

Agreement Procedures Committee
 Minutes for the Open Meeting at the
 2012 IFTA/IRP Managers' and Law Enforcement Meetings
 September 13, 2012 at 13:45

Participants	Absent
Cindy Arnold (NV) Chair	
Trina Kluever Pauli (WI) Vice Chair	
Sandi Ackerblade (ON)	Kim Plante (VT)
Cindy Swanson (CA)	
Marie Stark (MT)	
Ghyslaine Lepage (QC)	
Glenn Boyette (MS)	
Kim Knox-Lawrence (ME)	
Carolyn Evanston (IN)	
Pamela Marshall (KY)	

Guests: Amanda Koeller (IFTA Inc)
 Mike Dougherty (Federal Highway Administration)

Cindy Arnold called the Agreement Procedure Committee to order. She introduced the committee members to the audience and cautioned that any votes taken needed to be limited to committee members. We have quorum. The purpose of this open meeting is to allow people to see what we are doing during our meetings and, maybe, some will be interesting in joining the APC.

From IFTA Inc

Amanda Koeller introduced herself and described her responsibilities at IFTA Inc, mainly the tax rates, the returns and the funds netting on the Clearinghouse.

First she presented the funds netting: In 2010, 39% were paid late; in 2011, it is down to 16% and it seems getting better for 2012. She announced that Prince Edward Island is now member of the Clearinghouse. The funds netting calendar for 2013 is available on the website. She says that it is important for jurisdictions to keep up to date their communication lists. They are used to send information and it is required that jurisdictions give two contacts for the funds netting mailing list.

Regarding the Tax Rates, they can be entered at any time until the upload date. They are thinking of preparing a calendar with the limit dates and making it available on the website. There are discussions on what could be the best way to alert jurisdictions when they have two rates published. It was asked if the Tax Rates Matrix could be corrected to remove the error of one jurisdiction who is presenting the rates on two lines when there is no split rate. Ron Hester from the Board answered that the updates are the responsibility of the jurisdictions not IFTA Inc.

Lastly, Amanda said that the membership dues will be sent earlier this year in order to have the payments earlier. The year begins July 1st. This year it has been approved that IFTA Inc will pay some travel expenses for commissioners attending the Annual Business Meeting.

APC Minutes:

Quorum was in attendance. Marie read the minutes of the previous conference call. Carolyn moved to accept the August minutes as written, Kim seconded; approved by all members.

From Federal Highway Administration (FHA)

Mike Dougherty is invited to do its presentation. He has been working for a State agency for 28 years and he is now working for the Federal Highway Administration. This does not concerned provinces; it is to apply apportioned fees to the states. He insists on the importance of reporting the most accurate data for IFTA. These are used to apportioned fees collected, based on formulas to states. This money is sent and should be used for safety, bridges, and infrastructures. For examples, in 2010, 35 billion dollars were collected in taxes and fees, ex: 69% comes from gasoline, 23% from special fuels; highway vehicle tax represents 2.5%, etc

Each state received an average of 2% of special fuels, so a difference of one percent makes a big difference in what you received. FHA knows collectively how much is collected but not the amount per state, on an individual basis. To apportion the amount for 2012, the 2010 data were used.

Some information was given on how to complete the 551-M form and Mr. Dougherty insisted on the importance of filing in the right figures. He discussed MAP 21 that becomes effective in October 2012.

Presentations from APC

○ New Guide Member

Sandi Ackerblade has reviewed the New Member Guide; she would like to thank Kim, Cindy and Glenn for their comments. This Guide included information on the structure, the length of terms, the responsibilities of the member and also some technical information on how to log to the website.

She thinks that some improvements can be brought like: more information on the ballots and the C.B. I. procedures, more hyperlinks and finally the language used could be simplified.

○ Best Practices Guide

Kim Knox-Lawrence has reviewed the guide and reduced the pages from 25 to 19! The sub-committee corrected some grammatical errors and worked on the decals placement. She found it very helpful for new and old members. It is very easy to find information. The guide also includes a summary of the carrier's responsibilities.

Cindy Arnold asked to send both revised document to all members so that we can vote on the changes in December and then we will send them to the Board for approval. This point will be added to their January agenda.

○ Ballots

Carolyn Evanston discussed the ballot to define English as the official language of IFTA.

It was said that there was not a lot of discussion on it at the ABM; the important part is that English should be used to communicate between jurisdictions but has no impact with the exchanges with our carriers.

Carolyn mentioned that maybe the ballot should have a part on financial report (in gallons and miles).

Cindy said that this should be done in two ballots. It will be discussed in the November call. The ballot should be then turned over to the attorneys for review.

○ Committee Rotation Review

Marie Stark explained the process: the term is from November to October, it is a two years' term and the term can be renewed three times. But it could be extended if necessary.

○ Charter Review

Cindy Arnold asked us to review it, we will discuss at our next conference call if changes are required.

- New business

None

- Old business

Trina discussed records retention to ensure that records should be kept for five (5) years, since the Compliance review are now every five years.

(P1210 says that the reviews are conducted according to a schedule developed by IFTA, Inc.)

Vice chair discussion was tabled until the next conference call.

Due to time constraints, and with no further business, Cindy Arnold, Chair, declared the meeting closed, it ended at 3 o'clock.

Minutes submitted by: Ghyslaine Lepage and Glenn Boyette

10-02-2012