one-year term with approval of the Board of Directors. Any person representing an active member is eligible to serve.

Section 5. Membership in the committee is open to any person employed by an active member.

ARTICLE VII – FINANCES

Section 1. Duty of Care.

The assets and reporting to be administered through the Administration, its officers, Directors, employees and agents will be done with the same care, skill, prudence and diligence under the circumstances then prevailing that a tax authority would use in the conduct of an enterprise of a like character and with like aims.

Section 2. Budget.

The Budget and Finance Committee shall prepare a budget for the ensuing year for approval by the Board of Directors. The budget as approved by the Board shall be provided to the general membership for its information.

Section 3. Fiscal Year.

The fiscal year for the Commission shall be from July 1 to June 30.

Section 4. Checks, Drafts.

All checks, drafts or other orders for payment of money, notes or other evidences of indebtedness, issued in the name of or payable to the Commission, will be signed or endorsed by such person or persons and in such manner as determined by resolution of the Board of Directors.

Section 5. Annual Audit.

The board shall have annually audited the financial statements of the Commission by a CPA.

ARTICLE VIII - BOOKS AND RECORDS

Section 1. Correct and Complete, Inspection.

A. The Commission will keep correct and complete books and records of account and will keep minutes of the proceedings of its members, the Board of Directors, and committees appointed by the board, if any.
B. All books and records of the Commission may be inspected by any member or its agent or attorney for any proper purpose at any time during normal business hours at the registered office of the Commission.

ARTICLE IX - ADMINISTRATIVE STRUCTURE

Section 1. Staffing.

A. The day-to-day operations of the Commission will be carried out by such contracted support as necessary, and during the first three years by the Alaska Municipal League, under the supervision of the Board of Directors.
B. The Commission will enter into agreements with its administrative contractor and as adopted by the Board of Directors setting forth the terms and conditions for the implementation of and compliance with the provisions of (A) of this Section 1.
C. This provision will be revisited within three years of legal formation of the Commission.

ARTICLE X – GENERAL PROVISIONS

Section 1. Indemnification.

The Commission will defend, indemnify and hold harmless each director, officer and employee of the Commission for expenses, including attorney's fees, and the amount of any

judgment, money decree, fine, penalty or settlement for which he or she may become liable by reason of his or her being or having been a director, officer or employee of the Commission or who exercises powers or performs duties for the Commission.

Notwithstanding the foregoing, no indemnification shall be made by the Commission if judgment or other final determination establishes that the potential indemnitee's acts were committed in bad faith or were the result of active or deliberate fraud or dishonesty or clear and gross negligence.

Section 2. Insurance.

The Commission shall purchase and maintain insurance in a reasonable amount on behalf of any person who is or was a director, officer, agent, or employee of the Commission against liability asserted against or incurred by such person in such capacity or arising from such person's status as such.

Section 3. Roberts Rules.

The rules contained in Robert's Rules of Order, Newly Revised shall govern the Commission in all cases to which they are applicable.

Section 4. Headings.

The headings contained in these Bylaws are for convenience only and will not in any way affect the meaning or interpretation of these Bylaws.

ARTICLE XI – AMENDMENTS TO BYLAWS

Section 1.

These Bylaws may be amended by five (5) affirmative votes of the Board of Directors, or at any meeting of the general membership of those present to vote by a majority vote, provided that the proposed amendments shall have been submitted in writing to the voting members at least thirty (30) calendar days prior to the meeting of the general membership at which they will be considered.

Section 2.

These Bylaws may be amended at the annual meeting of the general membership without previous vote, by the unanimous vote of the voting body.

Section 3. Recordation

Whenever action is taken to amend or alter the Bylaws or adopt a new Bylaw, a copy of the amendment, alteration or new Bylaw will be filed and kept in the minute book with the original Bylaws. If any Bylaw is repealed, the fact of such repeal and the date on which it occurred will be recorded in the minute book, and a copy of it will be placed next to the original Bylaws.

