

Agreement Procedures Committee  
Minutes—February 11, 2015

Present	Absent
Kasia Panczyszyn-note taker	Cindy Swanson
Tim Nehring	Kim Plante
Kate Kennedy	Karen Smith
Kim Knox Lawrence	Debbie Meise (IFTA Inc )
Marie Stark	
Glenn Boyette	
Cindy Arnold (Board liaison)	
Trent Knoles (Board Liaison)	

-The January minutes were discussed and a motion by Glen Boyette seconded by Kate Kennedy to accept the minutes as presented was approved unanimously. Kim will forward the minutes to Tammy & Debbie at IFTA for posting to the website.

-Question was asked: Are minutes from APC meeting posted to website? Tammie indicated they were missing Jun-Dec 2014 minutes. Kim will email Tammie and Debbie these minutes.

-Kim will look into Login ID & password for Kasia so she can access APC site.

-Kim P. & Marie- working on New Member Guide only. Marie sent Kim notes and they are refining it now. The deadline is Mach 31/15.

-Kate & Karen- working on Best Practice Guide- did not see much that needed changing. Will send out to see if they get anyone to respond with suggestions.

-Kate & Karen-working on Committee Charter revision for Website- Revision was sent out to Kate on Friday (Feb 6th) and everything looks good.

-IFTA Annual Report:

Need to look at some information start sending emails by April?

Possible additions to annual report:

What software are you using?

Any significant changes this year?

Is electronic filing available?

Discussion took place regarding electronic filing and what other jurisdictions are doing and how are the handling it, do the use debit, credit, how to the handle the fee etc:

Trent (IL)- has some pushbacks when went to electronic filing only but work out fairly well. The use Gentax and electronic payment are ACH debit

MS- eat debit fee

MT- take credit card eat fees

MN- interactive process, electronic cheques debit  
IN- charge fee to clients they know they have to add on to payment  
MA-credit card only

-Glen mentioned need to set up a separate call to discuss other issues/additions to Annual Report ballot. Ballot proposal must be submitted by April 10<sup>th</sup>. Tammie confirmed date. Will need to have something ready for March 8<sup>th</sup> APC meeting then finalize April 9<sup>th</sup> APC meeting.

-P1050: current rule only need to send out to jurisdictions not participating in clearing house. However other jurisdictions as still sending this info even though they are part of clearing house. Need to clear up wording and put it in ballot proposal language. OK QC, NFLD not part of clearing house.

-P1100: take this out at the same time you are adding electronic info.

-R400: no consistency. Why do we ask for this information? It is relevant/necessary anymore? Does anyone care how many suspensions a jurisdiction did?

Question asked: License suspension/revocation now together. Was it always like this?  
Cindy answered- yes it was

-Was mentioned that the above point pertains to #1 & 3 agenda items (P1050 & R2120): Don't need to send, only to read only jurisdictions (not part of clearing house). This is a small change= insert read only

-R2120- Board would like a requirement for all jurisdictions to upload information nightly/daily to clearing house. This is a simple change, refine language to make it more clean.

Kim K.L will work with Tim & Kasia on the ballots. Kim will check her calendar and email them. This need to be in by April 10<sup>th</sup>

-Kim K.L. still looking for 1 more Canadian member. It was suggested that she drills down to management/supervisor level as currently no one has given her any feedback.

-Ideas for workshop- Marie will send and email to APC for input.

Need to discuss funding for Workshop in October- be aware that it was mentioned at the last Workshop the lack of APC meetings on agenda. Need to slot into agenda.

Also suggestions needed on how to split/divide payment for cost of Workshop.

Other items:

Glen mentioned an issue that we might want to prepare for. Apparently this is coming from Clean energy and Truckers Association. Looking to standardize conversions from fuel/gas gallons to pounds to create Diesel and gasoline gallon equivalents. The current measurements match what Mississippi is currently using (or will be by the beginning of Mississippi's next fiscal year. He sees issues in his jurisdiction regarding reclamation of

CNG from LNG when the LNG gets to be less than -260 degrees & vent-offswar(-259 or warmer), could create LNG- tax refunds issues. CA might be most concerned? Glenn asked Trent if he was aware of the issue for Illinois, but he replied no because they have no LNG fleets currently.

Next meeting scheduled for March 11th.