



Unified Carrier Registration Plan

Board Attendance

Elizabeth Leaman
Mike Hoeme
Bill Debord
Suzanne Stillwell
Crystal Stevens
Tamara Young
Ken Riddle
Scott Morris

Absent Board Members

Terry Mercer
Monte Wiederhold
Carol Fallin
Chris Burroughs
Rick Schweitzer

Board Members in Waiting

Brandon Buchanan
David Bauer

Absent Board Members in Waiting

Jessica Kines

Others in Attendance

UCR: Avelino Gutierrez
FMCSA: Rick Wood
Kellen Company: Jessalynne Ku, Dave Scholz, Tom Lawrence, Matt Mantione,
Katherine Thurmond
DSL Transportation: Dave Lazarides
Seikosoftware: Toby Piquet, Lori Lefai,

Represented States

AK, AL, CA, CO, DC, FL, GA, ID, IL, IN, KS, KY, LA, MA, MD, ME, MN, MO, NE,
NM, OH, OK, VA, WA, WI

**UNIFIED CARRIER REGISTRATION PLAN
BOARD OF DIRECTORS MEETING**

December 16, 2021

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 12:01 p.m. 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 December 8, 2021 followed by subsequent publication of the notice in the *Federal Register* on December 13, 2021 in Vol. 86, No. 236, starting on page 70888.

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 December 16, 2021 Board of Directors Meeting with the amendment to table agenda item 6B, Discussion of the UCR Internal Controls Procedures Report Prepared by the Independent Audit Firm, for next Board Meeting on January 27, 2022. The MOTION CARRIED.

IV. Approval of Minutes from the November 4, 2021 UCR Board Meeting – Elizabeth Leaman, UCR Board Chair
Draft Minutes from the November 4, 2021 UCR Board meeting were reviewed. The Board took action to approve.

A MOTION was MADE and SECONDED to approve the minutes from the November 4, 2021 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. SUBCOMMITTEE REPORTS

Audit Subcommittee – Mike Hoeme, UCR Audit Subcommittee Chair

A. Review Proposals Received for Independent Audit of the UCR Depository – Avelino Gutierrez, UCR Executive Director and Dave Scholz, UCR Depository Manager
The UCR Executive Director and the UCR Depository manager discussed the proposals received from the respondents to the request-for-proposal (RFP) that was

distributed to four selected firms in November. The purpose of the RFP was to begin a process to identify and engage a new independent auditing firm to conduct an assurance engagement of the UCR Depository's financial statements for the year ending December 31, 2021. All four firms responded and provided proposals that were tabulated, ranked, and presented to the Board. The Audit Subcommittee recommended one of the proposals and that recommendation and the other proposals were presented to the Board for its consideration and approval as the independent auditors for the Depository's financial statements ending December 31, 2021.

A MOTION was MADE and SECONDED that the Board appoint Warren Averett as the independent auditor of the UCR Depository financial statements for the year ending December 31, 2021 based on the recommendation of the Audit Subcommittee. The MOTION CARRIED.

B. Discussion of the UCR Internal Controls Procedures Report Prepared by the Independent Audit Firm – Avelino Gutierrez, UCR Executive Director

This agenda item was tabled for the next Board meeting on January 27, 2022.

C. Motor Carriers Selection Option B for UCR Renewals – Mike Hoeme, UCR Audit Subcommittee Chair and Dave Lazarides, DSL Transportation Services, Inc.

The Audit Subcommittee Chair and DSL discussed issues related to motor carriers who select Option B to utilize UCR registration. The discussion included consideration of the “pros” and “cons” regarding the potential requirement on motor carriers to upload a list of intrastate exempt vehicles to the National Registration System when registering in the portal.

D. Review 49 CFR § 392.2 Violations – Mike Hoeme, UCR Audit Subcommittee Chair and Dave Lazarides, DSL Transportation Services, Inc.

The UCR Audit Subcommittee Chair and DSL reviewed the 49 CFR § 392.2 violations in the State of Kansas. The discussion highlighted the financial value to the State by vetting these companies for UCR compliance, commercial registration, IFTA, intrastate, and interstate operating authority. 49 CFR § 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.

E. UCR Compliance Snapshot – Mike Hoeme, UCR Audit Subcommittee Chair

The Audit Subcommittee Chair reviewed audit compliance rates for the states for registration years 2020, 2021, and 2022 and included compliance percentages for Focused Anomaly Reviews (FARs), retreat audits, and registration compliance percentages as mandated by the UCR Board.

Finance Subcommittee – UCR Finance Subcommittee Chair

A. Review of 2022 Administrative Budget – UCR Finance Subcommittee Chair and Dave Scholz, UCR Depository Manager

The UCR Finance Subcommittee Chair and UCR Depository Manager presented and discussed a proposed budget for the 2022 UCR administrative expenses. The Board took action to approve and adopt the 2022 budget. The UCR Finance Subcommittee recommended the Board adopt the proposed budget for the 2022 administrative year as presented.

A MOTION was MADE and SECONDED that the Board adopt the 2022 Administrative Expenses Budget as presented and as recommended by the Finance Subcommittee. The MOTION CARRIED.

- B. Investing Excess Fees for the 2021 Registration Year in CDs** – Scott Morris, Finance Subcommittee Chair and Dave Scholz, UCR Depository Manager
The Finance Subcommittee Chair and UCR Depository Manager led a discussion regarding the option to invest 2021 excess fees in a certificate of deposit (CD) with a maturity date in December 2022 at the Bank of North Dakota. This differed from the Finance Subcommittee’s recommendation that the excess fees be invested in 2 separate CDs with variable maturity dates. The Bank of North Dakota could not offer the different maturity dates so the UCR Board opted to invest the 2021 excess fees in a single CD that was offered by the Bank of North Dakota at the same rate of interest.

A MOTION was MADE and SECONDED that the Board invest the 2021 excess fees in a Certificate of Deposit (CD) at the Bank of North Dakota for a term of 12 months. The MOTION CARRIED.

Education and Training Subcommittee – Avelino Gutierrez, UCR Executive Director

- A. Update on Future Training Initiatives** – Avelino Gutierrez, UCR Executive Director
The UCR Executive Director and Jessalynne Ku provided an update on the planned future training initiatives for the UCR plan. Tamara Young proposed a new motor carrier module that will be considered at a future meeting of the subcommittee.

VII. 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.

- VIII. Other Business** – Elizabeth Leaman, UCR Board Chair
The UCR Board Chair called for other items Board members wanted to discuss. The UCR Board Chair notified the Board members that the next Board meeting will be held on January 27, 2022. The UCR Board Chair also notified the Board members that a

luncheon for the law enforcement teams across the country that participate in Commercial Vehicle Safety Alliance (CVSA) workshops is under development.

- IX. Adjournment** – Elizabeth Leaman, UCR Board Chair
The UCR Board Chair adjourned the meeting at 1:32 pm ET.