



Unified Carrier Registration Agreement
Board of Directors Meeting

January 29, 2019
 Tampa, FL

ATTENDEES
 (Board & Staff)

<u>NAME</u>	<u>ORGANIZATION</u>	<u>PRESENT</u>
Avelino Gutierrez (Chair)	NMPRC	X
Bob Pitcher	ATA	
Adam Anderson	UDOT	X
Carol Fallin	TXDMV	X
Cathy Gautreaux	FMCSA	
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	
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
Dave Lazarides, Consultant	DSL	X

MINUTES

Welcome, Call to Order & Introductions

Chair Avelino Gutierrez called the meeting to order at 8:31 a.m. ET. He conducted a roll call of the Board and a quorum was confirmed. Mr. Gutierrez invited all guests in the room and on the teleconference to introduce themselves.

Verification of Meeting Notice

Mr. Gutierrez reported that notice for the meeting was published in the Federal Register on December 20, 2018.

Review & Approval of Agenda & Setting of Ground Rules

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

Approval of Minutes of the December 13, 2018 UCR Board Meeting

A MOTION was MADE and SECONDED to approve the minutes of the December 13, 2018 Board meeting as presented. THE MOTION CARRIED.

Critical Issues

- **2019 UCR Registration Period**

A MOTION was MADE and SECONDED to establish April 1 as the recommended start-date for 2019 UCR enforcement by state law enforcement. THE MOTION CARRIED.

A MOTION was MADE and SECONDED to approve proposed Terms of Use and Privacy Policy language for all UCR websites recommended by the Registration System Subcommittee. THE MOTION CARRIED.

- **New Handling of School Buses (UCR Agreement amendment)**

A MOTION was MADE and SECONDED to approve a proposed amendment to the UCR Agreement:

“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.

- **Audit Subcommittee Report**

A MOTION was MADE and SECONDED to approve a recommendation from the Audit Subcommittee to launch a new State Compliance Review program in 2019 with onsite visits in the states of Alabama, Kansas, Wisconsin and Minnesota. THE MOTION CARRIED.

A MOTION was MADE and SECONDED to approve a recommendation from the Audit Subcommittee to award the bid for the upcoming Depository financial audit to Williams, Benator & Libby. THE MOTION CARRIED.

The Board instructed staff to execute its plan to host a State Auditor Training session in May or June 2019 in Chicago.

- **Approval of new contract with DSL Services, Inc.**
A MOTION was MADE and SECONDED to authorize the UCR Chair to execute a new contract with DSL Transportation Services. THE MOTION CARRIED.

Updates Concerning UCR Legislation

No update.

Report of FMCSA

Mr. Gutierrez welcomed Jim Mullen, chief counsel for FMCSA. Mr. Mullen announced that he has been appointed as an interim director to the UCR Board, replacing Cathy Gautreaux.

Mr. Mullen reported that nine UCR Board appointments or reappointments remain under review at FMCSA.

Contractor Reports

- **UCR Administrator (Kellen)**
Dave Scholz and Jon Krueger reviewed the monthly management report and answered questions.

The Board instructed staff to add a communications step to carriers as part of the refund procedure and distribute the registration postcard comp, developed for carriers based in non-participating states, to primary contacts at all participating states.

- **DSL Transportation Services, Inc.**
Dave Lazarides reviewed a report on recent FARs collections and answered questions.
- **Seikosoft**
Toby Piquet reviewed a report on several key performance indicators for the National Registration System and answered questions.

Subcommittee Reports

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

- **Finance Subcommittee**
Chair Elizabeth Leaman, with assistance from Mr. Scholz, reported that the subcommittee is moving forward with the Board-approved investment plan.
- **Registration System Subcommittee**
A MOTION was MADE and SECONDED to accept the Registration System Subcommittee's recommendation to table further development on any special functionality for permit services/agencies. THE MOTION CARRIED.

A MOTION was MADE and SECONDED to approve a renewal of UCR's engagement with Kellen for technology consulting services at a reduced rate of \$3,500/month. THE MOTION CARRIED.

Mr. Gutierrez reported that the new requirement for carriers and/or permit services to provide FEINs in order to register through the NRS appears to have reduced the number of refund requests year-over-year. Mr. Gutierrez also mentioned that the subcommittee continues to explore other viable verification steps.

- **Procedures Subcommittee**
Chair Adam Anderson reviewed several needed amendments to the UCR Agreement and Handbook, including the refund procedure and new handling of school buses. Mr. Anderson reported that his subcommittee is scheduled to hold a meeting in April.
- **Industry Advisory Subcommittee**
No update.

Old/New Matters

A MOTION was MADE and SECONDED to establish a new UCR Training & Education Subcommittee. THE MOTION CARRIED. Mr. Gutierrez appointed Scott Morris as Chair.

A MOTION was MADE and SECONDED to authorize staff to cover an amount, not to exceed \$4,500, for UCR expenses incurred during the NCSTS winter meeting. THE MOTION CARRIED.

The Board instructed staff to consider new options for a projector.

Future UCR Meetings – Avelino Gutierrez

Board of Directors

Teleconferences

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

In person

- June 4, 2019 (Rapid City, SD)

Subcommittees

Teleconference

Audit Subcommittee

- March 13, 2019

Registration Subcommittee

- April 11, 2019

Finance Subcommittee

- April 18, 2019

Procedures Subcommittee

- April 30, 2019

In-person

All Subcommittees

- June 3, 2019 (Rapid City, SD)

Adjourn

There being no additional business, Mr. Gutierrez adjourned the meeting at 10:55 a.m.

DRAFT