

**IFTA / CAC Teleconference Call** | Thursday, March 15, 2018 | 11:00 AM (E.S.T.)  
(Clearinghouse Advisory Committee)

**Attendance:**

Jason DeGraf	Ron Hester	Cindy Arnold	Marc Walker
Kalyn Gomez	Bettina Naylor	Melvina Allen	Trishawn Bell
Monique Williams	Lonette Turner		

**Unable to Attend:**

John Szilagyi	Brenda Wells	Chris Keil	Rick Taylor
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Jennifer Blumhagen

Ron opened the meeting by welcoming everyone to the monthly call and taking roll.

Motion to approve minutes of 2/15/18 call by Marc and second by Melvina. Minutes approved without modification.

**IFTA, Inc. Board Update**

Cindy provided the board update. Ballots passed, including the ballot concerning viewing IFTA documents electronically. This is effective 1/1/2019. Cindy cautioned everyone to check their laws now to ensure the laws allow this. Cindy also requested ideas for Townhall subject and Breakout sessions. If you have any ideas for either, please send Cindy an email. She also requested we check our communications lists in the IFTA Inc. website to ensure our contacts are up to date. She stated the Electronic Credentialing Task Force (ECTF) has sent out a Request for Information (RFI). The IFTA Board of Trustees will be meeting April 24-25, the IFTA Annual Meeting is August 15-16 and the Managers Workshop is October 16-18 in Milwaukee.

Ron requested more information on why the ECTF sent out an RFI. Lonette stated the ECTF, which now actually has a different name that she cannot remember, does not have any members who are IT people. They are looking to find a system that can include Canadian jurisdictions and can provide all IFTA and IRP data with one click for roadside law enforcement. They want to know what ideas vendors may have on how to complete their objectives. This project is currently in the "Question & Answer" period and is due the first part of July. Essentially the task force is just talking to vendors to get ideas.

**Funds Netting (estimates)** – Jason stated the funds netting was completed. Lonette confirmed this and stated all jurisdictions paid timely.

**CAC Face to Face Meeting – Action Items/Next Steps**

Marc stated there are no updates. He stated they were talking about ways to do items 17 and 19 (17=transmittal processes 19=recording non-IFTA jurisdiction miles and gallons). There was some discussion regarding getting instructions on how to convert text files from text files to Excel spreadsheets. Marc stated we need to provide some form of tutorial.

**CAC Charter**

Ron stated he spoke to Cindy a week ago regarding this. The Board reviewed the Charter and provided suggestions for changes. He stated all the changes were wording changes. He will make the changes and cc everyone once this is complete. Cindy stated she will try to get this voted on prior to the April meeting, but it may not make it until after, depending on how busy everyone is.

### **Quality Control Sub Committee**

Marc had a partial update. The status dates contain some future dates. Jason stated we perhaps need to define dates, what future dates are acceptable and how far into the future is acceptable. Bettina stated Montana can cancel using a future date, if they know the carrier is cancelling and has provided relevant tax returns. There was some discussion regarding the Record date and possibly making this mandatory. It was stated Alberta may not be using the dates correctly.

Regarding the daily uploads to the Clearinghouse, Marc stated it was possible a jurisdiction may upload daily, but the file may be exactly the same for an entire week or month and he didn't seem to believe this was accurate or possible. He wanted to know if we could detect if the same file was being sent for a period of time. He wanted to know how we can tell if accurate data is being uploaded. It was stated it was the last record that was updated is what should be being sent to the CH, whether is the name, address or other information, it should be the most current record. Marc stated he sent an email to Brenda for them to look up some more information.

Ron stated that we should think about defining the information required in the Demographics data.

### **Best Practices Sub Committee**

Bettina stated there was no real update for the Best Practices guide. She has no meeting set but is hoping for May or June for the next call. She stated she did send out an email with a dump of data from the CH, everything she could find. She stated she is having a hard time getting anything done currently. Ron requested everyone who received the email please review the document and get back to Bettina with any changes. Marc requested to be included on the next Best Practices call.

### **CAC/APC Ballot Sponsor**

Ron stated we are co-sponsoring a ballot with the Agreement Procedures Committee (APC). The ballot is the same ballot as before. The ballot did not pass last time as it did not have enough votes. It is the ballot adding the word "full" to the daily demographic upload, which most jurisdictions are already doing. The APC suggested adding some wording to the ballot regarding demographic data not spanning more than the retention period. Ron made the executive decision to leave the ballot as is. Perhaps we can add the information to a ballot next year regarding the amount of data being sent. The ballot is submitted as is. It is currently a full-track ballot. There was discussion about moving it to a short track ballot.

### **CAC Face to Face Meeting Discussion**

Ron requested feedback if we thought having a F2F meeting was a good idea or not and he wanted to hear from everyone. Bettina stated she thought it was a good idea. We got a lot accomplished at the last meeting and she felt having the time to focus solely on the transmittal portion without everyday work distractions would be a benefit. Monique also stated it was a good idea. We could get a good start on the Transmittal Best Practices and she felt the conference calls after the F2F increased the engagement and comfort level. Cindy stated the F2F is a good idea as well. With their new system implementation Nevada came across some data in the Transmittals CH that was over 5 years old and the definitions for fields was even older. She felt for the good of the Clearinghouse, getting the Transmittal document done would be beneficial. Marc, Melvina and Kalyn all said it was a good idea as well. Ron asked us to think about other items we could discuss. Cindy stated we could talk about other ballot proposals, regarding the language in the demographics ballot. Bettina stated they could discuss the definitions for some of the dates in the Clearinghouse. Ron asked Cindy and Lonette what would need to do in order to get the process started. Cindy stated it would be the same procedure as last time including travel costs and an agenda. Ron asked what the timeline would be for getting this submitted for board approval. He knows he can't get it done in time for the April board meeting, but asked if Cindy could mention our proposal for a F2F and if some money could be set aside in the budget. Cindy stated she could do this. Ron asked when we could expect to have the next F2F. Lonette stated it could be as early as May or June. Ron stated that would be too early and most people wouldn't be able to get jurisdiction approval even if IFTA Inc. pays the expenses. After some discussion, it was decided September would be

an ideal time to have the meeting. Ron stated he would send out an email regarding the meeting.

### **New Business**

Marc brought up the new daily email on the demographic numbers. He asked if there is another way to do this as there are too many emails daily. Jason stated there was a jurisdiction who uploaded a partial file for 3-4 days and they were not aware of this. Ron stated there was no notification prior to the emails being sent as to why they were being sent. For many people it's just another email to delete. Jason stated he was under pressure from a board member to get this done. Ron stated there should have been at least some notification stating why. Jason stated he understood, but he really was under pressure. Bettina stated she loves the emails. As the person who manages the system they use especially the demographics and transmittal data, it gives her a good idea of what is going and the trend. She stated that Marie, her supervisor, worked with Jason on how and where to get the right person to receive the email on the website. Ron suggested there be a quick explanation on the email at the ABM and that if three people on our committee have questions regarding the email, there are very likely other jurisdictions with questions and issues. Cindy stated she also likes the emails as it lets her know if their new system is working.

Ron ended the meeting. Thanking everyone for their hard work and participation.

### **The next meeting is April 19, 2018**

Meeting adjourned at 11:55 am EST.

Meeting notes taken by Bettina Naylor.