



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

December 13, 2018

National Press Building  
 Washington, DC

**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
Lewie Pugh (Board member in-waiting)	OOIDA	X
Monte Wiederhold	Reever Transport	X
Chris Burroughs	TIA	
Rick Schweitzer	NPTC	X
Mike Hoeme	KCC	X
Sandy Bowling	INDOR	X
Scott Morris	ALPSC	X
Bill Debord (Board member in-waiting)	KYMCD	X
Dave Scholz, Depository Manager	UCR	X
Jon Krueger, Operations Manager	UCR	X
Kellen Chambers, Financial Analyst	UCR	X
Toby Piquet, Reg. System Contractor	Seikosoft	X
Dave Lazarides, Consultant	DSL	X

## Proposed Agenda

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

Chair Avelino Gutierrez called the meeting to order at 11:01 a.m. Board members present and on the conference call introduced themselves, followed by guests and contractors.

### **Verification of Meeting Notice**

Mr. Gutierrez confirmed that the meeting notice was published in the Federal Register on November 26, 2018.

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

It was requested that the report of FMCSA be moved up on the agenda and that the presentation of the 2019 proposed operating budget be listed first under Finance Subcommittee Report. A MOTION was MADE and SECONDED to adopt the agenda as revised. THE MOTION CARRIED.

### **Approval of Minutes of the November 8, 2018 UCR Board Meeting**

A MOTION was MADE and SECONDED to approve the minutes from the November 8, 2018 UCR Board meeting as presented. THE MOTION CARRIED.

### **Report of FMCSA**

Deputy Administrator Cathy Gautreaux provided an update on recent activity at FMCSA. She reported that the 2019 fee adjustment and recent Board appointments are still under review.

### **Critical Issues**

- **2019 UCR Fee Rulemaking (update, if any)**  
No additional update.
- **Presentation by the National School Transportation Association**  
Discussion & possible Board action:

Representatives from the NSTA presented to the Board and answered questions.

A MOTION was MADE and SECONDED amend the UCR Agreement by adding the following provision:

“Carriers primarily engaged in intrastate school bus operations may exempt their intrastate school buses beginning with the 2019 UCR registration year and continuing in subsequent years.”

THE MOTION CARRIED.

- **Finance Subcommittee report**

*Discussion & possible Board action:*

- **2019 proposed operating budget**

Depository Manager Dave Scholz presented the proposed 2019 UCR operating budget and answered questions. A MOTION was MADE and SECONDED to adopt the budget as presented. THE MOTION CARRIED.

Mr. Scholz presented preliminary operating budgets for 2020 and 2021 and answered questions. A MOTION was MADE and SECONDED to adopt, on a preliminary basis, the 2020 and 2021 budgets. THE MOTION CARRIED.

- **2020-2021 UCR fee recommendation**

Mr. Scholz and Scott Morris presented a proposal for adjusting UCR annual fee levels in 2020 and 2021 and answered questions. A MOTION was MADE and SECONDED to adopt the proposal. THE MOTION CARRIED.

The Board instructed staff to execute a transmittal (mail, email & fax) to the U.S. Department of Transportation.

- **Review investment options**

Mr. Scholz presented the Finance Subcommittee's recommendation to accept a proposal from SunTrust bank to invest a portion of UCR's finances in a secure, extremely low risk portfolio.

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

- **UCR Registration System Subcommittee report**

A MOTION was MADE and SECONDED to table the issue of permit agent access and functionality within the National Registration System was tabled. THE MOTION CARRIED.

### **Updates Concerning UCR Legislation**

There was no update.

### **Contractor Reports**

- **UCR Administrator (Kellen)**

Mr. Scholz, along with Operations Manager Jon Krueger, reviewed the monthly management report from Kellen and answered questions.

- **DSL Transportation Services, Inc.**

Dave Lazarides reviewed the latest report on FARs collections and answered questions. The Board instructed staff to ensure that the written FARs update be included in future Board packets.

- **Seikosoft**

Toby Piquet reported on recent activity related to the new National Registration System and answered questions.

It was suggested that a new UCR Training Subcommittee be established. Mr. Gutierrez and Mr. Krueger agreed to discuss further.

## **Subcommittee Reports** (not previously covered)

\*Note: Dispute Resolution awaiting appointment of new Chair, so not included on agenda

- **Audit Subcommittee**  
Mike Hoeme reported that the Audit Subcommittee is recommending that during annual carrier audits, states close out their FARs prior to executing any random audits of carriers. Audits for carrier retreat from Tier 6 and Tier 5 will remain mandatory.
- **Procedures Subcommittee**  
No update.
- **Industry Advisory Subcommittee**  
No update.

## **Old/New Matters**

Mr. Scholz reviewed the operating expenses report through November 30 and answered questions.

## **Future UCR Meetings**

### **Board of Directors**

#### Teleconferences

- February 28, 2019 at Noon ET
- March 28, 2019 at Noon ET
- May 2, 2019 at Noon ET

#### In person

- January 29, 2019 (Tampa, FL)
- June 4, 2019 (Rapid City, SD)

### **Subcommittees**

#### Teleconference

##### Audit Subcommittee

- December 19, 2018 at 2 pm ET (Washington, DC)
- March 13, 2019

##### Registration Subcommittee

- April 11, 2019

##### Finance Subcommittee

- April 18, 2019

##### Procedures Subcommittee

- April 30, 2019

In-person

All Subcommittees

- January 28, 2019 (Tampa, FL)
- June 3, 2019 (Rapid City, SD)

**Adjourn**

There being no additional business, Mr. Gutierrez adjourned the meeting at 2:44 p.m.

DRAFT