



# Unified Carrier Registration Plan

## Board Attendance

Elizabeth Leaman

Mike Hoeme

Bill Debord

Suzanne Stillwell

Crystal Stevens

Tamara Young

Robin Hutchison

Scott Morris

Monte Wiederhold

Carol Fallin

Terry Mercer

## Board Members in Waiting

David Bauer

Jessica Kines

## Absent Board Members in Waiting

Brandon Buchanan

## Others in Attendance

UCR: Avelino Gutierrez

Alex Leath

Kellen Company: Jessalynne Ku, Dave Scholz, Tom Lawrence, Matt Mantione,

DSL Transportation: Dave Lazarides

Seikosoft: Toby Piquet, Lori Lefai,

## Represented States

AK, AL, CA, DC, DE, GA, ID, IL, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, ND,  
NE, OH, OK, PA, SD, TX, UT, VA, WA, WI

**UNIFIED CARRIER REGISTRATION PLAN  
BOARD OF DIRECTORS MEETING  
March 3, 2022**

**PROPOSED MINUTES**

- I. Welcome and Call to Order** – Elizabeth Leaman, UCR Board Chair  
The UCR Board Chair welcomed attendees, called the meeting to order at 1:31 pm ET, called roll for the Board, confirmed the presence of a quorum, and facilitated self-introductions.
- II. Verification of Meeting Notice** – Avelino Gutierrez, UCR Executive Director  
The UCR Executive Director verified publication of the meeting notice on the UCR website and distribution to the UCR contact list via e-mail on February 23, 2022 followed by subsequent publication of the notice in the *Federal Register* on February 28, 2022 in Vol. 87, No. 39 starting on page 11152.
- III. Review and Approval of Board Agenda** – Elizabeth Leaman, UCR Board Chair  
The Agenda was reviewed, and the Board took action to adopt.  
  
A MOTION was MADE and SECONDED to approve the agenda of the March 3, 2022 Board of Directors Meeting. The MOTION CARRIED.
- IV. Approval of Minutes from the January 27, 2022 UCR Board Meeting** – Elizabeth Leaman, UCR Board Chair  
Draft Minutes from the January 27, 2022 UCR Board meeting were reviewed. The Board took action to approve.  
  
A MOTION was MADE and SECONDED to approve the minutes from the January 27, 2022 Board of Directors Meeting with the noted revisions. The MOTION CARRIED.
- V. Report of the Federal Motor Carrier Safety Administration (FMCSA)** – Kenneth Riddle, FMCSA Representative and Frederic Wood, FMCSA Representative  
The FMCSA provided a report on relevant activity.
- VI. Chief Legal Officer Report** – Chief Legal Officer  
The UCR Chief Legal Officer reported on matters of interest to the UCR Plan.
- VII. Engagement Letter Between the UCR plan and the Bradley Firm** – Avelino Gutierrez, UCR Executive Director, and Elizabeth Leaman, UCR Board Chair  
A general engagement letter between the UCR Plan and the Bradley Law Firm, covering the board scope of legal issues directed to Alex Leath by the UCR Plan in calendar year 2022, was presented to the UCR Board for its consideration and approval.

A MOTION was MADE and SECONDED to approve the proposed engagement letter covering the broad scope of legal issues directed to Alex Leath by UCR for calendar year 2022. The MOTION CARRIED.

## **VIII. SUBCOMMITTEE REPORTS**

### **Audit Subcommittee – Mike Hoeme, UCR Audit Subcommittee Chair**

**A. UCR Compliance Snapshot – Mike Hoeme, UCR Audit Subcommittee Chair**  
The UCR Audit Subcommittee Chair reviewed audit compliance rates for the states for registration years 2020, 2021, and 2022 will include compliance percentages for Focused Anomaly Reviews (FARs), retreat audits, and registration compliance percentages as mandated by the UCR Board. A new element has been added that focuses on the states' enforcement and citations actually issued versus the "Should Have Been" ("SHB") road-stops that were not cited. The new feature ranks the states based on citation percentages.

