

# International Fuel Tax Association, Inc.



November 2016  
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## THE IFTA NEWS

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### TAX RATES

The **4Q16** tax rate matrix will be finalized on December 5 (Monday), 2016. Currently, two jurisdictions have noted changes to the matrix. Jurisdictions have until December 4, 2016 (Sunday) to verify or amend their tax rate data for the **4Q16** matrix. To view current tax rate changes please visit:

<https://www.iftach.org/taxchangeq.php>

**REMINDER!!** Please keep your Contacts updated in your IFTA, Inc. profile on [www.iftach.org](http://www.iftach.org) to prevent emails being returned with a delivery failure notice.

It is recommended that all membership review their Jurisdiction Communication Lists at this time. If your revised date is more than one year, but there have been no changes, please click to update your communication list so that the revision date shows for 2016. Thank you!

### THE IFTA, INC. STAFF

Lonette L. Turner, CEO

Debora K. Meise, Senior Director

Jason DeGraf, Information Services Director

Amanda McNally Koeller, Comptroller/Treasurer

Tammy Trinker, Office and Events Administrator

Tom King, Webmaster

Patricia Platt, Program Compliance Administrator

## Upcoming IFTA Meetings

**The IFTA, Inc. Board of Trustees** will hold their 1Q17 Board meeting at the IFTA, Inc. offices in Chandler, AZ January 18 - 19. These dates are posted on the IFTA, Inc. website. If you have any items of concern that you would like the Board to address please contact either your Jurisdiction Board Liaison or IFTA, Inc.

**FTA and IRP, Inc.** meetings for 2017 have been added to the IFTA, Inc. website calendar. Keep checking the IFTA, Inc. website for these and other related events of importance that might impact your jurisdiction. If you are aware of any other related functions for 2017 please feel free to forward that information to Mrs. Tammy Trinker at [tdrinker@iftach.org](mailto:tdrinker@iftach.org) for posting to the calendar.

## *4Q 2016*

### *NOTES FROM THE BOARD*

On October 18 and 19, 2016 the IFTA, Inc. Board of Trustees (Board) held its Fourth Quarter 2016 meeting at the IFTA, Inc. offices in Chandler, Arizona. All Board members were in attendance with one, Ms. Joy Prenger (MO), attending by teleconference. In addition, both Board members-elect, Mr. Rick LaRose (CT) and Ms. Antoinette Tannous (QC) were in attendance. Other guests included Industry Advisory Committee Chair Ms. Sandy Johnson (North Star Fleet Solutions), Mr. Robert Pitcher (American Trucking Associations, Inc.), and Mr. Tyson Breinholt and Mr. Tyler Brody (Commercial Properties, Inc.).

The Board reviewed the Second Quarter 2016 meeting minutes and made revisions. The minutes were approved as amended. Minutes of Board actions by email during the period of May 1 through September 30, 2016 and were approved as amended.

A Consent Agenda was reviewed and accepted by the Board. Included in this agenda were reports from the Annual Report Working Group (ARWG), Attorneys' Section Steering Committee (ASSC), and the Program Compliance Review Committee (PCRC).

An IT update was offered by Mr. Jason DeGraf, Information Services Director, and Mr. Tom King, Webmaster. Reporting on the IFTA, Inc. Clearinghouse, Mr. DeGraf announced that Oklahoma is closer to becoming a full participating member of the clearinghouse. Quebec continues to work with IFTA, Inc. in this regard, but Newfoundland has not contacted IFTA, Inc. regarding its participation in the clearinghouse.

Emails are being issued to jurisdictions that have data errors in the demographic data of the clearinghouse. Some of the errors noted include taxpayer ID numbers,, dates, and status types. The Quality Control Group of the Clearinghouse Advisory Committee (CAC) is discussing rejecting bad demographic data uploads. Mrs. Amanda Koeller, Comptroller, explained that once bad data is rejected, IFTA, Inc. will track the rejection for the purposes of program compliance reviews.

Discussions continue regarding the IFTA mobile app. The committee is continuing to review security of the application and how changes and updates could be added to the app.

