

CAC Monthly Meeting | Thursday June 20th, 2019 | 11:00 AM (E.S.T.)
(Clearinghouse Advisory Committee)

Attendance:

Chris Keil	Kalyn Gomez	Craig Lyon
Jason DeGraf	Melvina Allen	Rodney Richard
Ron Hester	Heidi Durbin	Jennifer Blumhagen
Monique Williams	Timothy Green	Bettina Naylor

Unable to Attend:

Minutes

Minor adjustments were made. IFTA Inc. paragraph altered. Motion to approve Ron Hester & Melvina Allen seconded.

CAC Membership

Chris Keil has submitted a re-draft to Monica and will follow up with her. She will see if it can go out this month.

There are currently two vacancies on the CAC:

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

Funds Netting Update

Jason stated \$ 91,883,045.93 U.S. and 3,867,536.83 CDN was processed through the Clearinghouse last month.

Nova Scotia changed systems and sent out checks due to errors. Saskatchewan made a currency conversion error needing to make adjustments using the clearinghouse, rather than by check like Nova Scotia. Nova Scotia had the ability to make processing adjustments.

A member asked why Saskatchewan could do a processing adjustment and their jurisdiction had to mail checks. Jason stated it was due to non-funding, not an error.

Jason suggested looking at the Access Agreement to see if changes can be made to it. Specifically, when a jurisdiction doesn't fund, should we allow using processing adjustments once a year as an exception to sending out paper checks, which can confuse jurisdictions. Jason to send the Access Agreement to all.

IFTA, Inc. Board Update

Rodney informed the board that the IFTA Annual Business Meeting planning is occurring, and Craig confirmed the posting of the Executive Direct position has gone out. It closes July 12th.

Items from the IFTA, Inc. Strategic Plan that the Board recently updated were shared:

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 too. While Florida did not respond to it they addressed the issue.
- 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.
- Jason notified West Virginia and Washington regarding demographics file being sent. Both jurisdictions relayed that they are working with their vendors to correct the issue at this time.

Clearinghouse Best Business Practices Document

- Document is ready for draft to be sent to Board for review. Craig and Rodney will attempt to get final approval prior to the Board's October meeting.
- Possible distribution of the document at the IRP/IFTA Managers' and Law Enforcement Workshop

Update of Upcoming Presentations for IFTA Meetings

For the IFTA ABM – Chris will provide a quick committee update of our past accomplishments and continuing work on the CAC. There will be a breakout presentation of data quality that Chris will work with Tim Green on. This Quality Control presentation will also be used for the Managers and Law Enforcement Workshop in September. We will be presenting with the LEC. Tim will expand upon and/or tailor Ron's and Marc's presentation to accomplish this once the focus of the presentation has been determined.

CAC Ongoing Action Items

- It was decided that no Face to Face meeting in 2019 would be requested due to awaiting directions from Board from Strategic Plan initiative.
- CAC will continue to add/edit the action plan as needed-strategic plan initiatives have been included on document.

IFTA Ballot FTBP #01-2019- Proposed additions to Annual Reporting requirements

24 comments

Chris suggested committee members read the comments

Bill sponsors will have until July 10th to revise the ballot based off the opinions expressed during the comment period.

21 in support. 2 opposed. 1 undecided.

New Business

No new business.

Next Meeting

July 18, 2019, 11:00 EST

Meeting minutes taken by Tim Green

Meeting adjourned at 11:57am (Motion: Ron, second by Tim)

Next minute taker: Monique Williams