ARTICLE XII - DISSOLUTION

Section 1.

In the event of dissolution of the Commission, upon payment of all outstanding obligations, all of the assets shall be distributed evenly among those members who were active, in good standing and qualified to vote at the last general membership meeting.

Section 2.

It shall be the responsibility of the President and the Treasurer to complete all necessary federal and state forms upon dissolution.

I, the undersigned being the Secretary of the Alaska Remote Sales Tax Commission hereby certify the foregoing to be the Bylaws of the Commission, as adopted by the ARSSTC Board of Directors, on the ~~17th day of May 2023~~.

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ARSSTC Secretary

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To: ARSSTC Board of Directors

From: Clinton Singletary, Statewide Municipal Sales Tax Director

Date: October 21, 2026

Re: ARSSTC Annual Meeting Planning

After the August Board meeting, I checked with the AML Annual Conference planning team about available meeting slots for the ARSSTC Annual Meeting. The planning team confirmed that Wednesday, 12/9 @ 4:30 pm was available to the ARSSTC. We will also have remote access available for both Board members and ARSSTC member representatives.

As discussed during the August Board meeting, if we cannot meet quorum, the plan will be to reschedule the Annual Meeting for a time later in December, over Zoom.

Following is the draft agenda for the 12.9.26 ARSSTC Annual Meeting. Please advise on any recommended additions or other changes to the proposed agenda that you wish to see.

- **Call to order / Roll Call / Approval of Agenda**
- **Board of Directors Election**
    - Actual voting by members will only be needed if more than 5 nominations are received.
- **Member vote on bylaws update** (pending Board decision)
- **Annual Update to ARSSTC members, including financials**

To: ARSSTC Board

From: Clinton Singletary, Statewide Municipal Sales Tax Director

Date: October 21, 2026

Re: ARSSTC Board of Directors Seats

This year, five seats on the ARSSTC Board of Directors are up for election.

There are two remaining Board members that will serve into 2027:

- Ruth Kostik – Treasurer, City & Borough of Juneau
- Julie Liew – Finance Director, City of Kodiak
    - Is planning to retire in early 2027

Following is a breakdown of current Board seats:

Board member	Community	Term	Status	Result
Lana Metcalf	Soldotna	thru 2026	term ends in 2026	up for vote Dec 2026
Ben Sadler	Gustavus	thru 2026	term ends in 2026	up for vote Dec 2026; pending replacement / retirement
Brandi Harbaugh	KPB	thru 2026	term ends in 2026	up for vote Dec 2026
Nella Poquette	Bethel	thru 2026	term ends in 2026	up for vote Dec 2026
David Swarner	Kenai	thru 2026	term ends in 2026	up for vote Dec 2026
Ruth Kostik	Juneau	thru 2027	Serves thru 2027	
Julie Liew	Kodiak	thru 2027	Serves thru 2027*	will be retiring early 2027

If any current Board members wish to run for re-election, please confirm with staff as soon as you can. That information will help me tailor my outreach to members for interest in Board participation.

Alaska Remote Sellers Sales Commission
Budget vs. Actuals: Budget_FY26_P&L - FY26 P&L
July 2025 - June 2026

