

IFTA CAC MEETING -05/21/2009

Participants: Garry Hinkley, Jason DeGraf , Pat Platt , Scott Miller, Scott Greenwalt, Bill Kron, Kim Craig (ON), Debbie Stuart, Chis Nelson, Debbie Meise, Nikki Bachelder, Gary Frohlick.

Randy Boone and Lonette Turner did not participate.

Last conference call – April 16, 2009.

APRIL MINUTES – April CAC minutes were approved with no changes.

Board Update – Scott Greenawalt gave the board update. Jurisdictions will vote on the draft of the Access Agreement. Attendance will be lower at the Annual Meeting, but enough will be attending to still hold the meeting. The agenda has been set. Next year's Annual Meeting will be in Toronto. Passports will be required to attend. Fees were set for the Management / Law Enforcement Meeting in September. Ballots 5 & 6 are not looking as if they will pass. The Board is looking into electronic reviews and ironing out the details. Electronic compliance reviews will save money. The new dispute resolution process test looks good. IFTA financials are strong. The investments tanked, but the loss was 25%, whereas the national average is 40% loss.

ITAC – Talked about GPS last meeting. Scott M. has not heard anything else since the meeting.

NLETS – No new info to report. There also isn't any new information on electronic filing.

Additional Fuel Types – Should additional fuel types be pre-approved? It is stated that jurisdictions may “add as necessary”. It was decided that standards should be established on adding fuel types. The specifications state that fuels may be abbreviated with up to 4 letters. Garry H. said while we can't stop jurisdictions from creating additional fuel types, we can ask to have the codes approved so we know what they are talking about...the jurisdiction would need to give a definition with the code. Currently, there is only one biodiesel fuel type even though biodiesel can be blended in any ratio. Even though we do not want to add more biodiesel types, it may come to that in the future. Some are reporting biodiesel as “B”, others as “BD”. It was agreed that we will use “B” for biodiesel from hereon. Oregon and North Dakota will be contacted and asked to use “B”, not “BD”.

Transmittal Dates – The manner in which date ranges are expressed in the “trans_period” field vary among jurisdictions. Some enter in just the month, while others enter the period the transmittal reflects. The field allows up to 30 characters to be entered and the jurisdictions have been able to enter whatever they wish. Some jurisdictions may have issue if we change what should be entered at this late date. It was discussed whether we should ask jurisdictions to enter the start and end dates of the transmittal period this next month and see how the reports look. We will address this again next month.

2-Letter Jurisdiction Codes - A couple jurisdictions (Newfoundland and Quebec) changed their 2-letter jurisdiction codes a while back. Some jurisdictions are still using the old codes for these

and it is causing issues with consistency in reports. This also causes some compliance issues as well. All jurisdictions will be required to use the U.S. and Canadian postal codes for the jurisdiction abbreviations. As long as this is a requirement in the agreement procedures manual, it is safe to make this be a requirement.

Finalize Funds Netting Rules - Jason wants to do a few screen shot updates and then everyone will receive a copy (should be within the next day or so). Everyone will have next week (5/25/09 – 5/29/09) to review and make final comments. After, jurisdictions will receive the rules.

Test Plan - jurisdictions will need to start doing the penny test in August or September. Need to also have education sessions. The penny test needs to be addressed quickly, as some jurisdictions may have internal problems getting ready for it. One jurisdiction is able to receive electronic transfers, but not able to send them. This jurisdiction asked if they can send paper checks. The group decided that no, no paper checks will be done. To do so, recalculations would have to be done every month. Funds netting requires that everything is done electronically. If the jurisdiction cannot do so, then they may not be able to be in the Clearinghouse.

We maybe able to get a power point guide on the website to walk jurisdictions through transmittals and Funds Netting training. Jason's goal is to do webinars. Maybe able to get the basics out right now. Lonette and Pat will start contacting all the jurisdictions and get their bank information ASAP. Should let everyone know what is going to be addressed at the Annual Business Meeting in July, then address the plan at the Management / Law Enforcement Meeting in September and again at another management meeting later.

Testing can be done one jurisdiction at a time or perhaps in groups of 4 or 5. This will allow Debbie and Lonette to review and see what needs more help. More than one group could be tested a month.

There will be training at the Management / Law Enforcement Meeting in September.

New Calendar - The plan is that on 1/1/2010, Jason will start counting the transmittals that come in through 1/26/2010. The idea with this plan is to see what jurisdictions would be late and who would be on time. We don't want anyone to be late for the first live run. Jurisdictions should start adjusting dates so that payments follow the calendar.

Quality Control Analysis Review - Pat will send out the review and it will be discussed at the next meeting. There are some outstanding transmittal issues. Pat will also send the reconciliation for the RPC document.

New Business – No new business.

Next conference call - Will be June 18, 2009 at 11:00 a.m. EDT. We will review the final Funds Netting Rules and Pat's documents. Transmittal dates will be discussed further.