



Unified Carrier Registration Plan Board of Directors Meeting

**December 8, 2022
12:00 PM – 2:00 PM Eastern Time**

Board Attendance:

Elizabeth Leaman
David Bauer
Brandon Buchanan
Chris Burroughs
William Debord
Carol Fallin
Mike Hoeme
Jessica Kines
Terrence Mercer
Scott Morris
Crystal Stevens
Monte Wiederhold

Others in Attendance:

UCR: Avelino Gutierrez, Alex Leath
FMCSA: Arija Flowers, Frederic Wood
DSL Transportation: Dave Lazarides
Kellen Company: Tom Lawrence, Matt Mantione, Jessie Yuhaniak
Seikosoft: Lori Lefai, Toby Piquet
IFTA: Carmen Martorana
IRP: Tim Adams

**UNIFIED CARRIER REGISTRATION PLAN
BOARD OF DIRECTORS MEETING
December 8, 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, called roll for the Board, and confirmed the presence of a quorum. She then facilitated self-introductions.
- II. Verification of Publication 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 November 29, 2022, followed by subsequent publication of the notice in the December 7, 2022, *Federal Register* Vol. 87, No. 234, starting on page 75141.
- III. Review and Approval of Board Agenda** – Elizabeth Leaman, UCR Board Chair
Upon MOTION made by Scott Morris and seconded, the proposed agenda was adopted as amended.
- IV. Approval of Minutes of the October 27, 2022, UCR Board Meeting** – Elizabeth Leaman, UCR Board Chair
Upon MOTION made by Carol Fallin and seconded, the minutes from the October 27, 2022 Board Meeting were adopted as corrected.
- V. Report of IFTA** – Carmen Martorana, IFTA Executive Director
Mr. Martorana provided an update on the activities of the International Fuel Tax Agreement (IFTA).
- VI. Report of IRP** – Tim Adams, CEO, IRP
Mr. Adams provided an update on the activities of the International Registration Plan (IRP).
- VII. Report of FMCSA** – Frederic Wood, FMCSA
Mr. Wood provided an update on the activities of the Federal Motor Carrier Safety Administration (FMCSA).
- VIII. Renewal of UCR Contract with Contractor (DSL Transportation Services, Inc.)** – Alex Leath, UCR Chief Legal Officer
Mr. David Lazarides, representative from DSL Transportation Services, Inc., left the meeting and rejoined it for the subcommittee reports.

The UCR Chief Legal Officer reviewed the proposed contract between the UCR Plan and DSL Transportation Services, Inc.

Upon MOTION made by Terrence Mercer and seconded, the Board approved the proposed contract between the UCR Plan and DSL Transportation Services, Inc., as amended. Crystal Stevens abstained.

The amendment modified Article VIII to read: “DSL shall take direction on all matters from the Executive Director of the UCR Plan, with the consultation of the UCR Board Chair.”

IX. Subcommittee Reports

Audit Subcommittee – Mike Hoeme, UCR Audit Subcommittee Chair

A. Review Recent Updates to the UCR Handbook – Mike Hoeme, UCR Audit Subcommittee Chair

The UCR Audit Subcommittee Chair provided an update on the revisions made to clarify the UCR Handbook.

B. Review States' Audit Compliance Snapshot for Registration Rates Audit Percentages for Years 2021 and 2022 – Mike Hoeme, UCR Audit Subcommittee Chair

The UCR Audit Subcommittee Chair reviewed audit compliance rates for the states for registration years 2021 and 2022 and related compliance percentages for FARs, retreat audits, and registration compliance percentages.

C. Discuss Options for Hosting a Monthly Question and Answer Session for State Auditors – Mike Hoeme, UCR Audit Subcommittee Chair

The UCR Audit Subcommittee Chair shared that the monthly Q&A sessions for state auditors will begin in 2023.

Finance Subcommittee – Scott Morris, UCR Finance Subcommittee Chair

A. UCR Investment Policy – Scott Morris, UCR Finance Subcommittee Chair

Scott Morris reviewed the proposed modified UCR Investment Policy.

Upon MOTION made by Scott Morris and seconded, the Board adopted the proposed modified UCR Investment Policy as presented. Monte Wiederhold opposed.

