**LOUISIANA UNIFORM LOCAL SALES TAX BOARD**

**OCTOBER 11, 2017**

The Louisiana Uniform Local Sales Tax Board held its first meeting at the LMA Building, 700 N 10th Street, Baton Rouge, LA 70802, on Wednesday, October 11, 2017 at 1:30 pm. The following board members were in attendance: Donna Andries, Tiffani Delapasse, John Gallagher, Mike Ranatza, Scott Richard, Amber Hymel, and Greg Ruppert. Absent: Roland Dartez

The meeting was opened by John Gallagher, with introductions of each board member in attendance.

**NEW BUSINESS:**

Motion by Tiffani Delapasse, seconded by Greg Ruppert and unanimously carried by a roll call vote, to appoint Donna Andries the LULST Board Chairperson.

Discussion: The chairperson is also the liaison for the Uniform Electronic Returns and Remittance System Board and Donna is also a member of the coinciding LATA committee.

Motion by Tiffani Delapasse, seconded by Donna Andries and unanimously carried to appoint Greg Ruppert as the LULST Board Vice Chairperson.

Motion by Scott Richard, seconded by John Gallagher and unanimously carried to appoint Amber Hymel as LULST Board Secretary/Treasurer.

Discussion was held about implementing rules for public comment. Clarification was made that public comment must be allowed before every agenda item for vote before the board. It was proposed the board develop Comment Cards, which will include the commenter’s name, contact info, agenda item they would like to address, and their position whether, for, against or informational. It was also proposed the board set a time limit for such comments to three minutes, which can be extended upon the discretion of the chairperson. A motion was made by Mr. Ruppert, seconded by Ms. Delapasse and unanimously carried.

Motion by Mr. Gallagher to adopt a temporary rule for designation of proxy stating that any such designation shall be in writing on the association or board member’s letterhead and shall be a semi-permanent status until such time the proxy status is revoked. A formal letter template will be created and presented at the next board meeting. Seconded by Ms. Andries and unanimously carried.

 At this point a letter was provided to Ms. Andries from the Louisiana Police Jury Association appointing Mark West as proxy for board member Roland Dartez.

A motion was made by Mr. Ruppert to adopt the Baton Rouge Advocate as the official journal of the LULST to publish all public notices, minutes, and other required items in accordance with Louisiana law. Seconded by Ms. Delapasse and unanimously carried.

 Discussion: All information will also be published on the legislative website going forward.

A motion was made by Mr. Gallagher to name Ms. Andries as the Registered Agent for Service of Process, seconded by Mr. Ruppert and unanimously carried.

Motion by Mr. Richard to defer adopting a budget until such a time a workshop can be completed by board members to review and discuss possible budget items. Seconded by Mr. Gallagher and unanimously carried.

A motion was made to hold monthly board meetings on the first Thursday of each month at 10:00 am, beginning November 2, 2017 at the LMA Building, by Mr. West. Also a budget workshop will be held immediately preceding the regular meeting at 9:00 am in the same location. Seconded by Ms. Andries and unanimously carried.

 Discussion: Also, the board will need to draft an RFP for a establishing a fiscal agent for the board.

**EXECUTIVE SESSION**

A motion was made by Mr. Ruppert, seconded by Ms. Delapasse and unanimously carried to enter into executive session to discuss pending litigation of St. James Parish, Plaquemines City Government et al vs. State of Louisiana et al. Board members, Randy Roach, and Andrew Kolb were asked to stay for the Executive Session.

A motion was made by Mr. Ruppert, seconded by Ms. Delapasse and unanimously approved by the board to return to regular session.

A motion was made by Mr. Ruppert, seconded by Ms. Delapasse to retain Mr. Andrew Kolb as legal counsel for the board at a rate of $200/hr. Board Members Mr. Richard and Ms. Hymel abstained from this vote. Board members Mr. Ruppert, Mr. West, Ms. Andries, Ms. Delapasse, Mr. Gallagher, and Mr. Ranatza, voted in favor of the motion, therefore the motion passed.

There being no other business or public comments to come before the Board, it was moved by Mr. Gallagher, seconded by Mr. Ruppert and carried, to adjourn at 2:47pm.

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/s/ Donna Andries, Chairperson

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/s/ Greg Ruppert, Vice Chairperson