



# Unified Carrier Registration Plan

## Board of Directors Meeting

April 13, 2023

1:30 p.m. – 5:00 p.m. Eastern Time

Board Attendance:

Elizabeth Leaman

Earl Adams

David Bauer

Brandon Buchanan

Chris Burroughs

William Debord

Carol Fallin

Mike Hoeme

Corey Keating

Jessica Kines

Terrence Mercer

Scott Morris

Mathew Perkinson

Crystal Stevens

Monte Wiederhold

Others in Attendance:

UCR: Avelino Gutierrez, Alex Leath

FMCSA: Heather MacClintock, Ken Riddle, Frederic Wood

DSL Transportation: Dave Lazarides

Kellen Company: Tom Lawrence, John Macwan, Matt Mantione, Jessie Yuhaniak

Seikosoft: Lori Lefai, Toby Piquet, Chris Campbell

IRP: Tim Adams

**UNIFIED CARRIER REGISTRATION PLAN  
BOARD OF DIRECTORS MEETING  
April 13, 2023**

**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 and confirmed the presence of a quorum, and facilitated self-introductions. She welcomed new Board members Earl Adams, Mathew Perkinson and Corey Keating.
- 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 April 3, 2023, followed by subsequent publication of the notice in the *Federal Register* Vol. 88, No. 68, starting on page 21234 on April 10, 2023.
- III. Review and Approval of Board Agenda** – Elizabeth Leaman, UCR Board Chair  
The proposed Agenda was reviewed and approved by general consent.
- IV. Approval of Minutes of the January 19 UCR Board Meeting** – Elizabeth Leaman, UCR Board Chair  
Draft Minutes from the January 19, 2023 UCR Board meeting were reviewed.  
  
A MOTION was made by Jessica Kines and SECONDED. The MOTION carried unanimously.
- V. Report of FMCSA** – Earl Adams, FMCSA Representative  
The Federal Motor Carrier Safety Administration (FMCSA) provided a report on relevant activity, including the rulemaking for the 2024 fees.
- VI. Proposal to Send a Letter to All New US DOT Interstate Motor Carriers, Freight Forwarders, Leasing Companies, and Brokers from Non-Participating States and Rhode Island** – Avelino Gutierrez, UCR Executive Director and Toby Piquet, Chris Campbell, Seikosoft  
The UCR Executive Director and a Seikosoft representative presented a proposal to send a letter to all new USDOT interstate motor carriers, freight forwarders, leasing companies, and brokers from non-participating states and Rhode Island requesting that the entity register for UCR.  
  
A MOTION was made by Mike Hoeme and SECONDED that the UCR Board approve the cost of sending a letter to all new USDOT interstate motor carriers, freight forwarders, leasing companies and brokers from non-participating states and Rhode Island requesting that these entities register for UCR. The cost of such letters for a 12-month period will be approximately \$30,000. The MOTION carried unanimously. The pilot will last 12 months.
- VII. Subcommittee Reports**
- Audit Subcommittee** – Mike Hoeme, UCR Audit Subcommittee Chair
- A. Update on the Success of the First Audit Subcommittee Monthly Question and Answer Session for States Auditors** – Mike Hoeme, UCR Audit Subcommittee Chair, Ryan Nance, UCR Audit Subcommittee Vice-Chair  
The UCR Audit Subcommittee Chair and UCR Audit Subcommittee Vice-Chair led a discussion regarding the turnout for the first 60-minute virtual question and answer sessions.

**B. Review States' Audit Compliance Snapshot for Registration Rates Audit Percentages for Years 2022 and 2023** – Mike Hoeme, UCR Audit Subcommittee Chair

The UCR Audit Subcommittee Chair reviewed audit compliance rates for the states for registration years 2022 and 2023 and related compliance percentages for FARs, retreat audits and registration compliance percentages and open Bracket 5 and 6 motor carriers. The Audit Subcommittee Chair will provide a final 2022 report for review at the June 2023 Board of Directors meeting.

