**LOUISIANA UNIFORM LOCAL SALES TAX BOARD**

**September 19, 2019**

**Regular Meeting**

The Louisiana Uniform Local Sales Tax Board held its regular meeting at the LMA Building, 700 N 10th Street, Baton Rouge, LA 70802, on September 19, 2019 at 1:00 pm.

***Roll Call***

Chairperson Ruppert called the meeting to order at 1:01 pm. Mr. Ruppert then requested roll call from Secretary Krennerich. The following board members were in attendance:  Chairperson, Gregory Ruppert (proxy for Michael Ranatza), Amanda Granier (proxy for Janet Pope), John Gallagher, Mark West (proxy for Guy Cormier), Jeff LaGrange, Jeanine Theriot and Kressynda Krennerich. Also present were Executive Director Roger Bergeron and Andrew Kolb, counsel for the Board.

***Adoption of Agenda***

A motion was made by Ms. Granier, seconded by Mr. LaGrange and carried to adopt the agenda as posted for the September 19, 2019 meeting.

***Minutes Approval***

Ms. Theriot offered two amendments to the minutes from July 25, 2019: 1) “administrative meeting” needs to be added to a sentence under the Executive Director’s Report, 2) an additional “the” needs to be removed from a sentence under the Executive Director’s Report. A motion was made by Ms. Theriot, seconded by Mr. LaGrange and carried to accept the minutes with amendments from July 25, 2019 and to accept the minutes from August 8, 2019 as presented.

***Board Member Request – Granier, status of ongoing projects***

***VDA Program –*** Testing continues on the revised software. Mr. Bergeron reported he has 5 or 6 VDA requests. If the software is not ready by October 1, 2019, he will begin processing them manually. Ms. Granier suggested board member assistance to avoid any further delay for VDAs on hand.

***Look-up Program –*** A purchase order was issued on September 4, 2019 with Tax Watch Systems and Office of Technology Services to add the Board as a sub-licensee to the State contract. A procedure needs to be developed for reporting mapping errors and rate changes.

***Forms Project –*** Forms listed on the LATA website have been prioritized. The highest priority for review and approval was given to documents with legal implications such as assessments, waivers and power of attorney. LATA will no longer update forms that are Board approved and placed on the Board’s website.

***FY 19-20 Budget Analysis –*** Mr. Bergeron provided a spreadsheet that compared year to date expenses to budgeted. There were two encumbered figures listed: 1) $11,000.00 for the Board’s annual audit and 2) $126,000 for the Tax Watch contract – annual fee $84,000.00 and $42,000.00 contingency.

***Board Member Request – Theriot, discussion remote seller issues***

Jefferson Parish researched the most recent list of approved remote sellers from LDR. Findings showed many discrepancies in what taxes are being charged. LDR will also research the list of remote sellers and meet with the Board administrators to discuss their findings.

***Discussion RFP (Ruppert)***

A discussion was held on the four proposals received for a Board Sales Tax Return and Remittance System. The proposals greatly varied in price and scope and continued maintenance of the system was not addressed. A motion was made by Mr. LaGrange, seconded by Mr. West and carried to reject all submitted proposals. A motion was made by Mr. LaGrange, seconded by Ms. Theriot to issue a new RFP with more details. Mr. Rupert suggested we have a pre-bid conference where all vendors can ask questions for further clarity of a new RFP. Ms. Theriot suggested we provide a flow chart of the process. Mr. Ruppert also suggested adding language to establish a technology partner, not just a software developer. A notice of bid rejection will be sent to all bidders. A rejection of all submitted bids notice will be placed on the Board’s website.

***Executive Director’s Report***

* Mr. Bergeron reported that the collector for Caddo Parish has submitted a request for informal advice from the Board.
* Mr. Bergeron submitted a draft of the Road Construction Materials certificate for the Board’s review. The certificate is now a deferral certificate that will be valid for a year instead of an exemption certificate issued per project. The Board will discuss the draft at the next meeting on October 10, 2019.

***Budget/ Financial Reports***

* Mr. Bergeron provided current financial statements to the Board members for review.
* Mr. Bergeron provided August 2019 paid bills to the Board members for review. A motion was made by Ms. Granier, seconded by Mr. Ruppert and carried to approve the August 2019 paid bills.

***Other Business***

* Ms. Theriot informed the Board that the Walmart.com Louisiana Supreme Court case has been reschedule for October 22, 2019 at 2:00pm. Mr. Ruppert added that the Board’s funding case is also scheduled for that day.
* Ms. Krennerich reminded the Board of Ms. White’s request to have a standing agenda item for a report on the Remote Sellers Commission. Ms. Theriot reported the Commission’s approval of two Notices of Intent – 1) gives authority for the Commission to issue policy documents and regulations and 2) mandates electronic filing for Remote Sellers.

***Adjournment***

A motion to adjourn at 2:38 pm was made by Ms. Granier, seconded Mr. LaGrange and unanimously passed by the Board.

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