



Unified Carrier Registration Plan

Board Attendance

Elizabeth Leaman
Scott Morris
Chris Burroughs
William Debord
Carol Fallin
Mike Hoeme
Terrence Mercer
Crystal Stevens
Suzanne Stillwell
Tamara Young
David Bauer
Jessica Kines
Monte Wiederhold

Absent Board Members

Brandon Buchanan
Robin Hutcheson

Others in Attendance

UCR: Avelino Gutierrez, Alex Leath
Kellen Company: Jessalynne Ku, Dave Scholz, Matt Mantione,
DSL Transportation: Dave Lazarides
Seikosoft: Toby Piquet, Lori Lefai, Chris Campbell, Cody Marshall, Seth Bertlshofer,
Andrea Lee

Represented States

AK, AL, CO, DC, GA, IN, KS, KY, LA, MA, ME, MI, MN, MO, NE, NY, OH, TX, VA,
WI

**UNIFIED CARRIER REGISTRATION PLAN
BOARD OF DIRECTORS MEETING
June 7, 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 1:30 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 May 27, 2022 followed by subsequent publication of the notice in the *Federal Register* on June 7, 2022 in Vol. 87, No. 109 starting on page 34759.
- 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 June 7, 2022 Board of Directors Meeting. The MOTION CARRIED.
- IV. Approval of Minutes from the April 21, 2022 UCR Board Meeting** – Scott Morris, UCR Board Vice-Chair
Draft Minutes from the April 21, 2022 UCR Board meeting were reviewed. There was mention to capture more details of FMCSA updates. The Board took action to approve.

A MOTION was MADE and SECONDED to approve the minutes from the April 21, 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
The FMCSA provided a report on relevant activity.
- VI. Development, Hosting and Maintenance of an IRP Centralized Fee Calculator** – Avelino Gutierrez, UCR Executive Director
The UCR Executive Director provided an update regarding the option of development, hosting and maintenance of a centralized IRP fee calculator for the purpose of continuing the Board’s progress towards increasing UCR compliance and enhanced data sharing.
- VII. Letter of Recommendation to Congress to Approve Legislation Pertaining to Providing Additional Parking to Motor Carriers** – Alex Leath, UCR Chief Legal Officer
The UCR Chief Legal Officer tabled this discussion for next board meeting.

A MOTION was MADE and SECONDED that the UCR Board table discussion for next board meeting. The MOTION CARRIED. Monte Wiederhold voted no. Tamara Young abstained.

VIII. SUBCOMMITTEE REPORTS

Audit Subcommittee – Mike Hoeme, UCR Audit Subcommittee Chair

A. 2021 Annual State Audit Progress Report to the UCR Board of Directors – Mike Hoeme, UCR Audit Subcommittee Chair

The UCR Audit Subcommittee Chair discussed the current status of participating states' audit programs for the 2021 registration year as required by the UCR Agreement. The UCR Audit Subcommittee Chair will recommend corrective action plans for delinquent states. The Board may consider and take action to approve such plans as recommended.

A MOTION was MADE and SECONDED that the UCR Board approves the remedial actions for the states deficient in compliance with auditing standards as mandated in the UCR Agreement and require them to appear before the UCR Board at its August 11, 2022 Board Meeting to explain the deficiency and correction actions to bring such states into compliance with the Agreement. The MOTION CARRIED.

B. Discussion Regarding Ways and Means to Increase UCR Registration Percentages – Mike Hoeme, UCR Audit Subcommittee Chair,

The UCR Audit Subcommittee Chair led a discussion to share state resources (auditors and other contacts), leveraging partner relationships, auditing tools and other ideas to increase UCR registration percentages to promote improving fairness within the industry.

C. Maximizing the Value of the Should Have Been (SHB) and Enforcement Efficiency Tools – Mike Hoeme, UCR Audit Subcommittee Chair and Dave Lazarides, DSL Transportation Services, Inc. (DSL)

The UCR Audit Subcommittee Chair and DSL provided an update on the value achieved by utilizing the Shadow MCMIS and other tools in the National Registration System (NRS). The discussion highlighted the financial value to the states by vetting businesses for UCR compliance, commercial registration, IFTA, intrastate, and interstate operating authority.

D. Dedicating a Full-Time Employee (FTE) to States' Audit Programs – Mike Hoeme, UCR Audit Subcommittee Chair, Ryan Nance, UCR Audit Subcommittee Vice-Chair, and Dave Lazarides, DSL Transportation Services, Inc. (DSL)

The UCR Audit Subcommittee Chair, UCR Audit Subcommittee Vice-Chair and DSL led a discussion regarding the value of dedicating 1 FTE to each state's UCR compliance efforts including solicitations (new entrants and unregistered entities), Focused Anomaly Reviews (FAR), retreat and vehicle inspection audits, Shadow MCMIS, and SHB tools in the NRS.

