

IFTA / CAC Teleconference Call | Thursday, August 25, 2016 | 11:00 AM (E.S.T.)
(Clearinghouse Advisory Committee)

Attendance:

Amanda Koeller	Trishawn Bell	Brenda Wells	Monique Williams
Lonette Turner	Marc Walker	Bettina Naylor	
Jason DeGraf	Garry Hinkley	Cindy Arnold	
Debbie Barrett (ITAC)	Ron Hester	Amber Schuh	

Unable to Attend:

Bill Blum	Sherry Conrad
Kalyn Gomez	Melvina Allen
Chantel Bourgoin	

July minutes were approved

Motion to approve minutes by Marc and second by Brenda.

Committee Vacancies

There was a nominee from the Midwest region, Chris Keil, SD, which has been submitted to the IFTA board for approval. That leaves one vacancy in the Midwest region.

Funds Netting (estimates) – USD \$ 5,783,000 CAD \$ 220,00

Amanda reported there was one jurisdiction (RI) that paid one day late but was still able to be included in the netting, so all went well.

Amanda also announced that she will begin preparation of the 2018 Funds Netting calendar and asked for volunteers from the committee to assist.

General ABM Update

Garry reported that the ABM went very well and stated that the breakout sessions were the best part of the meeting. He congratulated Marc and Bettina on their presentations and said that they resulted in lots of good feedback from the attendees.

Cindy stated that Garry was recognized at the ABM for all of his years of service as he will be retiring at the end of this year. Cindy also thanked the presenters for their hard work.

Ron said that the presenters did a great job engaging their audience and stimulating discussion. He thanked Bettina and Marc for their hard work and felt that helped to fulfill the mission of the CAC. He will send the CAC presentations to the group and they will also be posted on the IFTA Inc. website.

ABM Break- Out Sessions Update

Ron provided breakout session notes to the group for initial discussion and possible action by the CAC. These notes will also be posted on the IFTA Inc website.

#1 FTB: #03-2015: discussions had on effective date of July 1/17 & what it means to have a daily “full upload” and benefits of this to the Clearinghouse (CH). It was suggested to attendees that each jurisdiction contact Jason at IFTA, Inc. when they are ready to change to a daily full upload. There was

also discussion of one of the systems used by jurisdictions and the ability of the current core product i.e. to implement this change by the effective date to all impacted jurisdictions.

Marc reported that he encountered questions and confusion re: full upload as required by FTBP #03-2015. He suggested that Best Practices guide include the definition of full upload.

#4 Non-IFTA Jurisdictions: Discussion was had on if non-IFTA jurisdictions should be reported on transmittal info to the CH. At present time no non-IFTA jurisdictions should be reported on the monthly transmittals. Comments were made that this impacts the total mpg/kpl and consideration should be given to have a code in the CH to represent these jurisdictions i.e. OT (other etc).*

Some jurisdictions expressed during the ABM that they would like to include non-IFTA jurisdiction data using a designation of OT. Some jurisdictions report under a non-IFTA jurisdiction (AK, HI, etc). In NB non-jurisdiction data is indicated by "NI" for Non-IFTA but is not included on the transmittal. It was questioned whether or not non-jurisdiction data would be needed for compliance reviews. Lonette stated that she believes that the answer is no because the reviewer will ask if total miles and total fuel were used to calculate the IFTA return. The team was asked to think about whether or not this information is needed at the clearinghouse level and if so, is some sort of special designation needed. The team was asked to discuss the implications with our jurisdictions and table until our next call.

#5 Industry Access to CH: Industry (service bureaus) discussed the notion of having access to the CH. Industry noted that perhaps they could have access only if they had the carrier id etc and perhaps only have access to a subset of the CH or establish an access level. CAC mentioned that we would take back to the committee and further discuss.*

Discussed service bureaus and & third party access to a specific level of the clearinghouse in the context of roadside enforcement. Lonette believes this could be a legal issue. Discussion resulted in the committee decision that service bureaus can receive that information through the base jurisdiction and not through the clearinghouse.

