

IFTA AUDIT COMMITTEE MEETING MINUTES
May 9, 2017

Jurisdiction Representatives:

Helen Varcoe, Chair, MT
Dave Nicholson, Ex-Officio, OK
Bob Gattinella, RI
Joel Foreman, NE
Kristie Zanis, NH
Betsy McCabe, NV

Beth Duda Vice Chair, AZ
Kelly Heaton, AR
Jimmy Tompkins, AL
Lynden Landholm, KS
Marsha Douglas Roy, QC
Bille Pierson, ID

Board Liaisons:

Steve Nutter, VA
Joy Prenger, MO
Rick LaRose, CT

IFTA Inc., Advisors:

Debbie Meise
Tammy Trinker

Roll Call: Dave, Betsy, and Joy were absent

April Meeting Minutes were approved without adjustments – Jimmy motioned to approve and Kelly seconded.

Updates:

IFTA/IRP Workshop – Helen said that initially 46 responses were received regarding the 2017 Workshop survey. They were re-sent to attendees who have yet to respond and they have until Thursday (5/11) to do so. The responses look good so far.

Tammy provided an update regarding the next Audit Workshop, which will be held in Chandler, AZ. It will be located at the Crowne Plaza San Marcos (2/14-16/18). Beth inquired about the registration fees and Tammy stated they would not be less than this year's registration fees.

Best Practices Guide - Hopefully there will be a draft by the next conference call.

Industry Average Chart – Helen has e-mailed back and forth with the ASSC and they are still reviewing to determine if IFTA Audit Committee should take on this endeavor.

Adequate/Inadequate Chart – David put together this chart for our discussion and comments. Helen requested the Committee e-mail David their comments regarding this chart. He hopes to put it in the Best Practices Guide.

Questions from AC and the community:

- NJ – Audit Example – Our response was sent to Ken. We received a “Thank You” email from him and he had no further questions. Kelly said he has recently encountered a similar scenario as the one presented by NJ and expressed the value of our communications regarding audit scenarios. Helen, Bob, and Kristie agreed that we should continue to strive to provide input and communicate about various audit scenarios. This was exemplified earlier when Bob requested input about a GPS company and Kristie and Rick both indicated they had similar experiences with the same company.

Beth inquired if the Electronic Logging Device pamphlet has been posted yet. Tammy confirmed it has been posted on the Industry Advisory Committee web page. Helen also said it had been posted on IRP’s website. Beth was curious because someone from IN had asked her about record retention.

A420 Notification Discussion: Lynden was concerned about which date qualifies as the 30 days notice (the initial notice or the confirmation notice date). Helen stated we need to have the PCRC clarify.

PCRC Clarification: Helen forwarded the Committee’s input regarding the updated work papers for IFTA Compliance Reviews and an email was received from the PCRC thanking us for our timely response and comments. Helen laid out the next steps in their process:

- The Board Liaisons to the PCRC will be attending each Regional call to provide information on the proposed changes to the Program Compliance Review Process and to answer any questions.
- A draft of the proposed Review Guide and Worksheets will be directed to the Commissioners by early June.
- Webinar presentations on the proposed changes to the Program Compliance Review Process will be held in June and July.
- The PCRC will be creating a presentation which will be given at the IFTA Annual Business Meeting (ABM) in August.

Marsha requested clarification regarding the updated work papers. Rick explained that the PCRC has two tasks involved with the updates. First, is to update the current process for ballot 3, and the second is to streamline the process to prevent excessive uploads of files on the front end of a review.

New Business: No new business.

Adjourn: Bob motioned to adjourn and Jimmy seconded.