

**CAC Monthly Meeting** | Thursday, December 20, 2018 | 11:00 AM (E.S.T.)  
(Clearinghouse Advisory Committee)

**Attendance:**

|                 |              |                |                  |
|-----------------|--------------|----------------|------------------|
| Ron Hester      | Kalyn Gomez  | Bettina Naylor | Marc Walker      |
| Melvina Allen   | Jason DeGraf | Cindy Arnold   | Monique Williams |
| Monica Halstead |              |                |                  |

**Unable to Attend:**

|               |            |                    |
|---------------|------------|--------------------|
| Trishawn Bell | Chris Keil | Jennifer Blumhagen |
|---------------|------------|--------------------|

**CAC Membership**

Ron congratulated Chris Keil on her new position as chair starting in January. He would also like to remind everyone to send him an email with the vote for the 1<sup>st</sup> and 2<sup>nd</sup> vice chairs. He will bring the votes to Chris in the New Year. Ron will stay as ex-officio when chair term ends.

Ron mentioned Brenda Wells passed away in November. She was a valued CAC member. She will be missed.

We also have two volunteers to join our committee and we are just waiting for the board to vote on them. Cindy stated due to the holidays it will be a few weeks before they are approved. Ron mentioned that the following committee members will term off on 12/31/18. Marc Walker the 1<sup>st</sup> Vice Chair and Ron Hester the CAC Chair. Cindy will also no longer be the Board Liaison as her term on the board ends December 31<sup>st</sup>. Ron thanked everyone for their service to the committee.

**Minutes**

Ron stated there were some changes needed to the 11/24/18 minutes. He requested the addition to the statement "Ron apologized" to include "Ron apologized for cancelling the October meeting.". Ron also requested change that the minutes approved were September not August. Ron stated there was a typo in ex-officio and Helen Barcoe should be changed to Helen Varcoe. Kalyn requested a change to the CAC meeting to include Melvina as a presenter. Ron also added that Cindy was noted as the Board Chair when it should be Board liaison.

**Motion to approve 11/24/18 minutes with above changes called by Marc. Seconded by Kalyn.**

Ron will make the approved changes and get the minutes posted on the CAC page.

**IFTA, Inc. Board Update**

Cindy stated there was no real board update as there has been no calls. She mentioned the IFTA/IRP/Audit Workshop is in Las Vegas during February 2019. The board will meet January 22<sup>nd</sup> and 23<sup>rd</sup> and decide on the CAC's two new board liaisons. Until this meeting we will be without a Board Liaison.

**CAC/APC Ballot Update**

Our joint ballot with the APC STB#1 has passed!!! Both Ballots 1 & 2 finally passed. Both items are effective immediately. The CAC and APC both worked hard to get the information out so that voting would occur.

### **Funds Netting Update**

Jason communicated that WY and MO had a small disaster last month, but it has been worked out. WI uploaded a second transmittal this morning, but it is not part of the funds netting data. Their summary file loaded to the database and was causing some confusion by users as it was not included with funds netting. WI has been informed they will have to post this data with next months transmittal. The summary numbers have been removed from the CH. WI also sent in Transmittal Details, but they never made it into the database. At the time of the meeting Jason had no other information to report on the WI issue.

### **Quality Control Sub-Committee Update**

No meetings have happened lately. Marc sent out a spreadsheet for everyone to look at with last status updates. Thirteen states have questionable data. FL reported a status date of 3017. Some have been sending information with dates back to October without any changes. CA transmitted a cancellation date of 12/21/2019. Jason mentioned that FL is the only jurisdiction not doing the complete upload daily, they only send change records. This will likely not change until August 2019. We talked about notifying the jurisdictions with questionable data.

### **Clearinghouse Best Business Practices Document**

Bettina provided an update and communicated that in the last meeting, the guide was broken out into pieces to each subcommittee member. She has received updates from team on their pieces ongoing. She stated they were receiving help from an Auditor outside of the committee. The prior meeting had to be cancelled. She stated they should be done with the March deadline. Ron stated that if we don't make the March deadline it is okay, we should not feel stressed to make the deadline. He stressed a quality product over a speedy result.

### **Face to Face Meeting**

Ron stated there was nothing more we needed to look at for this, the rest is all items for future consideration. He stated there was some information of Funds Netting which should be taken care of in the Transmittal Best Practices Guide. Marc mentioned he had a presentation to do for the IFTA/IRP Audit workshop. Monica stated he should get together with Tim of the PCR to do the presentation. Marc mentioned he would like to talk to us about items that he should mention in this presentation.

### **New Business**

Jason stated they are working on a way to use emails in a more efficient way. Jason asked everyone for any ideas besides MPG and KPL for information that we could relay to the jurisdictions by email about possible errors on transmittals. This idea was brought to him by Richard Wagner from NV. Monique suggested fuel purchased without miles. Jason asked if we have ideas to send them to him so when he builds the program, he can incorporate all possibilities. Marc suggested we could add the information regarding dates being noted too far in the future.

*Happy Holidays!*

### **Next Meeting**

Thursday, January 17, 2019. This will be Chris' first meeting as CAC Chair.

Meeting minutes compiled by Bettina Naylor and Kalyn Gomez