**B. Discuss the New IRP and IFTA Reports Available on the NRS – Mike Hoeme, UCR Audit Subcommittee Chair, and Dave Lazarides DSL Transportation Services, Inc. (DSL)**

The UCR Audit Subcommittee Chair and DSL discussed the value of following up on the Title 49 C.F.R. § 392.2 violations. The discussion highlighted the financial value to the states by vetting these companies for UCR compliance, commercial registration, IFTA, intrastate, interstate operating authority and safety compliance. Title 49 C.F.R. § 392.2 requires commercial motor vehicles to operate in accordance with the laws, ordinances, and regulations of the jurisdiction in which they are operating within.

**C. Review 202 Kansas SHB Report – Mike Hoeme, UCR Audit Subcommittee Chair, Verna Jackson, and DSL Transportation Services, Inc. (DSL)**

The UCR Audit Subcommittee Chair, supported by Verna Jackson and DSL, explained the Kansas review process. The discussion focused on the value of following up on 49 C.F.R. § 392.2 violators to ensure both UCR and safety compliance, and the correlation between various NRS tools available to the states.

### **Finance Subcommittee – UCR Finance Subcommittee Chair**

**A. Redemption of Certificates of Deposit (CDs) – Scott Morris, UCR Finance Subcommittee Chair and Dave Scholz, UCR Depository Manager**

The UCR Finance Subcommittee Chair and UCR Depository Manager discussed the opportunity to redeem up to two separate CDs prior to maturity and use the proceeds to purchase U.S. Treasury Bills which have higher income earning potential than CDs do. The Board took action to redeem the CDs and use the proceeds to purchase U.S. Treasury Bills.

A MOTION was MADE and SECONDED that the UCR Board redeems 2 CDs in the aggregate face amount of \$21,200,000.00 which earn 20 basis-points (0.2%), with all penalties waived in full by the Bank of North Dakota, and use the proceeds to

purchase a 1-year U.S. Treasury Bill at the prevailing rate. The T-Bill will be maintained in the custody of the Bank of North Dakota. The MOTION CARRIED.

- B. Fee Recommendation for 2023 Registration Year** – Scott Morris, Finance Subcommittee Chair and Dave Scholz, UCR Depository Manager  
The UCR Finance Subcommittee Chair and the UCR Depository Manager provided an update on the issuance of a comment to the FMCSA by UCR resulting from the Notice of Preliminary Rulemaking published on January 24, 2022. The comment updated the fee calculations by using more current data than was used in the original recommendation submitted to the Secretary of The U.S. Department of Transportation and the FMCSA in August 2021.

**Education and Training Subcommittee** – Avelino Gutierrez, UCR Executive Director

- A. Update on Future Training Initiatives** – Carol Fallin, UCR Education and Training Subcommittee Chair and Jess Ku, UCR Operations Manager  
The UCR Education and Training Subcommittee Chair and the UCR Operations Manager provided an update on current and future training initiatives for the UCR Plan.

**IX. Contractor Reports** – Avelino Gutierrez, UCR Executive Director

- A. UCR Executive Director’s Report** – Avelino Gutierrez, UCR Executive Director  
The UCR Executive Director provided a report covering recent activity for the UCR Plan.
- B. DSL Transportation Services, Inc.** – Dave Lazarides  
DSL Transportation Services, Inc. reported on the latest data from the Focused Anomaly Reviews (FARs) program, discussed motor carrier inspection results, and other matters.
- C. Seikosoft** – Toby Piquet  
Seikosoft provided an update on recent/new activity related to the National Registration System (NRS).
- D. UCR Administrator Report (Kellen)** – Matt Mantione, UCR Executive Staff and Dave Scholz, UCR Depository Manager  
The UCR Staff provided a management report covering recent activity for the Depository, Operations, and Communications.

**X. Other Business** – Elizabeth Leaman, UCR Board Chair  
The UCR Board Chair called for any other items Board members would like to discuss. The UCR Board Chair mentioned to all Board Members to register for the hotel for the next Board Meeting taking place in Portland, Maine on April 21, 2022. The UCR Board Chair also noted that the Audit Training will take place in Niagara Falls, NY on June 6, 2022.

**XI. Adjournment** – Elizabeth Leaman, UCR Board Chair  
The UCR Board Chair adjourned the meeting at 3:28 pm ET.