Mr. King provided a demonstration of the new IFTA, Inc. website which was recently released. It was noted that some of the older web browser versions are not compatible. Users are encouraged to update the web browsers where possible and contact Mr. King with any difficulties.

Mr. King anticipates that the search function for the Articles of Agreement will become active on the website at the end of the month. A focus group will also be implemented to review and work within the website to identify and address any errors and updates that need to be initiated.

Offering the Comptroller's report, Mrs. Koeller informed the Board that a new email domain has been established to allow communications between IFTA, Inc. and membership regarding the clearinghouse. This email is [clearinghouse@iftach.org](mailto:clearinghouse@iftach.org) and allows members to communicate with IFTA, Inc. any issues or concerns relating to the IFTA, Inc. Clearinghouse. The Board approved the funds netting calendar for 2018 as amended. IFTA, Inc. will research whether the Board will need to continue approving the funds netting calendar or if the CAC could finalize and approve the calendar for immediate release.

Regarding the rental units, Mrs. Koeller announced that the middle unit, Suite B6, has renewed the lease through August 2017. Both tenants were made aware that the building has been placed on the market for sale.

Mrs. Koeller informed the Board that IFTA, Inc. remains in a very good financial position. Reviewing the results of the financial audit from Lumbard & Associates, it was noted that the organization had done well and there were no recommendations offered by the auditors.

The Board reviewed and discussed the operations reserve. The current policy is that the organization maintains one year's operational funds in reserve. The Board questioned the need to continue maintaining an amount that was established in 1992. Following discussions, the Board approved a motion to reduce the operating reserves to three months operational expenses by a vote of eight in favor with one abstention.

Mrs. Debora Meise, Senior Director, provided an update on the Program Compliance Reviews. The Canadian region is being reviewed in 2016. Three of the ten reviews have been completed and the remaining seven are underway. A new working group is being formed within the PCRC to address all the items of concern discussed during the Annual IFTA Business Meeting regarding the new Review/Procedures Guide. The first conference call for the working group will be in November. Dates have been set for the 2017 Western Region Program Compliance Reviews and team members are being sought. Twelve reviews will be conducted in 2017.

Mr. Garry Hinkley (ME) presented the Electronic Credentials Working Group (ECWG) report. It was explained that the pilot project started in Wisconsin is still underway and moving along. The project allows carriers to show their license and registration in electronic form. A ballot is being considered for 2017 regarding electronic credential options. Mr. Hinkley informed the Board that Maine is currently drafting legislation that would enable the jurisdiction to participate in pilot projects similar to the WI credential project. The Board was also asked to consider the ECWG and whether or not the working group should be maintained and whether or not a Board presence should be included in the working group as Chair.

Mr. Hinkley also presented the IRP, Inc. Board report. The IRP, Inc. Board of Directors has authorized funding for the IRP ECWG to hold a face-to-face meeting in 2017. The directive to this data information group is to research doing away with all physical, paper credentials for motor carriers. The IRP, Inc. Clearinghouse is also undergoing a data organization and standardization project. It is anticipated that all members will be in compliance with the IRP, Inc. Clearinghouse by 2018. The Yukon Territories have also expressed an interest in joining IRP. It was observed that, should the Yukon Territories become members of IRP, British Columbia has offered to register their carriers.

The Board then held a Committee Chairs conference call. Those on the call included Ms. Cindy Swanson (CA), Agreement Procedures Committee (APC) Vice Chair, Mr. David Nicholson (OK), Audit Committee (AC) Chair, Mr. Ron Hester (ON), CAC and ARWG Chairs, Ms. Johnson, Mr. Andrew Markle (ON), Law Enforcement Committee (LEC) Chair, and Ms. Sukanya Mukherjee (MD), ASSC Chair.

Ms. Swanson informed the Board that the APC has a vacancy in the Southeast region and IFTA, Inc. will work with the committee to solicit a new volunteer. Additionally, the committee representative on the ARWG will need to be replaced as Mr. Glenn Boyette (MS) has termed off of the APC.

