



Unified Carrier Registration Plan

Board Attendance

Elizabeth Leaman

Bob Pitcher

Scott Morris

Mike Hoeme

Carol Fallin

Monte Wiederhold

Bill Debord

Suzanne Stillwell

Terry Mercer

Crystal Stevens

Tamara Young

Ken Riddle

Chris Burroughs

Absent Board Members

Rick Schweitzer

Board Members in Waiting

Jessica Kines

David Bauer

Others in Attendance

UCR: Avelino Gutierrez, Alex Leath

FMCSA: Meera Joshi, Rick Wood

Kellen Company: Jessalynne Ku, Lori Cummings, Dave Scholz, Tom Gooding, Tom Lawrence

DSL Transportation: Dave Lazarides

Seikosoft: Toby Piquet, Lori Lefai,

Represented States

AK, AL, CO, DC, FL, GA, IA, ID, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, MS, NE, NH, NM, OK, OR, RI, SD, TX, VA, WA, WI

**UNIFIED CARRIER REGISTRATION PLAN
BOARD OF DIRECTORS MEETING
August 12, 2021**

MINUTES

- I. Welcome and Call to Order** – Elizabeth Leaman, UCR Board Chair
The UCR Board Chair welcomed attendees, called the meeting to order at 12:02 pm 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 August 5, 2021 followed by subsequent publication of the notice in the *Federal Register* on August 9, 2021 in Vol. 86, No. 150, starting on page 43580.
- 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 August 12, 2021 Board of Directors Meeting. The MOTION CARRIED.
- IV. Approval of Minutes from the June 8, 2021 UCR Board Meeting** – Elizabeth Leaman, UCR Board Chair
Draft Minutes from the June 8, 2021 UCR Board meeting were reviewed. The Board took action to approve.

A MOTION was MADE and SECONDED to approve the minutes from the June 8, 2021 Board of Directors Meeting with the noted revisions. The MOTION CARRIED.
- V. Report of the Federal Motor Carrier Safety Administration (FMCSA)** – Ken Riddle, FMCSA Representative
The Federal Motor Carrier Safety Administration (FMCSA) introduced Meera Joshi as the new Deputy Administrator. Ms. Joshi addressed the UCR Board of Directors, provided information about her professional qualifications and work history.
- VI. Updates Concerning UCR Legislation** – Elizabeth Leaman, UCR Board Chair
The UCR Board Chair called for any updates regarding UCR legislation since the last Board meeting. No updates were provided to the UCR Board of Directors.
- VII. Chief Legal Officer Report** – Alex Leath, UCR Chief Legal Officer
The UCR Chief Legal Officer provided an update on the status of the March 2019 data event, noting that this matter has effectively concluded with the Seikosoftware dispute resolution. A discussion took place concluding the settlement agreement executed between Seikosoftware and UCR resulting from the data event.

VIII. UCR Pilot Projects 2021/2022 – Avelino Gutierrez, UCR Executive Director and DSL Transportation Services, Inc.

The UCR Executive Director and DSL Transportation Services, Inc. led a discussion regarding the potential pilot projects that UCR may pursue to optimize registration compliance. The Board took action to proceed with all three proposed pilot projects on the terms recommended by the UCR Finance Subcommittee as amended below. The UCR Finance Subcommittee had previously recommended in its July 15, 2021 Finance Subcommittee Meeting that the Board proceed with the pilot projects.

A MOTION was MADE and SECONDED that the Board enter into a contract amendment(s) with Seikosoftware for 2 pilot projects, the first for “Unregistered Carriers Domiciled in Non-participating States”, and the second for “New Entrants in Non-participating States”. **The motion was amended to delete DSL Transportation Services, Inc (DSL) as a party to the contract amendment(s) from the first two pilots.** Each of these 2 pilots would be for 1 Full-Time Equivalent staff resource (FTE) for a period of 1 year. The FTEs would be employees of Seikosoftware at a fully loaded cost of \$85,000 per FTE and Seikosoftware would be responsible for their time, attendance, leave, and discipline and DSL would be responsible for the training and work of these 2 FTEs. It was also recommended that the Board enter a contract amendment with DSL Transportation Services, Inc., for 1 pilot project for “Roadside Violation Audits”. This pilot would also be for 1 FTE for a period of 1 year. The FTE for this pilot would be an employee of DSL at a fully loaded cost of \$72,000 per FTE and DSL would be responsible for all aspects of the FTE’s employment.

All 3 pilot projects are expected to result in measurable and reportable benefits to the UCR Plan, including increases in compliance rates from motor carriers. Two of the pilot projects will focus on motor carriers in non-participating states. The third project will focus on roadside violation audits in both participating and non-participating states. The MOTION CARRIED with two dissenting votes from Monte Weiderhold and Tamara Young.

