

IFTA AUDIT COMMITTEE MINUTES
February 14, 2020
Marriott Mission Valley (Sierra 5-6) San Diego, CA

Jurisdiction Representatives:

Beth Duda-Rel, Chair, AZ – *Present*
Kelly Heaton, Vice Chair, AR – *Absent*
Regan Johnson, MB - *Present*
Marsha Douglas Roy, QC - *Present*
Joel Foreman, NE - *Present*
Lynden Landholm, KS - *Present*
Betsy McCabe, NV - *Absent*
Bille Pierson, ID - *Present*
Christopher Lawson, NJ - *Present*
Mason Simpson, TN – *Present*
Lynn Resides, PA - *Present*

IFTA Board Liaisons:

L. Michael Romeo, CT - *Absent*
David Nicholson, OK - *Absent*

IFTA Inc., Advisors:

Maria Coronado - *Absent*
Debbie Meise - *Absent*

Minutes: Bille Pierson

Roll Call: *Noted above. IFTA Board Liaisons & IFTA, Inc. Advisors attended the IFTA, Inc. Board of Trustees meeting at 8:30 (Balboa 1-2). Prior to the meeting, Board members David & Scott (Board President) expressed their appreciation for the Audit Committee's work.*

Approval: Approval of January 14, 2020 meeting minutes. *Motion to approve made by Mason and seconded by Marsha. The motion passed with all in favor.*

Housekeeping:

- Agendas for each meeting, do we need any changes? *Agendas are needed & the format is okay.*
- Should conference calls remain the 2nd Tuesday of each month @ 11:30 am Eastern Time? The next call will be March 10, 2020. *The day and time are good.*
- Keeping of minutes procedures. *Rotating minutes is good.*
- After each conference call put together items for next agenda – try to send them in advance. *Yes*

Audit Workshop –

Outstanding job this year. The members of the planning committee appreciate all of the AC members for volunteering and stepping up to make our workshops valuable and successful.

Discussions and feedback from each member:

Reception: *Everyone liked and agreed to keep doing.*

The Auditor 101, 301, and Manger Breakouts: *Keep doing with a suggestion of adding terms (lingo) to an optional session.*

The concurrent Breakouts (Scenarios, Industry, and Burden of Proof): *Check surveys, have Industry demo tracking devices & link FMCSA for revoked ELD vendors.*

Regional Breakouts: *Poll ahead for regional questions and topics; use projectors to display.*

What worked well? *Phone polling worked well, attendees were involved, need to use in breakouts. Take notes from the polls for stats.*

What needs to be improved? *Check surveys*

How can we make it better? *Check surveys*

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The General Sessions:

- IFTA Strategic Plans – *Keep. Next time have Carmen/IFTA rep go over status (where IFTA is at) of strategic plan, what's next/ what can we expect to see*
- Body Language – *Good, thought it might be more staff & taxpayer related. Scenario and role playing were suggested. Attendees who are funded to attend with Fuel Tax Evasion money; last year it was the outside demonstrations.*
- Electronic Records Standardization Working Group – *Suggested data consistency; Industry on panel for a useable format.*
- Electronic Records Panel Discussion – *discussed in joint committee meeting.*
- Approach, Analyze, and Report – *discussed in joint committee meeting.*
- Town Hall – *discussed in joint committee meeting.*

Ideas for next year's IFTA/IRP Workshop: *Be thinking of topics for next year.*

Discussions and input from each member: *Various responses on scenario types and length; scenarios with answers were good (Joel & Lynden).*

Exposition of Vendors – Each committee member needs to look at vendors and submit list to Beth.

Keynote Speaker: *Beth discussed a couple of speakers Heidi Crawford researched. The consensus was we need a topic or start with a theme. Marsha suggested Communication "Today's Ocean of Communication" another suggestion was "Overcoming the language barrier/Auditing in diverse world". Have Dave propose and have Heidi Crawford talk to Carmen Martorana for Board approval of \$7,500 plus travel (funded &/or sponsored). The Committee unanimously agreed to have a Keynote Speaker at the 2021 workshop.*

BPG: *Progress on Inadequate Records examples (Lynn and Lynden) The guide is for methods; not gospel. Discussed unreported jurisdiction presentation from 2019. Guidelines and the phrase "material effect" need to be added for adding fleet gallons to calculate MPG. Lynn and Lynden are to provide a mock-up of the BPG with Dave and Renee's presentation from 2019.*

AC Committee Members: *Fully Staffed. Beth will remain Chair through February 2021 then become Ex Officio. Joel and Lynden roll off in February 2021. Joel and Lynden will leave 2 Midwest positions open. Vice Chair position will open.*

What do we want to accomplish this next year? *Discussions and input from each. The audit percent was discussed; see what comes from the Board meeting. Mason suggested audits count as a year like IRP. Every four consecutive quarters count for an audit. Mason will research possible ballot, will need to talk to David, ask Debbie/Carmen & IFTA web designers, and can pitch at Annual Business meeting in August and poll for support.*

Joint IFTA/IRP Audit Manager Roundtables – Topics: *Multiple year audits (would the community be interested in every four consecutive quarters count as an IFTA audit?). Which distance tracking vendors jurisdictions are seeing?*

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Follow-up on Items: Any outstanding questions from the community?

- *Example GPS/ELD Pre-audit Questionnaires for all jurisdictions for BPG. Will wait to get results back from e-records standardization working group.*

- *Guideline for GPS standardization that is updated (see if Oregon will share their Shared Drive of ELD instructions). Would like IFTA, Inc. to place on new website a guide or link for various tracking device vendors. Compile information in a jurisdiction link and invite vendors to share a quick guide for auditors. Have standardization group send out and request needed reports for audit with name and web map to find reports.*

Board Updates:

Industry Committee Representative: Board update on industry representative. *The AC may have a possible charge from board to have an industry representative and invite to meetings quarterly.*

New Business: *No new business.*

Wrap up: *No additional discussion.*

Adjourn: *Regan made a motion to adjourn and Mason seconded. Motion passed with all in favor.*