**C. Review the Kansas Roadside Inspection Amendment Pilot** – Mike Hoeme, UCR Audit Subcommittee Chair

The UCR Audit Subcommittee Chair provided an update on the Roadside Inspection Amendment Pilot that began March 1, 2023. The pilot reviews all Should-Have-Beens (SHBs) for the previous day and then amends the roadside inspection to include the UCR 392.2 violation. It also includes a letter that puts the motor carrier on notice that if they are stopped again, they will be issued a \$300 dollar civil fine each time going forward.

**Finance Subcommittee** – Scott Morris, UCR Finance Subcommittee Chair

**A. Allocation of Unspent 2022 UCR Administrative Funds and Interest Earned on UCR Administrative Funds** – Scott Morris, UCR Finance Subcommittee Chair

The UCR Finance Subcommittee Chair led a discussion on which reserve funds should receive allocations of unspent 2022 administrative funds and interest earned on those funds and provided the Subcommittee's recommendation to the Board of Directors for possible adoption.

A MOTION was made by Scott Morris and SECONDED that unspent 2022 administrative funds and accumulated interest on administrative funds be allocated to UCR reserve funds at follows:

To the Financial Reserve: \$250,000

To the Unbudgeted Expense Reserve: \$750,000

To the Capital/Special Projects Reserve: \$9,995.22

The MOTION carried. Monte Wiederhold opposed.

**B. Distribution from the UCR Depository for Under-Cap States** – Scott Morris, UCR Finance Subcommittee Chair and John Macwan, UCR Depository Manager

The UCR Finance Subcommittee Chair and the UCR Depository Manager provided an update on the timing for a distribution of fees from the UCR Depository to states that have not yet reached their revenue entitlements for the 2023 registration year.

**C. Discussion of UCR Investment Policy** – Scott Morris, UCR Finance Subcommittee Chair

The UCR Finance Subcommittee Chair provided the Board with an overview of the market factors and account structures of UCR Funds and provide a summary of discussion from the Finance Subcommittee Meeting in March 2023.

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

**Industry Advisory Subcommittee** – David Bauer, UCR Industry Advisory Subcommittee

**Update on Current Initiatives** – David Bauer, UCR Industry Advisory Subcommittee

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

**Enforcement Subcommittee** – Jessica Kines, UCR Enforcement Subcommittee Chair

**Update on Current Initiatives** – Jessica Kines, UCR Enforcement Subcommittee Chair

The UCR Enforcement Subcommittee Chair shared an update on current and planned initiatives.

The Board Chair requested that the Dispute Resolution Subcommittee be added to agendas moving forward. Subcommittee Chair Bill Debord requested all those interested in serving on the Subcommittee to contact him and UCR Board Chair Elizabeth Leaman.

**VIII. Contractor Reports** – Elizabeth Leaman, UCR Board Chair

- **UCR Executive Director’s Report**

Avelino Gutierrez provided a report covering recent activity for the UCR Plan. He requested that all Board members provide feedback on the proposed UCR Agreement by no later than May 15 for formal consideration at the June 2023 Board of Directors meeting.

The UCR Executive Director then shared a notice of vacancies on the Board of Directors for the four FMCSA regions; the current Directors’ terms expire on May 31, 2023. Current members may reapply. All applications will be forwarded to the FMCSA for their decision and appointment. Additionally, Subcommittee chairs were also asked to prepare a list of dates for 2024 meetings for review with a goal of sharing the year’s schedule in July 2023.

- **DSL Transportation Services, Inc.**

Dave Lazarides shared updates on motor carrier inspection results, efficiency reporting, pilot projects and other matters.

- **Seikosoftware**

Toby Piquet updated the Board on recent/new 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. IRP representative Tim Adams shared an update on the IDR system progress and shared that initial steps to seek a data

sharing agreement between IRP and UCR to increase roadside safety and reporting are being taken. He invited all members to participate in the mid-May IRP meeting.

The next Board of Directors meeting will take place on June 8, 2023 via teleconference.

**X. Adjournment**

The meeting was adjourned by general consent at 4:07 PM.