



**Unified Carrier Registration Agreement**  
Board of Directors Meeting

March 15, 2018  
 Teleconference

**ATTENDEES**  
(Board & Staff)

<u>NAME</u>	<u>ORGANIZATION</u>	<u>PRESENT</u>
Avelino Gutierrez (Chair)	NMPRC	X
Bob Pitcher	ATA	X
Adam Anderson	UDOT	
Carol Fallin	TXDMV	X
Cathy Gautreaux	FMCSA	
Elizabeth Leaman	MADPU	X
Larry Herold	COPUC	X
Woody Chambers	OOIDA	X
Monte Wiederhold	Reever Transport	X
Chris Burroughs	TIA	
Rick Schweitzer	NPTC	X
Mike Hoeme	KCC	
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 12:01 p.m. EDT and welcomed all attendees. He conducted a roll call and confirmed a Board quorum. Non-Board members and contractors on the teleconference then introduced themselves.

### **Verification of Meeting Notice**

Mr. Gutierrez reported that the meeting notice was published in the Federal Register on March 13.

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

Mr. Gutierrez reviewed the proposed agenda and asked for questions. It was suggested that the agenda be modified to include an update from the UCR Administration team (Kellen).

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

### **Review & Approval of Minutes of the Jan. 2018 UCR Board Meeting**

Mr. Gutierrez reported that draft minutes from the January 2018 UCR Board meeting had been distributed and are available on the UCR website. A grammatical error in the draft minutes was identified and corrected.

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

### **Critical Issues**

- **Consideration & approval of letter to Texas DMV**

UCR legal counsel Alex Leath reported on a memo regarding the recent petition from the Texas Department of Motor Vehicles and answered questions. Mr. Gutierrez reviewed a draft cover letter to TX DMV responding to the petition and answered questions.

A MOTION was MADE and SECONDED to authorize Mr. Gutierrez to sign the letter on behalf of the Board. THE MOTION CARRIED.

The Board instructed staff to finalize formatting for the letter and mail as soon as possible [*letter was mailed on March 19*].

- **Update on development of UCR 2.0 registration system**

Scott Morris provided an update on the development of UCR's new national registration system (UCR 2.0), scheduled to be launched by Oct. 1, and answered questions. [*See Old/New Business for additional information*]

- **Consideration & approval of UCR Handbook**

Vice Chair Robert Pitcher reported that a draft of the new UCR Handbook is ready for Board approval, and he answered questions. [*See Old/New Business for additional information*]

- Status of Intermodal Equipment Providers (IEPs)**  
 Following discussion, the Board instructed Dave Lazarides, DSL Consulting, to assist Sandy Bowling with development of a communication to participating states regarding the IEP situation. The Board recommended that Mr. Lazarides and Ms. Bowling also confer with Ken Riddle, FMCSA.
- Process for promulgation of rules, regulations and other announcements**  
 Rick Wood reported that FMCSA has not yet issued guidance on the UCR Board's authority to establish rules, regulations or policies, per an earlier request from the Board. Mr. Pitcher emphasized the need for clarity on this issue. The Board urged FMCSA to prioritize the request as much as possible.
- Subcommittee plan (roles/responsibilities)**  
 Jon Krueger reported that new UCR subcommittee titles and slight restructuring, per the plan previously approved by the Board, are now in place. Mr. Krueger reported that all subcommittee chairs will soon be asked to review draft "purpose statements" for their respective subcommittees contained in the proposal reviewed by the Board.
- Report on Kellen management report**  
 Dave Scholz provided an update on the Depository Management Report, including the ongoing transition of the UCR Depository from the Indiana Department of Revenue to Kellen, and answered questions. Next, Mr. Krueger reviewed the Operations/Communications Management Report and also answered questions.

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

There were no updates.

#### **FMCSA Update**

Mr. Wood reported that UCR's proposed fee structure for the 2019 registration year is currently under review.

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

Mr. Lazarides reported on recent activities, including planned trips to Kentucky and Virginia for himself and Mr. Pitcher, as part of their effort to develop performance standards for all states.

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

Ms. Bowling updated the Board on recent activities related to the current registration system at the Indiana Department of Revenue and answered questions.

#### **Subcommittee Reports**

- Audit Subcommittee**  
 On behalf of subcommittee chair Mike Hoeme, Mr. Krueger reported on a proposal to execute a pilot training session for state audits and FARs to be held in Atlanta in May 2018 (exact dates TBD). The proposal recommends that Mr. Hoeme, Mr. Lazarides and Verna Jackson (KS Corp. Comm.) all serve as presenters for the session.

A MOTION was MADE and SECONDED to approve the proposal. THE MOTION CARRIED.

- **Finance Subcommittee**  
Mr. Morris reported that he recently closed a UCR bank account in Alabama that is no longer needed now that Kellen is managing the Depository. Mr. Morris also reported that later this year, he along with incoming Finance Subcommittee chair Elizabeth Leaman, will visit the Bank of North Dakota.
- **Registration System Subcommittee**  
There was no report.
- **Procedures Subcommittee**  
On behalf of subcommittee chair Adam Anderson, Mr. Krueger reported that the subcommittee will soon begin developing UCR registration forms for 2019.
- **Industry Advisory Subcommittee**  
There was no report.
- **Dispute Resolution Subcommittee**  
There was no report.

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

Mr. Morris reported that an addendum to the Kellen management contract had been circulated to the Board for review. The addendum covers scope and fees for incremental activity related to project management and oversight for the development of UCR 2.0.

A MOTION was MADE and SECONDED to approve the addendum. THE MOTION CARRIED.

Mr. Pitcher reported that he will be asking the Board to approve the UCR Handbook on the April conference call.

#### **Future Board Meetings**

Mr. Gutierrez reported that plans are underway for an in-person summer meeting in Salt Lake City. Dates are August 21-24 (including travel days). Mr. Gutierrez announced that on August 22, the UCR 2.0 software development team will provide a demonstration of the new system, as well as user-training.

A MOTION was MADE and SECONDED to authorize travel expense reimbursement for one (1) representative from each participating state to attend the August meeting for training purposes. THE MOTION CARRIED.

Mr. Gutierrez also reported that a Board teleconference is planned for July 12 at Noon EDT.

#### Upcoming teleconferences

- April 19 at Noon EDT
- May 10 at Noon EDT
- July 10 at Noon EDT

#### Upcoming in person meetings

- June 2-7 in Ft. Lauderdale (includes travel days)
- August 21-24 in Salt Lake City (includes travel days)

**Adjourn**

There being no additional business, Mr. Gutierrez adjourned the meeting at 2:45 p.m. EDT.

DRAFT