Mr. Nicholson explained that the AC is interested in researching and offering a special award honoring Mr. Don Stroncheck (ProMiles). It was the opinion of the committee and those attending the IFTA/IRP Audit Workshop that such an award would be noteworthy and presented during the workshop. The Board informed Mr. Nicholson that they would discuss this issue and address items of concern such as the recipients travel and award expenses. The AC is also considering the industry average chart originated by the jurisdiction of Nebraska. A questionnaire was distributed to all audit contacts identified on the Jurisdiction Communication Lists to determine use and frequency of this type of data. The committee will be determining if this information is something that should be provided and released by the AC.

Mr. Hester presented the CAC request for a face-to-face meeting of all committee members. A proposal outlining estimated costs and an agenda was presented to the Board for its consideration. This meeting would be two days and allow the committee to focus on its true mandate regarding quality control of the clearinghouse data. In addition the committee will be addressing succession issues due to committee roll offs and jurisdiction turn overs. The CAC is also drafting a document to help maintain open communications between the committee and membership.

Mr. Markle presented the Board with the LEC Best Practices Guide for their consideration so that it could be posted to the IFTA, Inc. website. The committee also presented Mr. David Bales (KS) as the next Chair following Mr. Markle's expiring term. With the approval of the nomination of Mr. Bales, Mr. Markle will become the LEC Ex-Officio.

Ms. Mukherjee presented the report of the ASSC and announced that the committee is working to finalize the upcoming IFTA Attorneys' Meeting. Special guest presenters at this meeting include Ms. Beth Duda (AZ), Mr. Nicholson, and Mr. Markle. Ms. Mukherjee also announced that she will be rolling off the committee in January 2017.

Reporting on the Dual Fuel Working Group (DFWG), Mr. Hugh Hughson (BC) informed the Board that the working group will be issuing a memorandum regarding the new reporting methodology for dual fuel reporting. Once completed, this memorandum will be posted on the IFTA, Inc. website.

Mr. Hinkley explained that the Board would need to determine the ECWG's future role. Additionally, if the working group is to be continued, a new Chair would need to be appointed following his departure from the Board.

The Board and committee representatives discussed the quarterly conference calls. It was decided that the calls were important and that hearing the committee requests was also very informative and helped the committees to keep in touch. These calls will continue to be held on the first day of the quarterly Board meetings. Before concluding the call, the Board announced that travel for one person from all jurisdictions to attend either the Audit Workshop, Attorneys Meeting, or Managers and Law Enforcement Workshop would be approved beginning in 2018.

Following the conclusion of the conference call, the Board then reviewed the action items presented by the committees. The Board approved the LEC request for Mr. Bales as the next LEC Chair. The Board also approved, with a vote of seven to two, the Best Practices Guide of the LEC as amended.

The Board liaisons of the Audit Committee will return to the committee and request the nomination process for an award honoring the late Mr. Stroncheck. It was further observed that the committee would need to confirm with the family to ensure that they are approving of this award. The Board also discussed and approved the CAC face-to-face meeting request.

Mrs. Tammy Trinker, IFTA, Inc. Office and Events Administrator, reported on the upcoming IFTA events. Twenty-one persons registered to attend the IFTA Attorneys' Meeting, but attrition fees will still be applied to the meeting expenses. IFTA, Inc. continues to work with the Omni Houston hotel in Houston, TX, regarding the 2017 IFTA/IRP Audit Workshop. Based on the current agenda, an increase in the registration fees is anticipated. Membership will be returning to the Valley of the Sun for the 2017 Annual IFTA Business Meeting. This event will be held at the Sheraton Grand at Wild Horse Pass in Chandler, AZ. The dates for this meeting are August 9 – 10. The 2017 IFTA, Inc. Board of Trustees meetings have also been finalized. These dates can be found on the IFTA, Inc. website.

Ms. Johnson offered the Industry Advisory Committee (IAC) report and commented on the strong attendance by industry at the IFTA/IRP Managers and Law Enforcement Workshop. Ms. Johnson also commented on the Electronic Logging Device (ELD) subcommittee and how the adoption of ELDs may change. The subcommittee is working on drafting language for jurisdictions in both IFTA and IRP to post on their websites for educational materials and how it would affect both membership and industry.