E. Updates to the UCR Handbook – Mike Hoeme, UCR Audit Subcommittee Chair, and Avelino Gutierrez, UCR Executive Director

The UCR Audit Subcommittee Chair and UCR Executive Director led a discussion on updating and clarifying the language in the UCR Handbook in regard to the usage of the term "operated" as it relates to a motor carrier beginning operations. A general update on other revisions to the UCR Handbook was also provided.

F. Accounting for Unregistered Motor Carriers in Brackets 5 and 6 – Mike Hoeme, UCR Audit Subcommittee Chair, and Scott Morris, UCR Finance Subcommittee Chair

There are a number of motor carriers in brackets 5 and 6 that have not registered for UCR that appear, in many, but not in all cases to have incorrectly overstated on their MCS-150 the number of vehicles in their fleet or have an inactive authority. The UCR Audit and Finance Subcommittee Chair led a discussion on ideas to account for the status of these motor carriers.

Finance Subcommittee – UCR Finance Subcommittee Chair

A. Certificate of Deposit (CD) for Financial Reserve – Scott Morris, UCR Finance Subcommittee Chair and Dave Scholz, UCR Depository Manager

The UCR Finance Subcommittee Chair and UCR Depository Manager led a discussion regarding options for investing the proceeds from a CD that will mature on August 5, 2022. The Board took action to consider and approve an option for re-investing the proceeds from the maturing CD.

A MOTION was MADE and SECONDED that the UCR Board approves the investment of administrative reserve funds of \$2,650,000.00 in United States Treasury bills/bonds at the yield effective on or about August 5, 2022 when the current CD matures. The MOTION CARRIED. Tamara Young and Monte Wiederhold voted no.

B. Investment Options for 2021 and 2022 Excess Fees – Scott Morris, Finance Subcommittee Chair and Dave Scholz, UCR Depository Manager

The UCR Finance Subcommittee Chair and the UCR Depository Manager presented the balances of excess fees from the 2021 and 2022 registration years. They also discussed potential options for safely investing the funds to earn reasonable rates of return that will exceed interest earnings on standard bank deposit accounts. The Board took action to consider and approve an option for investing the excess fees.

A MOTION was MADE and SECONDED to amend that the UCR Board approves the investment of excess fees for the 2021 and 2022 registration years in United States Treasury bills/bonds at the yield effective on the date of investment as on June 7, 2022.

A MOTION was MADE and SECONDED that 2021 excess fees to be placed in a six-month United States Treasury Bill. The MOTION CARRIED.

A MOTION was MADE and SECONDED that the 2022 fees is to be invested for 12 months in United States Treasury Bills Bonds. The MOTION CARRIED. Tamara Young and Monte Wiederhold voted no.

C. Update on Response from UCR to the FMCSA's Request for Information Regarding the UCR Board's Fee Recommendation for the 2023 Registration Year – Scott Morris, Finance Subcommittee Chair, Alex Leath, UCR Chief Legal Officer, and Dave Scholz, UCR Depository Manager

The UCR Finance Subcommittee Chair, UCR Chief Legal Officer and UCR Depository Manager provided an update to the UCR Board regarding the response

provided to FMCSA from their request for information pertaining to the Board's fee change recommendation, and subsequent comment, for the 2023 registration year.

- D. Update on Potential 2024 Fee Recommendation** – Scott Morris, Finance Subcommittee Chair, and Dave Scholz, UCR Depository Manager
The UCR Finance Subcommittee Chair and UCR Depository Manager provided an update to the UCR Board regarding the methodology, process, and timing for a potential fee recommendation to the Secretary of the U.S. Department of Transportation and FMCSA for the 2024 registration year.

Education and Training Subcommittee – Avelino Gutierrez, UCR Executive Director

- A. Update on Future Training Initiatives** – Carol Fallin, UCR Education and Training Subcommittee Chair
The UCR Education and Training Subcommittee Chair 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. Seikosoftware** – Toby Piquet
Seikosoftware 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 Vice-Chair called for any other items Board members would like to discuss. Jonathan Nicasastro, Director of Motor Carrier Compliance for New York State DOT, addressed the Board. Elizabeth Leaman recognized Suzanne Stillwell on her retirement with a certificate.

- XI. Adjournment** – Elizabeth Leaman, UCR Board Chair
The UCR Board Chair adjourned the meeting at 4:21 pm ET.