	Total			
	Actual	Budget	over Budget	% of Budget
Revenue				
4000 Commission Fee Income	812,965.77	706,410.00	106,555.77	115.08%
4100 Late Fees	171,750.00	100,000.00	71,750.00	171.75%
4200 Reprocessing Fees	2,725.00	2,000.00	725.00	136.25%
4300 Credit Card Fees	1,712.04	2,000.00	-287.96	85.60%
4400 Other Income	0.00		0.00	
6000 Interest Earned	95,459.48	90,000.00	5,459.48	106.07%
Total Revenue	**$ 1,084,612.29**	**$ 900,410.00**	**$ 184,202.29**	**120.46%**
Gross Profit	**$ 1,084,612.29**	**$ 900,410.00**	**$ 184,202.29**	**120.46%**
Expenditures				
5000 AML Operating Exp			0.00	
5001 Munirevs Enhancement Invoices	85,791.69	77,400.00	8,391.69	110.84%
5002 Governance/Travel	6,186.62	9,000.00	-2,813.38	68.74%
5003 Legal	16,888.00	25,000.00	-8,112.00	67.55%
5004 Personnel Exp			0.00	
5004A Salaries	403,847.70	480,000.00	-76,152.30	84.13%
5004B Payroll Taxes	32,501.43	42,000.00	-9,498.57	77.38%
5004C Health Insurance	109,943.70	120,000.00	-10,056.30	91.62%
5004D Nationwide Retirement	17,958.58	24,000.00	-6,041.42	74.83%
Total 5004 Personnel Exp	**$ 564,251.41**	**$ 666,000.00**	**-$ 101,748.59**	**84.72%**
5005 Insurance			0.00	
5005C SLIP	9,306.96	9,000.00	306.96	103.41%
Total 5005 Insurance	**$ 9,306.96**	**$ 9,000.00**	**$ 306.96**	**103.41%**
5006 Audit Services	27,200.00		27,200.00	
5007 10% Overhead Expense	63,895.47	78,640.00	-14,744.53	81.25%
Total 5000 AML Operating Exp	**$ 773,520.15**	**$ 865,040.00**	**-$ 91,519.85**	**89.42%**
5008 Bank Fees	1,546.12	1,500.00	46.12	103.07%
5009 Merchant Services Fees	19,361.00	18,000.00	1,361.00	107.56%
5040 Merchant Balances per MInuRev		10,000.00	-10,000.00	0.00%
5050 Uncategorized Expense		1,000.00	-1,000.00	0.00%
5060 Other Business Expenses	78,782.12	500.00	78,282.12	15756.42%
5065 Office Supplies & Software	6,493.81	7,500.00	-1,006.19	86.58%
Other Miscellaneous Expense	300.00		300.00	
Total Expenditures	**$ 880,003.20**	**$ 903,540.00**	**-$ 23,536.80**	**97.40%**
Net Operating Revenue	**$ 204,609.09**	**-$ 3,130.00**	**$ 207,739.09**	**-6537.03%**
Other Revenue				
4005 Net Sales Tax collected from MUNIRevs	-0.09	31,396,000.00	-31,396,000.09	0.00%
4005A GASB Contra Net Sales Tax Collected		-31,396,000.00	31,396,000.00	0.00%
Total 4005 Net Sales Tax collected from MUNIRevs	**-$ 0.09**	**$ 0.00**	**-$ 0.09**	
Total Other Revenue	**-$ 0.09**	**$ 0.00**	**-$ 0.09**	
Other Expenditures				
5010 Member Tax Revenue Expense	32,130,814.33	27,961,948.00	4,168,866.33	114.91%
5011 GASB Contra Member Tax Expense	-32,130,814.33	-27,961,948.00	-4,168,866.33	114.91%
Total 5010 Member Tax Revenue Expense	**$ 0.00**	**$ 0.00**	**$ 0.00**	
5020 GovOS Expense	2,750,183.68	2,283,750.00	466,433.68	120.42%
5020A GASB Contra GovOS Expense	-2,750,183.68	-2,283,750.00	-466,433.68	120.42%
Total 5020 GovOS Expense	**$ 0.00**	**$ 0.00**	**$ 0.00**	
5030 TTR Fee Expense	516,311.82	443,893.00	72,418.82	116.31%
5030A GASB Contra TTR Fee Expense	-516,311.82	-443,893.00	-72,418.82	116.31%