Another subcommittee is working on non- tax paid fuel. This subcommittee will keep the APC well informed as to their progress and plans to ask the jurisdictions to give licensees the ability to add non- paid tax fuel in total fuel for purposes of calculating the MPG.

Mr. Pitcher addressed the IAC charter. The Board moved to approve the amended charter as drafted by the IAC. This change allows for the removal of term limits for the steering committee and allow past chairs to remain on the steering committee. In speaking to a survey conducted by the ATA, the top three critical issues identified were accumulative impact of regulations, hours of service, and ELDs.

The Board reviewed the 2016 Annual IFTA Business Meeting and the evaluation results. A total of sixty-eight (68) responses were collected. Following this review, Mrs. Meise updated the Board on the IFTA and IRP ballots. Four ballots were presented by IFTA membership for 2016. Ballot 1-2016 was withdrawn by the sponsor following the first comment period. Ballots 2-2016 and 3-2016, sponsored by the APC and the jurisdictions of IL and NV respectively, are currently out for the second comment period which ends November 25, 2016. The short track ballot proposal, ballot 4-2016, is out for comment; this comment period closes on October 25, 2016. Mrs. Meise announced that IRP, Inc. does not have any current, open ballots.

Updates were provided regarding the Jurisdiction Board Liaison conference calls. It was also opined that the value of the regional calls was to host the calls following each of the quarterly Board meetings so that the liaisons could update membership on what was discussed and determined by the Board.

Decal specifications were reviewed by the Board. Previously the Board had approved a permanent decal color rotation which included three primary colors of red, blue, and green. IFTA, Inc. has finalized the decal specifications color rotation schedule and examples beginning with 2017 and continuing through 2026. These specifications have been published to the IFTA, Inc. secure website following the Board meeting. In addition, IFTA, Inc. has calculated the ballot timeline for 2017. The deadline for submitting ballots for 2017 will be April 14, 2017.

The Board reviewed and approved a draft of the Election Committee Best Practices Guide that had been amended by IFTA, Inc. In addition, a New Board Member Orientation Guide that was also amended by IFTA, Inc. was reviewed and approved by the Board. Inquiries were made to both Mr. Hinkley and Mr. Hughson regarding the working groups they currently chair. Should the two working groups be maintained and found necessary to the organization, Mr. Hinkley announced that he would be available to remain as chair of the ECWG and Mr. Hughson volunteered to remain on the DFWG.

The Strategic Plan was also discussed at length and the Board spoke about the direction the association should follow. Some of the issues discussed by the Board included the addition of an advisory position to the Board and a third party resource for formal training of all Board members. It was the decision of the Board that IFTA, Inc. research area consultants that focus on the education of non-profit boards and provide options for the Board's consideration. Other issues discussed by the Board included ensuring a diverse Board and possibly changing the number of Board members by either expanding or reducing the number of members serving on the Board.

Further topics of conversation included bringing the committee chairs in to attend a Board meeting and a possible standing committee that would address data security whose charge would be to recommend processes and practices pertaining to data security as well as oversee the current standards available for the safety of data. A data security audit was also discussed in addition to the current financial audit and SOC II, which deals specifically with the clearinghouse. It was also suggested that IFTA, Inc. research a certification process for membership that would ultimately be available online. This course could offer the history of IFTA and provide a test at the end on the various IFTA related issues, granting certification to those that pass the test.

Prior to concluding the 4Q16 Board meeting, the Board met with the CPI representatives, Mr. Breinholt and Mr. Brody. The realtors provided an update regarding the status of the property which has been on the market for six months. Several showings have been done and an offer had been received and countered. The property is currently listed as an owner user property. It was the decision of the Board to wait until the 1Q17 Board meeting to revisit the selling price. The Board is content with renewing the real estate contract once it is eligible for renewal rather than allowing it to lapse. Concluding all discussions, the Fourth Quarter 2016 IFTA, Inc. Board of Trustees meeting was adjourned.

