

**CAC Monthly Meeting** | Thursday May 16, 2019 | 11:00 AM (E.S.T.)  
(Clearinghouse Advisory Committee)

**Attendance:**

Chris Keil	Kalyn Gomez	Craig Lyon
Jason DeGraf	Melvina Allen	Tom King
Ron Hester	Heidi Durbin	Jennifer Blumhagen
Monique Williams	Monica Halstead	Timothy Green

**Unable to Attend:**

Rodney Richard, Bettina Naylor

**Minutes**

Minor adjustments were made. Motion to approve by Jennifer. Seconded by Kalyn.

**CAC Membership**

Monica has revamped the notification to recruit new committee members detailing what benefits participation in committees will bring to a jurisdiction and will send to Chris for review.

There are currently two vacancies on the CAC:

- One in the Canadian Region
- One in the Northeast Region

**Funds Netting Update**

Jason stated \$6.6 million U.S. and \$565,000 CDN was processed through the Clearinghouse last month. Arkansas missed the deadline and will be mailing out checks to jurisdictions they owe. Those jurisdictions were notified by email. Arkansas generally does not owe for the Funds Netting. Fixing an issue from the last transmittal caused them to owe and their financial system did not have enough time to get the payment processed.

**IFTA, Inc. Board Update**

Craig reported 4Q Board meeting will be in October and has been extended to 3 days, Audit workshop is in February and Annual Business meeting will be in Tempe again. They are developing the agenda for the EOC Ballot for the Annual Business meeting. IFTA, Inc. currently does not have an attorney and is looking for one with IRP and IFTA experience. Board is developing a conflict of interest policy for board members, IFTA, Inc. employees and committee members. The Budget is being worked on. Attorney section presented on whether they should be a committee or not. Board originally voted no. A special committee, like this, must have a Board Charge. Attorneys should make a ballot and have membership vote on if they should be a standing committee. Jurisdiction's attorneys can contact David Poore. Monica presented the strategic plan for the CAC committee.

Priority 1: Ensuring the continuity of the funds netting process

- 1.1 Cross-training of IFTA, Inc. team
- 1.2 Ensure adequate supporting documentation

Priority 2: Build and maintain effective collaborations and communication with jurisdictions, industry, and other transportation and revenue organizations. Prepare for the growth of alternative fuel types  
2.2 Create a ListServe where jurisdictions can ask and answer questions

Priority 4: Provide better training, technical assistance, and continuing education to the IFTA community  
4.2 Charge relevant committees with identifying trainings and assistance that are most relevant to the stakeholders they represent  
4.3 Develop and host learning opportunities (e.g. group trainings, webinars, etc.) for jurisdictions on key issues

### **Quality Control Sub-Committee Update**

- Letter to Florida has been mailed and emailed to Florida
- Exploring Net Zero Returns (taxable gallons = tax paid gallons)
- Currently awaiting further direction from the Board re: priority setting from the IFTA, Inc. Strategic Plan. Monica asked for more information regarding this committee to assist with the Strategic Plan.
- Suggestion was made to have Peer Review meet with this committee.
- Jason notified West Virginia regarding demographics file being sent. Appears they are uploading a file, but it is the same file from 10/2018. Ramifications can be to remove their entire file.

### **Clearinghouse Best Business Practices Document**

- Jason gave update in Bettina's absence
- Have missed 2 meetings
- Approximately 98% complete.
- Document is ready for draft to be sent to Board for review
- Possible presentation of the document at the IRP/IFTA Managers' and Law Enforcement Workshop

### **CAC Face to Face Meeting- Action Items**

- Further updates after the review of the Board's strategic plan
- Possible meeting during IRP/IFTA Managers' and Law Enforcement since we may be presenting at this meeting
- Chris will work with Ron to petition the board for the Face-to-Face meeting

### **LEC Presentation**

Chris will notify David Bales that the committee is tabling the requirement to upload IFTA decals.

### **IFTA Ballot FTBP #01-2019**

18 comments – 16 support and 2 oppose

Chris suggested committee members read the comments

## **New Business**

## **Next Meeting**

June 20, 2019, 11:00 EST

Meeting minutes taken by Heidi Durbin

Meeting adjourned at 11:57am (Motion: Ron 2<sup>nd</sup>: Tim)

Next minute taker: Tim Green