

CAC Monthly Meeting | Thursday, January 16, 2020 | 11:00 AM (E.S.T.)
(Clearinghouse Advisory Committee)

Attendance:

Chris Keil	Drew Clark	Jason Degraf	Carmen Martorana
Kalyn Gomez	Rodney Richard	Debbie Meise	Tom King
Ron Hester	Dany Couillard	Tammy Trinker	
Melvina Allen	Lauri Smith	Monica Halstead	

Absent: Heidi Durbin, Alicia Ruiz, James Mutch

Minutes – December 19, 2019 meeting.

Minor changes suggested (Chris to make required changes). Drew Clark motioned to approve minutes with changes. Seconded by Melvina Allen.

CAC Membership:

~~One vacancy in the West~~
One vacancy in the Midwest.
One vacancy in the North West
2nd Vice Chair position still vacant.

Debbie confirmed that Drew and James have been approved by the Board as members of CAC.

Action Items: Chris will email all with a listing of CAC membership including subcommittee involvement. Debbie will email jurisdictions a CAC recruitment memo.

IFTA, Inc. Board Update: Rodney

Approved new CAC members. Next Board meeting is in February 2020 in conjunction with the Audit Workshop. Welcome to Dany (NB) as our new CAC Board liaison.

Funds Netting: Jason

No issues last month.
U.S. Funds \$ 27,503,834.86
Canadian Funds \$ 1,285,561.09

Funds Netting Calendar for 2021:

Approved but not yet posted on the IFTA, Inc. site. Chris suggested the funds netting calendar also be posted to the CAC committee page.

Action Item: Jason will post the calendar in February 2020 on the Transmittal page and CAC page.

Quality Control Sub-Committee Update

Meetings for both sub-committees have been scheduled for February - Transmittal – February 4/20 & Demographic February 5/20
Ron has agreed to be the lead on the Demographic subcommittee.

CAC Action Plan for 2020: Chris

Action Plan for CAC should be in-sync with the IFTA, Inc. Strategic Plan and charges issued from the Board to CAC. Goals for CAC should be clearly laid out. Chris noted that CAC should be provided with a listing from IFTA, Inc & the Board of key priorities to focus on (including for subcommittee work). Ron noted that these items are also needed for the CAC face to face proposal he is working on. He noted the proposal will include a meeting budget, purpose/goal document and a draft agenda.

Action Item: Chris & Monica will work on a listing on January 17/20 and then Monica will share with the IFTA, Inc. team for further feedback.

Clearinghouse Best Business Practices Committee Update: Chris

Clearinghouse Best Practice Guides are available on the IFTA, Inc. site. It was suggested that an email be sent to jurisdictions to advise them that the Best Practices Guides are available on the site. Chris also suggested that a note be placed in the IFTA newsletter.

Action Items: Jason to draft an email and send to Debbie. Debbie to then send the email to jurisdictions.

Affect on Surcharge Rows on FHWA Form 551M: Chris

The effect on Surcharge Rows on FHWA Form 551M has been going on for years. Reports were wrong. For IFTA jurisdictions that include a surcharge, the taxable gallons is being report twice in the transmittal summary file. This is because they are required to report it at the detail level for both regular rate and surcharge row. When reported for the summary, it appears that the taxable miles value is being summed from the detail and double for the surcharge.

Discussion was had on this issue. It was decided that the Transmittal subcommittee will work on this issue. It was noted that CAC needs to ensure we have a clear understanding of the issue prior to reaching out to approximately 16 impacted jurisdictions.

Action Items: Chris will contact to Patrick Harrison (VA) and her programmer and put a listing together. Kalyn to contact Rich Wagner prior to the next Transmittal call.

New Business:

Clearinghouse Survey: Jason: send any input to Jason. Survey will be going out soon.

IFTA, Inc. Website: Jason: website is being revised.

Next CAC Call:

February 20, 2020

Minute Taker: Heidi Durbin

Motion to adjourn: Ron. Motion seconded: Kalyn.

Meeting Minutes taken by Ron Hester