Total 5030 TTR Fee Expense	**$ 0.00**	**$ 0.00**	**$ 0.00**	
Total Other Expenditures	**$ 0.00**	**$ 0.00**	**$ 0.00**	
Net Other Revenue	**-$ 0.09**	**$ 0.00**	**-$ 0.09**	
Net Revenue	**$ 204,609.00**	**-$ 3,130.00**	**$ 207,739.00**	**-6537.03%**

Alaska Remote Sellers Sales Commission
Statement of Financial Position
As of Jun 30, 2026

	Total	
	As of Jun 30, 2026	As of Jun 30, 2025 (PY)
Assets		
Current Assets		
Bank Accounts		
1000 AMLIP	3,759,608.04	2,488,027.82
1005 ARSSTC Depository #3470	36,041.16	54,550.12
1010 ARSSTC Disbursement #7048	-10,152.76	4,375.46
1015 Northrim Sweep Account	68.04	46.70
Total for Bank Accounts	**$3,785,564.48**	**$2,547,000.10**
Other Current Assets		
1020 Prepaid Insurance	2,372.29	2,189.94
1105 Sales Tax Receivable from Prior EOM	3,818,099.63	2,822,748.30
1107 Sales Tax Receivable - Timing Difference	-2,632.25	-2,632.25
Total for 1105 Sales Tax Receivable from Prior EOM	**$3,815,467.38**	**$2,820,116.05**
1106 Deposits in Transfer	119,411.65	395,286.17
1110 Prepaid	-817.18	-356.69
1115 Misc. Receivable	$0.00	$0.00
1120 Account Balances - Net AR	-6,073.55	9,845.80
1201 Deposits in Transfer - Splits	-9,109.56	-2,186.84
1207 Deposits in Transit - Unknown	$0.00	$0.00
Total for Other Current Assets	**$3,921,251.03**	**$3,224,894.43**
Total for Current Assets	**$7,706,815.51**	**$5,771,894.53**
Total for Assets	**$7,706,815.51**	**$5,771,894.53**
Liabilities and Equity		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 Accounts Payable (A/P)	6,394,067.17	4,812,652.42
Total for Accounts Payable	**$6,394,067.17**	**$4,812,652.42**
Other Current Liabilities		
2005 Due to AML	50,668.14	53,081.80
2010 Due to AML - TTR Fee	$0.00	$0.00
2015 GovOS Fee Payable	483,455.01	437,935.34
2020 TTR Fee Payable	84,264.18	51,638.81
2025 Excess ATR Fees Collected	128,403.22	55,829.68
2030 Account Balances	$0.00	$0.00
2040 Other Current Liabilities	$0.00	$0.00
2045 Sales tax payable	$0.00	$0.00

2050 Suspense	$0.00	$0.00
2051 Tax Refunds Payable	402.75	198.19
2060 Unearned Income	3,097.97	3,097.97
Total for Other Current Liabilities	**$750,291.27**	**$601,781.79**
Total for Current Liabilities	**$7,144,358.44**	**$5,414,434.21**
Total for Liabilities	**$7,144,358.44**	**$5,414,434.21**
Equity		
3000 Retained Earnings	357,460.32	210,117.67
Net Revenue	204,996.75	147,342.65
Total for Equity	**$562,457.07**	**$357,460.32**
Total for Liabilities and Equity	**$7,706,815.51**	**$5,771,894.53**

Alaska Remote Sellers Sales Commission
Statement of Activity
July, 2025-June, 2026