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**Open registration coming soon for the**

**2017 IFTA / IRP AUDIT WORKSHOP**

**Omni Galleria  
Houston, Texas**



**February 28 – March 2**

Online registration for this educational and important workshop will be made available on Friday, November 18<sup>th</sup>. The packet will also contain an online hotel reservation link so that you may reserve your hotel accommodations quickly and simply. Start preparing your travel plans today!

# 2017 Sponsorship Program

The International Fuel Tax Association, Inc. is pleased to offer opportunities for two 2017 IFTA, Inc. hosted meetings:

## **Audit Workshop**

The IFTA/IRP Audit Workshop is a result of a partnership between IRP and IFTA and is a unique venue for auditors to exchange information. The Workshop will be held at the Omni Houston Hotel in Houston, Texas February 28 – March 2, 2017.

The Audit Workshop is attended by auditors of both IFTA and IRP accounts in the United States and Canada, motor carrier industry representatives and vendors.

## **Annual Business Meeting**

The Annual IFTA Business Meeting will be held at the Sheraton Grand Wild Horse Pass Resort in Chandler Arizona August 9-10, 2017.

The Annual IFTA Business Meeting is a unique opportunity for all IFTA member jurisdictions and partners to come together to interact and provide valuable information to all in attendance.

## ***Why Sponsor a Networking Event?***

Sponsoring a networking event at an IFTA meeting will:

- Highlight your business commitment to current clients.
- Give your business representatives the opportunity to network with potential clients from both jurisdictions and industry.
- Show your support to IFTA and IFTA, Inc.

## **Supporters**

- Signage with company logo displayed during sponsored event
- Company information provided to all attendees upon check-in
- Sponsor Recognition on Name Tag
- Recognition on Final Agenda
- Acknowledgement of sponsorship during event
- Early receipt of Attendee Registration List

## **Associates**

- Same as Supporters plus
- Promotional item provided by IFTA, Inc. to include company logo
- One additional Registration

## **Partners**

- Same as Associates plus
- Two additional Registrations
- Promotional item provided by IFTA, Inc. to include company logo

## **Event Sponsor (Both IFTA Events)**

Event Sponsor includes everything under Partner, IFTA, Inc. Website – Logo on Sponsor Page and Link to Sponsor's Website, IFTA News Highlight 4 times a year, additional signage posted throughout the Event and a choice of one of the following:

- One additional attendee at both meetings or
- Two additional attendees at one meeting of their choice (Audit or ABM)

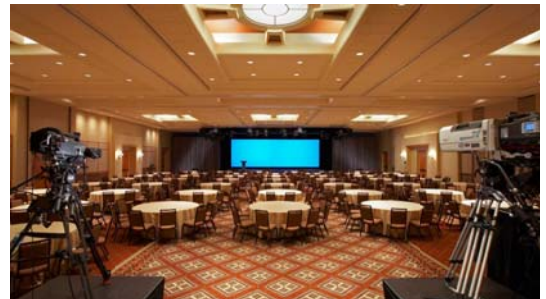
This year we have added the option for all Sponsor levels to Sponsor at both Events at a reduced price. If you have questions or want more information on Sponsoring at an Event please Debora Meise at [dmeise@iftach.org](mailto:dmeise@iftach.org).

# 2017 Annual IFTA Business Meeting

Mark your calendars now to join us at the Sheraton Grand at Wild Horse Pass in Chandler, Arizona for our 2017 Annual IFTA Business Meeting.

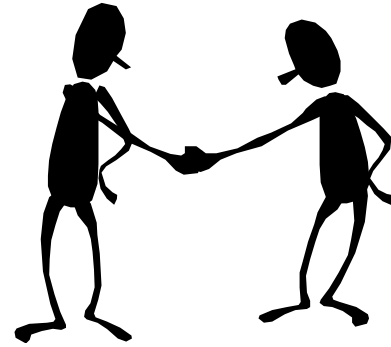
## August 9-10, 2017

## Chandler, AZ





## *IFTA Comings and Goings*



There were no reported changes of either the IFTA Commissioner or Assistant IFTA Commissioner for our jurisdictions this past month. If your jurisdiction does experience any changes please be certain to visit the IFTA, Inc. website, login, and update your jurisdiction's communication list. If you need assistance with how to do this please contact Tom King at [tking@iftach.org](mailto:tking@iftach.org).

