



**Unified Carrier Registration Agreement**  
Board of Directors Meeting (#126)

January 30, 2018  
 Royal Sonesta Hotel  
 New Orleans, LA

**ATTENDEES**

(Board & Staff)

<u>NAME</u>	<u>ORGANIZATION</u>	<u>PRESENT</u>
Avelino Gutierrez (Chair)	NMPRC	X
Bob Pitcher	ATA	X
Adam Anderson	UDOT	X
Carol Fallin	TXDMV	X
Cathy Gautreaux	FMCSA	X
Elizabeth Leaman	MADPU	X
Larry Herold	COPUC	X
Woody Chambers	OOIDA	X
Monte Wiederhold	Reever Transport	X
Chris Burroughs	TIA	X
Rick Schweitzer	NPTC	
Mike Hoeme	KCC	X
Sandy Bowling	INDOR	X
Scott Morris	ALPSC	X
Tina Thurman	MODOT	X
Dave Scholz, Depository Manager	UCR	X
Jon Krueger, Operations Manager	UCR	X
Brooke Mason, Staff Associate	UCR	
Dave Lazarides, Consultant	DSL	X

## MINUTES

### **Welcome, Call to Order & Introductions**

Chair Avelino Gutierrez called the meeting to order at 1:03 p.m. Central Time and welcomed attendees. Board members introduced themselves and a quorum was confirmed. Non-Board members in the room and on the teleconference also introduced themselves.

### **Verification of Meeting Notice**

Mr. Gutierrez reported that the intent to publish notice of the meeting was posted on January 23 and the final meeting notice in the Federal Register was published on January 25.

### **Review & Approval of Agenda & Setting of Ground Rules**

Mr. Gutierrez reviewed the proposed agenda and asked for any modifications. Following brief discussion, an update from FMCSA was added as an agenda item. A MOTION was MADE and SECONDED to approve the agenda as amended. THE MOTION CARRIED.

### **Review & Approval of Minutes of the December 2017 UCR Board Meeting**

Mr. Gutierrez reported that draft minutes from the December 14, 2017 Board meeting were distributed electronically and he asked for questions or comments. Jon Krueger reported that several suggested edits were received, and he displayed the suggestions to the Board.

A MOTION was MADE and SECONDED to approve the December minutes as amended. THE MOTION CARRIED.

### **FMCSA Update**

Mr. Gutierrez welcomed Deputy Administrator Cathy Gautreaux to the UCR Board and requested she provide a brief update. Ms. Gautreaux reported that the letter from UCR containing recommendations for registration fee levels for 2019 and 2020 was received by the U.S. Department of Transportation and FMCSA earlier in the month.

### **Critical Issues**

- **2018 Registration Fees Finalized**

Mr. Gutierrez reported that 2018 UCR registration fees were published in the Federal Register earlier in the month and that the registration period is open. Mr. Gutierrez reiterated the Board's earlier recommendation to states that enforcement for 2018 be delayed until April 5.

- **Vendor Selection for New National Registration System**

Following discussion, a MOTION was MADE and SECONDED to open contract negotiations with Seikosoftware for a three-year term with final pricing no less favorable than presented and final product delivered by October 1. THE MOTION CARRIED.

Following further discussion, a MOTION was MADE and SECONDED to execute a letter of intent with Seikosoft, during the contracting phase, authorizing up to \$40,000 in spending on fees. THE MOTION CARRIED.

The Board instructed Kellen to provide a proposal for project management services to oversee the development of the new national system.

- **Approval of UCR Handbook**  
Vice Chair Bob Pitcher presented the latest draft of the new UCR Handbook and answered questions. Mr. Gutierrez thanked Mr. Pitcher for the amount of work he provided in developing the handbook.
- **Update on UCR Subcommittee Restructuring**  
Mr. Krueger reported on his plan to transition all Board-approve subcommittee restructuring and implementation of new purpose statements by March 31.

#### **Updates Concerning UCR Legislation**

No report.

#### **Report of Dave Lazarides, DSL Transportation Services, Inc.**

Dave Lazarides provided an update on the FARs program and answered questions.

#### **Report of Indiana Department of Revenue**

Sandy Bowling reported on recent UCR-related customer service volume at Indiana Department of Revenue and answered questions.

Ms. Bowling also reported that the Indiana Department of Revenue is committed to a smooth transition to the new national registration system later this year.

#### **Subcommittee Reports**

- **Audit Subcommittee**  
No report.
- **Procedures Subcommittee**  
No report.
- **Indiana System Subcommittee**  
Scott Morris reported that user-acceptance testing is underway for new modifications to the current registration system run by the Indiana Department of Revenue.
- **Industry Advisory Subcommittee**  
No report. Mr. Pitcher thanked retiring Board member Woody Chambers for his years of service.

- **Revenue and Fees Subcommittee**  
Larry Herold asked Mr. Morris to provide a brief report. Mr. Morris reported on collections revenue so far in 2018 and answered questions.
- **Dispute Resolution Subcommittee**  
No report.
- **Administrative Fees Subcommittee**  
Dave Scholz reviewed a report on UCR operating expenses through December 31 and answered questions.
- **Depository Subcommittee**  
A MOTION was MADE and SECONDED to add new Depository Chair Elizabeth Leaman as a signatory for the UCR accounts at Bank of North Dakota and SunTrust. THE MOTION CARRIED.

A MOTION was MADE and SECONDED to authorize Kellen to establish a new bank account at SunTrust as part of the transition of Depository management to Kellen. THE MOTION CARRIED.

#### **Old/New Matters**

A MOTION was MADE and SECONDED to authorize the spending of approximately \$9,500 for UCR to cover its share of the NCSTS meeting in New Orleans. THE MOTION CARRIED.

Mr. Gutierrez advised all UCR subcommittee chairs of the latest court ruling requiring meeting notice for all UCR Board and subcommittee meetings in accordance with U.S. Sunshine Act laws. Mr. Gutierrez instructed the chairs of all subcommittees and task forces to inform him of any future meetings and to not hold the meeting until notice is published in the Federal Register. Ms. Gautreaux reported on her intent to address the need for more timely approval and posting of UCR meeting notices in the Federal Register.

Mr. Gutierrez, along with the full Board, expressed his gratitude to retiring Board member Woody Chambers for his years of service to UCR.

#### **Future Board Meetings**

##### Teleconferences

- March 15 at Noon Eastern (teleconference)
- April 19 at Noon Eastern (teleconference)
- May 10 at Noon Eastern (teleconference)

##### In person

- June 2-7 (includes travel days; Ft. Lauderdale)

**Adjourn**

Mr. Gutierrez asked for any additional business and there was none. He adjourned the meeting at 2:55 p.m.