	Total	
	Jul 1 2025 - Jun 30 2026	Jul 1 2024 - Jun 30 2025 (PY)
Revenue		
4000 Commission Fee Income	812,965.77	692,289.83
4100 Late Fees	171,750.00	119,850.00
4200 Reprocessing Fees	2,725.00	2,425.00
4300 Credit Card Fees	1,712.04	1,803.26
4400 Other Income	0.00	-9.14
6000 Interest Earned	95,459.48	92,553.13
Total for Revenue	**$1,084,612.29**	**$908,912.08**
Gross Profit	**$1,084,612.29**	**$908,912.08**
Expenditures		
5000 AML Operating Exp		
5001 Munirevs Enhancement Invoices	85,791.69	36,000.00
5002 Governance/Travel	6,186.62	5,880.01
5003 Legal	16,888.00	4,545.50
5004 Personnel Exp		
5004A Salaries	403,847.70	405,966.44
5004B Payroll Taxes	32,501.43	32,393.73
5004C Health Insurance	109,943.70	100,423.96
5004D Nationwide Retirement	17,958.58	20,001.52
Total for 5004 Personnel Exp	**$564,251.41**	**$558,785.65**
5005 Insurance		
5005C SLIP	9,306.96	8,577.21
Total for 5005 Insurance	**$9,306.96**	**$8,577.21**
5006 Audit Services	27,200.00	25,300.00
5007 10% Overhead Expense	63,895.47	58,912.62
Total for 5000 AML Operating Exp	**$773,520.15**	**$698,000.99**
5008 Bank Fees	1,546.12	1,438.38
5009 Merchant Services Fees	19,361.00	18,127.59
5040 Merchant Balances per MInuRev		250.73
5060 Other Business Expenses	78,782.12	28,833.39
5065 Office Supplies & Software	6,493.81	14,918.35
Other Miscellaneous Expense	300.00	
Total for Expenditures	**$880,003.20**	**$761,569.43**
Net Operating Revenue	**$204,609.09**	**$147,342.65**
Other Revenue		
4005 Net Sales Tax collected from MUNIRevs	-0.09	$0.00
Total for Other Revenue	**-$0.09**	**$0.00**
Other Expenditures		

5010 Member Tax Revenue Expense	32,130,814.33	27,150,768.71
5011 GASB Contra Member Tax Expense	-32,130,814.33	-27,150,768.71
Total for 5010 Member Tax Revenue Expense	**$0.00**	**$0.00**
5020 GovOS Expense	2,750,183.68	2,513,800.09
5020A GASB Contra GovOS Expense	-2,750,183.68	-2,513,800.09
Total for 5020 GovOS Expense	**$0.00**	**$0.00**
5030 TTR Fee Expense	516,311.82	434,113.91
5030A GASB Contra TTR Fee Expense	-516,311.82	-434,113.91
Total for 5030 TTR Fee Expense	**$0.00**	**$0.00**
Total for Other Expenditures	**$0.00**	**$0.00**
Net Other Revenue	**-$0.09**	**$0.00**
Net Revenue	**$204,609.00**	**$147,342.65**

To: ARSSTC Board of Directors

From: Clinton Singletary, Statewide Municipal Sales Tax Director

Date: October 21, 2026

Re: ARSSTC Audit Program

Staff are currently gathering information from Neumo on some additional services they offer, specifically sales tax audit services. Apparently when Neumo was formed via merger, one of the companies in the merger brought in a fully established team of auditors that perform a variety of tax audits, including sales taxes.

Using a 3rd party to perform standard sales tax audits may be a preferable alternative to the ARSSTC attempting to build its own internal team of auditors. One of the main challenges to building the ARSSTC audit program is simply trying to find qualified and experienced audit staff.

The billing model used by Neumo is an hourly rate, tracked by their auditors. This would fit nicely with the Uniform Code provision that allows remote sellers to be responsible for the cost of the audit if the audit assessment is greater than $500. This model would allow the Commission to recoup most of its costs, assuming most of the audit findings result in a material assessment.

For the Board to consider:

- Is the Board interested in pursuing a 3rd party audit service for remote seller audits?
- Does the Board want staff to initiate an RFP process for 3rd party audit services?
- Would the Board like to review a current proposal from Neumo before proceeding with any RFP?
- Does the Board want to designate a Board member to participate in this effort with staff?