B. Review of 2023 UCR Administrative Budget – Tom Lawrence, UCR Depository Manager and Scott Morris, UCR Finance Subcommittee Chair

Tom Lawrence reviewed the 2023 UCR Administrative Budget.

Upon MOTION made by Scott Morris and seconded, the Board adopted the 2023 UCR Administrative Budget as presented. Monte Wiederhold abstained.

C. Revision to the Finance Subcommittee Meetings in the 2023 Proposed Meetings Schedule – Scott Morris, UCR Finance Subcommittee Chair

The UCR Finance Subcommittee Chair shared that the November Finance Subcommittee meeting will be held on November 7, 2023, to separate the timing of this meeting from the annual NARUC conference. Location will be determined at a later date.

Education and Training Subcommittee – Carol Fallin, UCR Education and Training Subcommittee Chair

Update on Current and Future Training Initiatives – Carol Fallin, UCR Education and Training Subcommittee Chair

The UCR Education and Training Subcommittee Chair provided an update on current and planned future training initiatives and the E-Certificate program.

Industry Advisory Subcommittee – Chris Burroughs, UCR Industry Advisory Subcommittee Chair

Update on Current Initiatives – Chris Burroughs, UCR Industry Advisory Subcommittee Chair

The UCR Industry Advisory Subcommittee Chair provided an update on current and planned initiatives regarding motor carrier industry concerns.

VIII. Contractor Reports – Avelino Gutierrez, UCR Executive Director

- **UCR Executive Director’s Report**

Avelino Gutierrez provided a report covering recent activity for the UCR Plan and shared the proposed 2023 meeting schedule.

- **DSL Transportation Services, Inc.**

Dave Lazarides reported on the latest data from the Focused Anomaly Reviews (FARs) program, discuss motor carrier inspection results, pilot projects and other matters.

- **Seikosoft**

Toby Piquet provided an update on activity related to the National Registration System (NRS).

- **UCR Administrator Report (Kellen)**

Matt Mantione provided a management report covering recent activity for the Depository, Operations, and Communications.

IX. Other Business – Elizabeth Leaman, UCR Board Chair

The UCR Board Chair called for any other business, old or new, from the floor. Hearing none, she shared that the next Board Meeting was January 19, 2023.

X. Adjournment – Elizabeth Leaman, UCR Board Chair

The meeting adjourned at 3:17 PM ET by general consent.



Unified Carrier Registration Plan

Board Meeting Agenda

December 8, 2022
1:30 p.m. – 5:30 p.m. Eastern Time

The Meeting Will Take Place at the Holiday Inn, Savannah, Historic District
520 West Bryan Street, Savannah, GA 31401

Virtual Participation in the Meeting Will Also be Provided Via
Zoom Meeting and Screenshare:

Zoom Meeting and Screenshare:

Meeting URL:

[https://kellen.zoom.us/meeting/register/tJYsceGtqTIpHdGvW1rdWp_GJbo2vONw9CpP](https://kellen.zoom.us/j/92168579375)

Toll-Free Dial-In Information:

+1 929 205 6099 or

+1 669 900 6833

Meeting ID: **921 6857 9375**

**UNIFIED CARRIER REGISTRATION PLAN
BOARD OF DIRECTORS MEETING
December 8, 2022**

AMENDED AGENDA

- I. Welcome and Call to Order** – UCR Board Chair
The UCR Board Chair will welcome attendees, call the meeting to order, call roll for the Board, confirm the presence of a quorum, and facilitate self-introductions.
- II. Verification of Publication of Meeting Notice** – UCR Executive Director
The UCR Executive Director will verify publication of the meeting notice on the UCR website and distribution to the UCR contact list via e-mail, followed by subsequent publication of the notice in the *Federal Register*.
- III. Review and Approval of Board Agenda** – UCR Board Chair
For Discussion and Possible Board Action
The proposed Agenda will be reviewed, and the Board will consider adoption.
- Ground Rules
- Board actions taken only in designated areas on agenda
- IV. Approval of Minutes of the October 27, 2022, UCR Board Meeting** – UCR Board Chair
For Discussion and Possible Board Action
Draft Minutes from the October 27, 2022, UCR Board meeting will be reviewed. The Board will consider action to approve.
- V. Report of IFTA** – IFTA Representative
The International Fuel Tax Agreement (IFTA) will provide a report on relevant activity.
- VI. Report of IRP** – IRP Representative
The International Registration Plan (IRP) will provide a report on relevant activity.
- VII. Report of FMCSA** – FMCSA Representative
The Federal Motor Carrier Safety Administration (FMCSA) will provide a report on relevant activity.
- VIII. Renewal of UCR Contract with Contractor (DSL Transportation Services, Inc.)** – UCR Chief Legal Officer
For Discussion and Possible Board Action
The UCR Chief Legal Officer will discuss a possible extension to the contract between the UCR Plan and DSL Transportation Services, Inc. The Board may take action to approve the extension.
- IX. Subcommittee Reports**
- Audit Subcommittee** – UCR Audit Subcommittee Chair
- A. Review Recent Updates to the UCR Handbook** – UCR Audit Subcommittee Chair, UCR Executive Director
The UCR Audit Subcommittee Chair and UCR Executive Director will lead 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 will also be provided.