The following jurisdictions have updated the Jurisdiction Communication List (JCL) in some manner since *October 15, 2016*. Please visit their JCL on the secure website to ensure that you are working with the most current information for these jurisdictions:

**British Columbia**  
**New York**



*Happy Thanksgiving!*  
*To You And Your Family*

## IFTA, INC. WEBSITE

By: Tom King, webmaster ([tking@iftach.org](mailto:tking@iftach.org))

### New Website Update

The IFTA, Inc. website was updated to SSL, also known as HTTPS. This means all data going to and from IFTA, Inc. is done by encrypted web traffic. This makes the website even more secure than it already is. I know there are some jurisdictions that have direct links to the IFTA, Inc. website. Please have your IT department change the links

From:

<http://www.iftach.org>

To:

<https://www.iftach.org>

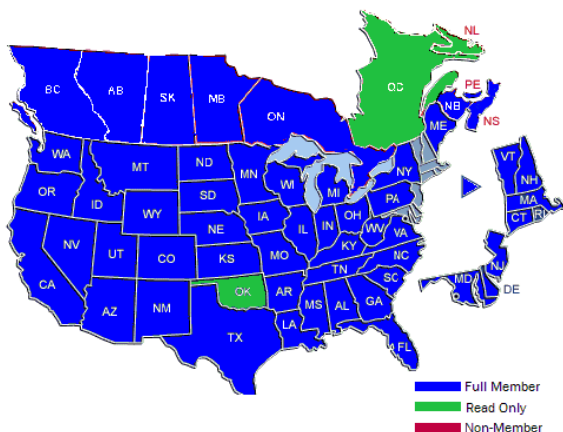
### Email Exchange

The email function of the Email Exchange is offline line until further notice as it's going through some upgrades. I'll post a notice on the IFTA News when its back. You can still use it to select people you need to contact and then use the 'copy' button to extract all the emails and paste into your local email client.

If you have any questions or issues email me at [tking@iftach.org](mailto:tking@iftach.org) or call me at the office on #5.

## IFTA, INC. CLEARINGHOUSE UPDATE

By: Jason DeGraf, Information Services Director ([jdegraf@iftach.org](mailto:jdegraf@iftach.org))



### Demographic Full Baseline Uploads

While demographic full baseline daily uploads are not required until July 2017, we are happy to report some jurisdictions have already made the switch.

The purpose of full uploads is to help ensure data quality. Demographic data is being used more and more in a real time basis, using primarily web services. This aspect of the Clearinghouse will only continue to grow so data quality is of importance.

Another purpose is also to reduce costs for IT departments who have issues with the upload process occasionally. If an upload day is missed, we can be assured that the next upload will contain all the data needed and that the jurisdictions automation will simply fill in the missing day with the need for extra attention.

***Do you or your staff have Clearinghouse questions/issues/concerns?  
Contact us via email at: [clearinghouse@iftach.org](mailto:clearinghouse@iftach.org)***



# EVENTS

## 2017

**1Q IFTA, Inc. Board Meeting**

January 18 - 19  
Chandler, Arizona

**IRP, Inc. Winter Board Meeting**

January 31 – February 1  
Palm Springs, CA

**IFTA/IRP Audit Workshop**

February 28 – March 2  
Houston, Texas

**CVSA Workshop**

April 23 – 27  
Atlanta, Georgia

**2Q IFTA, Inc. Board Meeting**

April 25 - 26  
Chandler, Arizona

**IRP Annual Meeting**

May 16 – 18  
Tempe, Arizona

**Annual IFTA Business Meeting**

August 9 - 10  
Chandler, Arizona

**Motor Fuels Uniformity Meeting**

September 21 – 23  
Peoria, IL

**Motor Fuels Annual Conference**

September 24 – 27  
Peoria, IL

**IFTA/IRP Managers' and Law  
Enforcement Workshop**

September 26 – 28  
Salt Lake City, UT

**4Q IFTA, Inc. Board Meeting**

October 24 - 25  
Chandler, Arizona