

IFTA Clearinghouse Advisory Committee (CAC) Meeting

Location: IFTA, Inc. Office – Chandler, AZ

Date: February 7/8, 2017

Time: 8:30 a.m.

Attendance:

Ron Hester	Amber Schuh	Cindy Arnold
Marc Walker	John Szilagyi	Amanda Koeller
Melvina Allen	Monique Williams	Debbie Meise
Kalyn Gomez	Brenda Wells (via call)	Lonette Turner
Bettina Naylor		

Unable to Attend:

Trishawn Bell, Jason DeGraf, Rick Taylor

Ron opened up the meeting by welcoming everyone to the CAC 'face to face' meeting at the IFTA, Inc. office in Chandler, AZ. Ron thanked the IFTA, Inc. Board of Trustees for approving funding for this meeting. He also thanked the IFTA, Inc. staff for their hospitality and preparation aspects of this meeting.

Ron gave an overview of the meeting purpose, objectives and deliverables. The focus of the meeting was to:

1. Conduct regular CAC business
2. Review, discuss and update the CAC Best Practices Guide
3. Discuss, develop and document a process for monitoring/tracking of IFTA jurisdictions to ensure that quality control aspects are being adhered to.

Ron mentioned that the work of this meeting, in developing the above noted documents, is important to ensure successful succession planning of CAC as well as creating a transparent & uniform process. It was also noted that this quality control work aligns with one of the items in the IFTA, Inc. Strategic Plan to: "Continue to improve communication with member jurisdictions and to enhance confidence and trust among member jurisdictions." Attendees at the meeting were encouraged to think of any future items for the CAC to work on and to develop a listing on same (refer to separate document).

Approval of Meeting Minutes

Motion to approve minutes of 01/26/17 call by Bettina and second by Monique. Minutes approved.

Funds Netting (estimates) – USD \$ 6,398,880 CAD \$ 316,255

Amanda stated that funds were due Feb7/17 and there were a couple of payment issues to pass on:

- Iowa - was still to send in their U.S. payment
- Florida – sent in a paper cheque for the CH and Amanda discussed with FL & sent it back – all is in order now
- Nova Scotia – had not sent in their payment as at Feb 7/17 – Amanda was following up with them

It was noted that the majority of jurisdictions pay into the CH early. Quebec is working to join the CH as is OK (they are currently working on building a new system).

IFTA, Inc. Board Update

The Board will be conducting regional calls in the next two weeks. Effective in 2018, IFTA, Inc. will be funding one additional person per jurisdiction to an IFTA meeting. There are two ballots to be voted on soon. A reminder that Annual Report data is due to be updated by March 1/17.

Quality Control Subcommittee Update

There are currently 8 jurisdictions with errors in their demographic data. These jurisdictions continue to receive the daily auto email from IFTA, Inc. to advise on their particular issue(s). These jurisdictions have recently been reviewed by the subcommittee and 4 of them have now corrected their data. There were originally 9 jurisdictions that were sent a letter from IFTA, Inc. in Feb/16. Further discussion on quality control was had in the rest of the meeting (details found in separate document).

Non-Receipted Fuel – “OT”

Discussion was had on the topic of the reporting of non-IFTA jurisdiction travel/fuel and non-receipted fuel. It was noted that it is important to capture the above noted info in order to ensure to calculate a more accurate MPG/KPL. There is still the issue with some jurisdictions having their system force the total travel & fuel to match jurisdiction info. This has been discussed by Industry Advisory Committee (Sandy Johnson) as well as at the last IFTA Managers’ and Law Enforcement Workshop.

Discussion was had on the impacts to the CH and if there should be a new code called “OT” added to the CH to record non-IFTA jurisdiction travel/non-receipted fuel etc. A couple of jurisdictions (i.e. BC) had asked CAC to consider adding “OT” to the CH.

Decision:

1. CAC agreed to ask Jason (IFTA, Inc.) to add an “OT” code to the CH as noted above. Once completed, CAC will send an email out to jurisdictions to advise and will also place this in the CAC Best Practices Guide.
2. CAC will advise the Agreement Procedures Committee (APC) that they can assist them with any session/presentation at the upcoming IFTA Managers’ and Law Enforcement Workshop. Cindy & Ron joined the APC conference call on Feb 7/17 and offered CAC assistance to APC.

Note: The rest of the CAC meeting was devoted to discussing the quality control process as well as the CAC Best Practices Guide – refer to the additional meeting documents posted on the IFTA CAC page.

Next Call – March 16, 2017 – 11:00 a.m. EST

Meeting minutes taken by Ron Hester