To: ARSSTC Board

From: Clinton Singletary, Statewide Municipal Sales Tax Director

Date: October 21, 2026

Re: Guidance request from Accommodations Intermediary

During our outreach to marketplace facilitators addressing the recent marketplace changes to the Uniform Code, one marketplace, an Accommodations Intermediary requested clarification on whether or not an Intermediary is considered to have physical presence.

The attached guidance document was prepared and presented to the ARSSTC Policy Committee on 9/25/26 for review and discussion. Overall, the Policy Committee approved the language in the following guidance document, but there was additional discussion by the Committee around the various charges & fees that accommodations intermediaries deal with.

One question was raised about the ability of the Commission or its members to require tax collection on the fees charged by the intermediary, not just the rental charges. In addition, how does this ability change with a member's decision to "opt-in" or "opt-out" of the marketplace changes.

With a basic reading of Section 050(F)(2), it appears the Commission's ability to require tax collection on all charges / sales by an accommodations intermediary would fall under a member jurisdiction's decision to "opt-in" or "opt-out".

Meaning, for example, if a jurisdiction chooses to "opt-out", the Commission would not be able to require the accommodations intermediary to collect local sales tax on the fees that the accommodations intermediary charges to the local host. These fees technically fall under the definition of a remote sale, but due to the broad language in Section 050(F)(2), they would not fall under the purview of the Commission unless the member jurisdiction "opts-in".

This discussion around fees is technically outside the scope of the following guidance document, but is an important piece to understand as we move forward with this process onboarding marketplaces, not just accommodations intermediaries.

If the Board approves this guidance document, we'll provide it to accommodations intermediaries during the outreach and onboarding process. If the Board wishes additional edits to be made, we can take it back to the Policy Committee for further work on the requested edits.

Physical Presence of Accommodations Intermediaries / Marketplace Facilitators

Issue:
In light of the recent changes to the Uniform Code and Intergovernmental Agreement around Accommodations Intermediaries, clarification has been requested by an Accommodations Intermediary whether or not the Intermediary is considered to have physical presence in ARSSTC member jurisdictions.

Part of this inquiry stems from language outlined in Section 050(F)(2):

F. Unless a member jurisdiction provides otherwise in its sales tax code, the following marketplace facilitators shall report and remit to, and comply with standards of, including audit authority, the member jurisdiction:

2. Accommodations intermediaries that facilitate the rental of transient lodging accommodations

Background:
When the Commission was established, municipalities explicitly did not want STR hosting platforms to be allowed to report / remit through the Commission. One of the primary reasons for this was the physical nature of the transactions, in that the properties being rented were physically located within member municipalities.

At that time, the collection and remittance responsibility lay with the individual property owner or "host" that was listing its property for rent on the platform. This responsibility was based on local sales tax codes and their typical definition of seller. Based on local codes, STR hosting platforms did not have physical presence; the physical presence was only established by the property owner.

Over time, however, municipalities began searching for ways to improve tax compliance with the property owners. One of the methods employed was updating local code to place the collection & remittance responsibility on the STR hosting platform rather than the individual property owner or host.

Current status:
With the recent amendments to the Uniform Code and the Intergovernmental Agreement, member municipalities now have the option to place the tax collection & remittance responsibility on STR hosting platforms and delegate the reporting & enforcement authority to the ARSSTC. Under this change, STR hosting platforms will have a single statewide reporting & remittance authority through which the platforms can remit their collected sales and / or bed taxes.

It is important to note that the new language in the Uniform Code and local codes is not based on the idea of STR hosting platforms having physical presence. Rather, the code language simply changes responsibility for collection & remittance without changing definitions of physical presence.

Section 050(F)(2) of the Uniform Code is intended to clarify that unless a member jurisdiction adopts the necessary code changes, the STR hosting platform or accommodations intermediary does not fall under the authority of the ARSSTC. Any collection or remittance responsibility would lie with the member jurisdiction, based on their existing tax code, which most likely would not apply to the accommodations intermediaries as most local tax codes still hold the property owner / host as responsible for collection and remittance.