

**IFTA AUDIT COMMITTEE TELECONFERENCE MINUTES**  
**February 12, 2016**  
**Las Vegas, NV**

**Jurisdiction Representatives:**

Dave Nicholson, Chair, OK  
Jeff Hood, Ex-Officio, IN  
Bob Gattinella, RI  
Diana Kay, FL  
Jimmy Tompkins, AL  
Beth Duda, AZ

Helen Varcoe, MT  
Maxime Dubec, QC  
Stacey Hammock, WY  
Joel Foreman, NE  
Kristie Zanis, NH  
Lynden Landholm, KS

**Board Liaisons:**

Steve Nutter, VA  
Joy Prenger, MO

**IFTA Inc., Advisors:**

Debbie Meise  
Lonette Turner  
Tammy Trinker

**Roll Call:** Joy Prenger was absent.

Approval of January 12, 2016 meeting minutes; Diana motioned and Bob second, motion carried, minutes approved.

Everyone does not need to respond when an e-mail is sent to the whole AC.

Copies of fuel receipts, electronic receipts, etc. were discussed. Which jurisdictions accept certain types of fuel records?

People can help with audit projects without being on a committee.

Dave brought up discussion regarding a Don Stroncheck award. Kristie read a request to create this award to be given for support of education. IRP is also discussing this issue.

**Audit Workshop:**

Everyone did a great job this year. The next planning committee call is next Wednesday. They will get together sooner than they did last year.

There were questions from attendees on the dual fuel presentation. Joel has a spreadsheet they use in Nebraska. They give it to their carriers to help them and he will share it with other jurisdictions as well. Lonette suggested Joel contact the dual fuel committee and give them an example of their spreadsheet. Possibly sit in on their next conference call so they could get an audit perspective. Joel will send the spreadsheet to Dave and he will send it on to the dual fuel committee.

The scenarios were very well received.

### **Ideas for next year's IFTA/IRP Workshop**

Each member discussed the workshop and what they would like to see or do next year. Some suggestions were:

- More time with the presentations and for the presenters to work together for their specific section.
- Longer breakouts. This is where people learn the most. We lose a lot of people in the general sessions.
- Can we do a reception? We need to get more committee members to do the meet and greet at the registration table. Announce meeting in the lobby for people to get together for dinner plans.
- Some form of auditor 101.
- Having errors shown on the sheets so there isn't so much time spent searching for the issues. Then there is more time to discuss the errors.
- Come up with questions to ask the service providers or what the carrier needs to know about them.
- Don Stroncheck award is a great idea.
- A demo on GPS and more topics and discussion on how it works.

Bob asked if there was a better month to have the workshop to help with costs, maybe March. Debbie mentioned it is hard for them to get the Federal lodging rates at the hotels, especially in the winter months, in locations that have large amounts of visitors from colder states.

Splitting attendees into regions to discuss specific regional issues was discussed. The Manager's and Law Enforcement workshop has done that in the past. A committee member could lead the regional issue discussions.

The jurisdiction only meeting is no longer productive. If jurisdictions have questions they can call the appropriate jurisdiction for answers.

Debbie suggested looking outside the committee for presenters and getting the information together. There are experts and great resources out there. Reaching out to other committee members is also an idea. It's ok to delegate and ask for help. The Board liaisons are here to help and are great resources.

Helen thanked everyone for their hard work and the Board for covering all the expenses.

### **Follow-up discussion**

The number of audits and their dollar figures are in the Clearinghouse annual jurisdictional reports. Lonette mentioned there are reports out there now where we can retrieve that information. There is one person in each jurisdiction that has permission to add users to access the Clearinghouse information. There is no cost to add users.

Ballot 3 will be effective January 1, 2017. Diana volunteered to be on a subcommittee to help implement this ballot. Helen would like examples from everyone to put in the Best Practices Guide. Debbie mentioned the PCRC will meet March 8-10, 2016 to redo their worksheets, review guidelines, streamline the review process and will only be looking at disputable items. They need examples and interpretations. When the drafts are complete, they will send to the AC for review. Clean-up language for this ballot will happen at a later date.

Ballot 4 changes were discussed. There is support for four consecutive quarters. The wording of license year, time frame, "for cause", limits, percentages etc. were discussed in detail. The wording for this ballot finally came together and will be given to the PCRC for review. April 22, 2016 is the deadline for ballots.

Webinars were discussed. There is money in the IFTA budget for webinars. There are training materials on the IFTA website under the "about us" section.

### **Questions from the community**

There was a question regarding a business that operates a truck less than 26,000 pounds gross. To be registered with IFTA, it must be a qualifying vehicle. This could be an enforcement issues. An e-mail will be sent to the Board for interpretation for auditing these types of companies. Lonette needs to be copied on the e-mail. There is a process when asking the Board for answers.

Carriers have the ability to E-File their returns in Alabama.

There was discussion regarding the industry average worksheet and other resources. There are several jurisdictions that use this worksheet as a tool. Some jurisdictions have asked when this information will be available. This worksheet could possibly be part of the Best Practices Guide. There are DOT resources as well. There are procedures that need to be established if the committee takes this on as a project. Joel explained their process and who they called when they created this worksheet.

South Carolina asked about auditing unlicensed carriers. The current language gives the ability to do so. Dave will formulate a response to them and send it to everyone on the committee.

### **Housekeeping**

There will be no changes to the date and times of our monthly conference calls. They will still be the second Tuesday of every month. The next call will be March 8, 2016 at 11:30 a.m. EST. Any suggestions for agenda topics would be helpful and are welcomed. Stacey will continue to take minutes. An agenda for the next call will be done after each call and will be sent in advance. Tammy will host the calls and will send out invites for the year. It would be helpful if everyone could say their name before they speak on the conference calls.

### **New AC members**

There is an opening in the southeast region. An e-mail is sent out to the Commissioners, Assistant Commissioners and the audit contacts when there is an opening on the committees in their region asking for volunteers. If there are no volunteers then they can take a person for the jurisdiction vacated.

This is Diana's last meeting. Everyone thanked her for her hard work and participation. She is still a good resource and will stay on her current subcommittees.

### **Best Practices Guide**

A rough draft has been completed but ballot 3 language needs to be incorporated. There will be examples added to the guide. Lonette will have to do an IFTA disclaimer. When finished, it will first go to Debbie, then the AC and finally to the Board for approval.

The IRP Best Practices guide could be a good reference and the same format could be used. Their guide is out for comment now. Helen asked everyone to review the IRP guide. The IFTA Best Practices subcommittee will be determined in March. The goal is to have the IFTA guide go out in 2017, the same ballot 3 goes into effect.

### **What do we want to accomplish this year**

IFTA record reviews will be looked at again. Some jurisdictions use the IRP record reviews for training purposes.

Complete ballot 3 implementation, complete work on the Best Practices Guide, and finish work or decide what we will do with the Industry Standard worksheet.

Dave will put a working group together for electronic requirements.

### **Wrap up**

Dave thanked the Board, IFTA staff and the Committee. He would like the Best Practices Guide to be top priority. Next priority will be ballot 4. His goal this year is to have the workshop material ready to go for next year's workshop by October. He has a vision and will bring it to the committee in the next few weeks. He suggested having four vendors to display their systems on GPS. Dave thanked Diana, as this is her last meeting. He also thanked the new members, Lynden and Beth.

Maxime motioned to adjourn the meeting. Diana second. Motion carried.