

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

Attendance:

Ron Hester	Marc Walker	Jason DeGraf (IFTA, Inc.)
Cindy Arnold (Board Liaison)	Kalyn Gomez	Monique Williams
Brenda Wells	Jennifer Blumhagen	Melvina Allen
Chris Keil	Trishawn Bell	

Unable to Attend:

Bettina Naylor	Rick Taylor	Lonette Turner (IFTA, Inc.)
John Szilagy		

Review of November minutes

Motion to approve the minutes as submitted by Brenda and seconded by Kalyn.

Board Update

Cindy reported that election of board officers occurred at the last meeting.

- Steve Nutter, President
- Joy Prenger, First Vice President
- Scott Bryer, Second Vice President

Clearinghouse data uploads are going well with most jurisdictions submitting full uploads daily.

The board asks that jurisdiction members please review and update the jurisdiction contact list on the IFTA Inc site. This ensures that members and IFTA Inc staff have the correct contact information for each jurisdiction.

Discussion re: the ABM agenda was held. Suggested topics include:

- Electronic vehicles – does any jurisdiction have any current or pending legislation for collection of tax on these units
- ELDs – are vendors supplying customers with proper support for record-keeping requirements? How will this affect audits?

During this meeting, the board requested that IFTA Inc move their servers off-site to a more secure location. This move is in progress and it is predicted that any downtime will be minimal. Servers will be easily accessible by IFTA Inc staff.

The board asks that members provide some feedback on the IFTA Inc website. Do they use the website? Was the information available useful? Are there suggestions for improvement or ideas for additional tools/reports?

Funds Netting

Funds netting went well last month. No funds netting numbers were reported.

US Dollars: \$ 0.00

Canadian: \$ 0.00

CAC Face to Face Meeting – Action Items/Next Steps

Marc provided an updated list prior to the meeting. Marc reported that three of the items on the list have updates.

#3 (Txt Files Downloads How to) was reviewed. John provided a rough draft of the process. Discussion with Jason determined that he could provide the option of a CSV file format. Jason will work on this.

#17 Transmittal – Need a process to verify – create a document/template on the process – Marc has done some analysis on the transmittal summaries as compared to the detail lines. Most jurisdictions comparisons had no issues. A couple of jurisdictions had some slight differences between details and summary as it pertained to surcharge, but these did not impact the funds. Some other slight differences were noted in a few jurisdictions, but it was determined that this was due to the Canadian exchange rate and did not impact funds.

#19 58 lines? 59 with OT was discussed at the last Quality Control subcommittee meeting on February 1, 2018. It was suggested that perhaps removal of the option of including HI and AK is a possibility to consider. The clearinghouse would prefer 58 member jurisdiction data only. Ron was asked if input from another committee would be helpful/necessary. This proposed change should not require any programming or funds netting changes.

CAC Charter

Cindy reported that the draft of the charter was submitted to the board for consideration at their last meeting. Because of their full agenda, the board has requested more review time. So far, only cleanup language has been suggested, but the review is not yet complete. Cindy hopes that the board's full review will be done and sent to Ron by next week.

Quality Control Sub-Committee Update

Last meeting was February 1, 2018. Brenda reported that discussion re: removal of the option to include HI or AK data occurred. The clearinghouse would prefer 58 member jurisdiction data only. If removed, this should not require any programming or funds netting adjustments at the clearinghouse level, however, it is not known what impact this might have for jurisdictions. It was suggested that input from another committee might be beneficial. Brenda will discuss with Ron.

Initial transmittal analysis conducted by Marc as he compared transmittal summary to detail reports. Most jurisdictions had no issues. The discrepancies that were noted were attributed to surcharge and Canadian exchange rates, but neither of these issues was related to funds, only the way the data appeared between the summary and detail reports. Marc is continuing to review.

Some jurisdictions still have future dates in the status date field. 7 jurisdictions had issues, 5 have fixed. Both jurisdictions remaining have been contacted by the QC committee and by IFTA Inc.

John provided a draft of a document with instructions to download text files. Jason stated that he could offer the option for either a text or csv file format. Jason is working on this.

Clearinghouse Best Business Practices Document

The Transmittal Guide was presented in a rough template form. Jason has reviewed and provided input. The Demographic Guide has been approved by the board. Members need to be informed that this guide is available for use. The guide will be posted on the demographic site and on the IFTA Inc site. A mass email will also be sent to all jurisdiction contacts. Marc was attending the Audit Conference and will discuss with Lonette to see if she can inform attendees about the guide during her IFTA update presentation.

Ballot/Voting Talk

STFBP #04-2017 –APC/CAC will co-sponsor the ballot.

A call with CAC, APC and PCRR is still needed as the ballot is intending to have Non-Active (Cancelled) accounts removed from the daily upload after 4 years. Since the Review period is currently in a 5 year cycle a change may be needed. It was also mentioned that Revoked and Suspended carriers should not be removed after 4 years. Ron will coordinate.

Kalyn made language changes as requested at the last meeting to R2120.100 and forwarded to Ron and Marc for initial review.

The deadline for submission of the ballot is March 23 with the first comment period beginning on March 30.

New Business

Cindy asked if the CAC will have a face-to-face meeting this year. The group was asked to give some thought to an agenda. Ron asked members to look at the information from the last face-to-face planning as preparing the information for presentation to the board for review is a very detailed process.

Kalyn asked about the possibility of proof of residency requirement for IFTA to be included in the best practices guide. Ron suggested that the APC guide might be a better fit. He will investigate further.

Kalyn also asked about the possibility of a report that could include all transmittal data from other jurisdictions. Marc thought that perhaps a customizable report that would allow selection of specific data elements would be beneficial. Jason asked that an email be sent to him with specific requirements. He believes that this is something he can provide.

Meeting adjourned.

Meeting minutes taken by Brenda Wells

The next CAC Call will be on March 15, 2018 at 11:00 AM (E.S.T).