IX. 2022 UCR Planned Meeting Schedule - Avelino Gutierrez, UCR Executive Director
The UCR Executive Director presented the proposed meeting schedule of the Board and the UCR Subcommittees and facilitated a discussion regarding telephonic and in-person meetings in calendar year 2022.

X. SUBCOMMITTEE REPORTS

Audit Subcommittee – Mike Hoeme, UCR Audit Subcommittee Chair

A. State UCR Audit Reports for Registration Year 2020 – Mike Hoeme, UCR Audit Subcommittee Chair

The UCR Audit Subcommittee Chair led a discussion regarding the states’ obligations to complete audit reports for registration year 2020 by June 1, 2021 and advised that all 41 participating states are now in compliance with the audit requirements for 2020.

B. Motor Carriers Inspected That Should Have Been (SHB) Cited for Not Having Valid UCR Registration During Recent Roadside Inspections – Mike Hoeme, UCR Audit Subcommittee Chair

The UCR Audit Subcommittee Chair led a discussion on what a SHB is, where to locate your state's SHBs, and reviewed the states' obligations to follow-up with these motor carriers.

Finance Subcommittee – UCR Finance Subcommittee Chair

A. 2023 Registration Fee Change Recommendation - Scott Morris, UCR Finance Subcommittee Chair and Dave Scholz, UCR Depository Manager

The UCR Finance Subcommittee Chair and the UCR Depository Manager discussed the results of an analysis of actual and forecasted 2021 registration year revenue for the purpose of proposing a fee change recommendation for the 2023 registration year. In addition, the discussion included potential adjustments to the 2023 administrative operating budget that will affect the fee change calculations. The Board took action to recommend a fee change to the Secretary of the U.S. Department of Transportation (US DOT) for the 2023 UCR registration year based, in part, on the adjusted administrative operating budget. The UCR Finance Subcommittee had previously recommended in its July 15, 2021 Finance Subcommittee Meeting that the Board adopt a recommendation containing both fee and administrative operating budget changes to the Secretary of the US DOT for the 2023 registration year.

A MOTION was MADE and SECONDED to adopt the UCR registration fee change recommendation for the 2023 registration year as proposed, and authorize the Board Chair to sign a letter addressed to the USDOT Secretary recommending UCR registration fees, state entitlements, and an administrative operating budget for the UCR Plan for 2023, and for subsequent years, until changed. The MOTION CARRIED.

B. Maturing of Certificate of Deposit – Dave Scholz, UCR Depository Manger

The UCR Depository Manger provided an update on the CD that had matured earlier in August 2021. The Board took action to reinvest the proceeds. The UCR Finance Subcommittee recommended the Board reinvest \$2,650,000.00 in a CD at the Bank of North Dakota for three months at the prevailing rate of interest at the time of investment.

A MOTION was MADE and SECONDED to reinvest proceeds into a Certificate of Deposit with the Bank of North Dakota for 3 months at a rate of 10 basis points (0.1%). It was further recommended that the Board increase the amount of the investment by \$500,000.00 from \$2,150,000.00 to \$2,650,000.00 with the additional funds moving from the Daily Liquidity Account at SunTrust Bank which is currently earning 5 basis points. The MOTION CARRIED.

Education and Training Subcommittee – Carol Fallin, UCR Education and Training Subcommittee Chair

- A. Update on Audit Training Modules in Development** – Carol Fallin, UCR Education and Training Subcommittee Chair and Lori Cummings, UCR Operations Director
The UCR Education and Training Subcommittee Chair provided an update on the development of the Basic Audit Training Module and the Step-by-Step Approach to a UCR Audit, which is the second training model currently in development.

XI. 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 FARs program, discussed motor carrier inspection results, and other matters.
- C. Seikosoftware** – Toby Piquet
Seikosoftware provided an update on recent/new activity related to the National Registration System (NRS). Seikosoftware also reported on the recent deployment of a new Permitting Module intended to help 3rd party providers have a more efficient experience with the NRS. Further, Seikosoftware provided an update on the overall health of the NRS and reported that the software is functioning as expected and is operating efficiently.
- D. UCR Administrator Report (Kellen)** – Lori Cummings, UCR Operations Director and Dave Scholz, UCR Depository Manager
The UCR Staff provided a management report covering recent activity for the Depository, Operations, and Communications.

- XII. Other Business** – Elizabeth Leaman, UCR Board Chair
The UCR Board Chair called for any business, old or new, from the floor and reminded Board and Subcommittee members that in-person meetings will be determined by COVID-19 restrictions recommended by the Center for Disease Control (CDC).

- XIII. Adjournment** – Elizabeth Leaman, UCR Board Chair
The UCR Board Chair adjourned the meeting at 1:40 pm ET.