B. Review States’ Audit Compliance Snapshot for Registration Rates Audit Percentages for Years 2021 and 2022 – UCR Audit Subcommittee Chair

The UCR Audit Subcommittee Chair will review audit compliance rates for the states for registration years 2021 and 2022 and related compliance percentages for FARs, retreat audits, and registration compliance percentages.

C. Discuss Options for Hosting a Monthly Question and Answer Session for State Auditors – UCR Audit Subcommittee Chair and UCR Audit Subcommittee Vice-Chair

The UCR Audit Subcommittee Chair and UCR Audit Subcommittee Vice-Chair will lead a discussion regarding the value of a series of 60-minute virtual question and answer sessions for state auditors.

Finance Subcommittee – UCR Finance Subcommittee Chair

A. UCR Investment Policy – UCR Finance Subcommittee Chair

For Discussion and Possible Board Action

The UCR Finance Subcommittee Chair will lead a discussion on a recommended investment policy that will result in an enhanced cash management and investment strategy designed to increase the interest income that is earned on both administrative reserve funds and excess fees held in the UCR Depository. The Board may take action to approve a UCR Investment Policy. The Finance Subcommittee recommends the UCR Board adopt this proposal.

B. Review of 2023 UCR Administrative Budget – UCR Depository Manager and UCR Finance Subcommittee Chair

For Discussion and Possible Board Action

The UCR Depository Manager and UCR Finance Subcommittee Chair will lead a discussion regarding the proposed 2023 UCR administrative budget. The Board may take action to approve a 2023 administrative budget. The Finance Subcommittee recommends approval of the 2023 proposed administrative budget.

C. Revision to the Finance Subcommittee Meetings in the 2023 Proposed Meetings Schedule – UCR Finance Subcommittee Chair

The UCR Finance Subcommittee Chair will propose a modification to the 2023 schedule to separate the timing of this meeting from the annual NARUC conference.

Education and Training Subcommittee – UCR Education and Training Subcommittee Chair

Update on Current and Future Training Initiatives – UCR Education and Training Subcommittee Chair and UCR Chief of Staff

The Education and Training Subcommittee Chair and the UCR Chief of Staff will provide an update on current and planned future training initiatives and the E-Certificate program.

Industry Advisory Subcommittee – UCR Industry Advisory Subcommittee Chair

Update on Current Initiatives – UCR Industry Advisory Subcommittee Chair and UCR Staff Executive

The UCR Industry Advisory Subcommittee Chair and the UCR Staff Executive will provide an update on current and planned initiatives regarding motor carrier industry concerns.

VIII. Contractor Reports – UCR Executive Director

- **UCR Executive Director’s Report**

The UCR Executive Director will provide a report covering recent activity for the UCR Plan.

- **DSL Transportation Services, Inc.**

DSL Transportation Services, Inc. will report on the latest data from the Focused Anomaly Reviews (FARs) program, discuss motor carrier inspection results, pilot projects and other matters.

- **Seikosoftware**

Seikosoftware will provide an update on recent/new activity related to the National Registration System (NRS).

- **UCR Administrator Report (Kellen)**

The UCR Chief of Staff will provide a management report covering recent activity for the Depository, Operations, and Communications.

IX. Other Business – UCR Board Chair

The UCR Board Chair will call for any other business, old or new, from the floor.

X. Adjournment – UCR Board Chair

The UCR Board Chair will adjourn the meeting.