

Minutes: SST Mitigation Advisory Committee Meeting

Meeting Purpose The Department of Revenue (Department) convened the annual meeting of the SST Mitigation Advisory Committee to discuss adjustments to the mitigation calculation as brought forth by jurisdictions. The law requires the Department and the Committee to annually decide whether any adjustments need made to the mitigation calculation.

Date, Time and Place Date: Tuesday, July 21, 2015
Time: 9:00 a.m.
Place: Teleconference

Participants Mary Albert, Community Transit
Aaron BeMiller, City of Kent
Lyman Howard, City of Sammamish
Tom Kirn, City of Seattle
Gary Prince, King County Metro
Jim Schmidt, OFM

Department of Revenue Staff: Keri Boyer, Gil Brewer, Debra Conn, Kim Davis, Miki Gearhart, Don Gutmann, Beth Leech, Kristine Rompa, Kim Schmanke, Valerie Torres, Andy Van Gerpen, Patti Wilson

Topics Discussed The table below identifies the topics discussed in the meeting and the person who led each discussion.

Topic	Discussion Leader
Introductions and Purpose of the Annual Meeting	Don Gutmann
Adjustments to the Mitigation Data and Completion of 2015 Annual Review Process	Beth Leech
Quarterly Secure Messages	Valerie Torres
Discuss 2016 Annual Review	Valerie Torres
Next Annual Meeting	Valerie Torres

Adjustments to the Mitigation Data Beth reported that the Department received no adjustments from jurisdictions. This is the third year in a row we have not received any changes. In August, the Department will send out a message letting all local jurisdictions know no changes occurred and that will complete the 2015 annual review process. By the end of August, we will send out a message notifying jurisdictions.

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Quarterly Secure Messages

Valerie reported that we continue to send quarterly secure messages with each payment. She asked if we should send to everyone in the future, including those not receiving a payment. The Committee decided to continue to send messages out to all jurisdictions, some jurisdictions not receiving a payment at the meeting like receiving the information. She also informed participants that we plan to convert documents to Excel 2007 files (XLSX) and will ask jurisdictions about this change with the next payment's secure message.

Discuss 2016 Annual Review

Valerie asked the group if there were any concerns if we don't send out the annual data in August. Jurisdictions would receive the same files as last year since there were no adjustments. The Committee agreed that the Department can just send a secure message saying the data has not changed. Upon request, the Department would send jurisdictions the data.

Next Annual Meeting

Don Gutmann stated the Department will convene the next annual meeting by conference call in July of 2016.

Questions

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Don Gutmann

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Minutes

The meeting minutes are submitted by Keri Boyer.