#6 Return Info to CH: Industry asked about the notion of being able to utilize the CH to submit return data to the CH & then have the CH submit data to the effected jurisdictions. This, they noted, would eliminate them having to submit data to several jurisdictions. Perhaps have a standard EDI format & template. Possible item for ITAC to review/research.*

Lonette believes that ITAC surveyed jurisdictions regarding this in the past and at that time, there was no interest. Jason also wrote a program at that time. Some type of uniform file format, EDI or layout for data exchange would need to be agreed on. ITAC or APC could establish best practice. Jason would need all jurisdiction system layouts. ITAC will survey members for interest.

#7 CH Auto Daily Validation/Edits: It was asked if the CH could/should have edits to the data from jurisdiction prior to accepting data to ensure correct formatting etc. Could be a future enhancement.*

Discussion on whether or not the clearinghouse should have some sort of validation for required fields. If so, should these files be rejected line by line in the demographic file and the whole file for transmittals? The group will table further discussion for the next call.

#9 DOT: Discussion was had on DOT – to ensure if utilizing that the correct DOT is used – issue for Canadian jurisdictions to validate, etc.

Garry asked if there is a report that will identify carriers with the same USDOT using multiple tax ids and/or USDOT numbers. Jason states that he can get one. Duplicate names can be identified, but they must match exactly to be picked up on the report. Garry states that he will take on contacting FMCSA to get Canadian access to check USDOT numbers.

#10 CH Reports: Suggestion was made to include in the Best Practices Guide a section on CH reports and pertinent details that would assist users i.e. name of report, information contained on report, frequency of report etc.*

Monique volunteered to chart the types of reports and data currently available.

#11 CH Reports – Possible Enhancement: It was asked if the CH could send some reports to jurisdictions automatically to detail any issues encountered with data or other – it was suggested that a CH enhancement form be completed and submitted for consideration.*

#14 Best Practices Guide Updates: It was suggested that any updates to the Best Practices Guide be relayed to all jurisdictions so that everyone is aware of any changes etc. It was noted that the Guide will be housed on the IFTA, Inc site and will display the most current version. It was also noted that it could be included in the IFTA NEWS that there are updates to the Guide etc.*

Bettina reported that the newest guide will be available on the IFTA, Inc website and any updates will also be reported in the IFTA News. In addition, a blast email can be sent to the transmittal contacts for each jurisdiction. Ron reminded the group that the goal is team involvement and succession planning so that these living documents seamlessly continue being updated and maintained.

#15 License Year on Report: It was asked why currently there is no license year on the report. It was noted that this would assist enforcement to have as a field in the demographic data i.e. current and prior year and have an expiry year (Dec 31).*

An enhancement form was provided to display two years of data.

Quality Control Sub Committee

Marc reported that data review of the nine jurisdictions who received letters from the Quality Control Sub Committee will begin to ensure corrections have been made. He stated that the committee intends to write a procedure so that all jurisdiction data will be reviewed uniformly. Brenda reported that she has started that procedure. She will distribute and send to members prior to the next sub-committee call. Marc states he will schedule the next call for September 15.

Best Practices Sub Committee

No update – next meeting will be scheduled soon.

Electronic Credentialing Work Group

Garry reported that Paul Brady gave a presentation on the Midwest project and it is going well and may be extended. Garry stated that he will be including in his legislative plan the authority to participate in pilots and suggested that members include in their plans if they do not already have the legislative authority to do so.

SAFER

Garry reported that Mark Bell provided a huge data dump from KY for Garry to review.

New business – No new business discussed

Next Meeting –September 15, 2016 at 11AM EST, next minute taker - Bettina

Meeting adjourned at 12:01 PM EST

Meeting minutes taken by Brenda Wells