



## Unified Carrier Registration Plan

### Board Attendance

Elizabeth Leaman  
Mike Hoeme  
Bill Debord  
Suzanne Stillwell  
Crystal Stevens  
Tamara Young  
Ken Riddle  
Scott Morris  
Monte Wiederhold  
Carol Fallin  
Chris Burroughs  
Terry Mercer

### Absent Board Members

Rick Schweitzer

### Board Members in Waiting Attendance

Brandon Buchanan  
David Bauer  
Jessica Kines

### Absent Board Members in Waiting

None

### Others in Attendance

UCR: Avelino Gutierrez, Alex Leath  
FMCSA: Rick Wood  
Kellen Company: Jessalynne Ku, Dave Scholz, Tom Lawrence, Matt Mantione,  
Katherine Thurmond, Susan Thompson, Asia Davenport  
DSL Transportation: Dave Lazarides  
Seikosoftware: Toby Piquet, Lori Lefai,

Represented States  
AK, AL, CA, DC, GA, ID, IL, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, NC, ND,  
NE, NM, NY, OH, OK, RI, TN, TX, VA, WA, WI

**UNIFIED CARRIER REGISTRATION PLAN  
BOARD OF DIRECTORS MEETING  
January 27, 2022**

**PROPOSED MINUTES**

- I. Welcome and Call to Order** – Elizabeth Leaman, UCR Board Chair  
The UCR Board Chair welcomed attendees, called the meeting to order at 12:01 p.m. 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 January 19, 2022 followed by subsequent publication of the notice in the *Federal Register* on January 24, 2022 in Vol. 87, No. 15 starting on page 3641.
- 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 January 27, 2022 Board of Directors Meeting. The MOTION CARRIED.
- IV. Approval of Minutes from the December 16, 2021 UCR Board Meeting** – Elizabeth Leaman, UCR Board Chair  
Draft minutes from the December 16, 2021 UCR Board meeting were reviewed. The Board took action to approve.
- A MOTION was MADE and SECONDED to approve the minutes from the December 16, 2021 Board of Directors Meeting with the noted revisions. The MOTION CARRIED.
- V. Report of the Federal Motor Carrier Safety Administration (FMCSA)** – Kenneth Riddle, FMCSA Representative and Frederic Wood, FMCSA Representative  
The FMCSA advised that a Notice of Preliminary Rulemaking (NPRM) was issued in the Federal Register regarding the Board’s 2023 fee change recommendation and provided a report on other relevant activity.
- VI. Extension of UCR Plan/Kellen Company Contract** – Elizabeth Leaman, UCR Board Chair and Avelino Gutierrez, UCR Executive Director  
The UCR Executive Director and the UCR Board Chair presented and discussed with the Board a 1-year extension to the existing agreement between the UCR Plan and the Kellen Company. The Board took action to approve the extension.

A MOTION was MADE and SECONDED to approve the proposed 1-year extension to the existing agreement between the UCR Plan and the Kellen Company. The MOTION CARRIED.

## VII. SUBCOMMITTEE REPORTS

**Audit Subcommittee** – Mike Hoeme, UCR Audit Subcommittee Chair

- A. Update to Internal Controls Accounting Guidelines** – Avelino Gutierrez, UCR Executive Director and Dave Scholz, UCR Depository Manager  
The UCR Executive Director and the UCR Depository Manager discussed potential amendments to the UCR Accounting Guidelines based on recommendations from a report on the internal controls review that was performed by an independent audit firm, Williams, Benator & Libby (WBL). Enhancements to the internal controls policies recommended by WBL in their report were included in the proposed update to the written internal controls of the UCR Plan. The Board took action to adopt the amendments to the UCR Accounting Guidelines.

A MOTION was MADE and SECONDED that the UCR Board adopt the proposed revisions to the UCR internal controls. The MOTION CARRIED.

- B. UCR Compliance Snapshot** – Mike Hoeme, UCR Audit Subcommittee Chair  
The UCR Audit Subcommittee Chair, supported by DSL Transportation Services, Inc., reviewed audit compliance rates for the states for registration years 2020, 2021, and 2022. Their report also included compliance percentages for Focused Anomaly Reviews (FARs), retreat audits, and registration compliance percentages as mandated by the UCR Board. A new element was discussed that focused on the states' enforcement and citations actually issued versus the "Should Have Been" ("SHB") road-stops that were not cited. The new feature ranked the states based on citation percentages.

**Finance Subcommittee** – Scott Morris, UCR Finance Subcommittee Chair

- A. Certificate of Deposit (CD) for Financial Reserve** – Scott Morris, UCR Finance Subcommittee Chair and Dave Scholz, UCR Depository Manager  
The UCR Finance Subcommittee Chair and UCR Depository Manager presented and discussed options for investing the proceeds from a CD that will mature on February 05, 2022. The Board took action to approve reinvesting the proceeds from the maturing CD.

A MOTION was MADE and SECONDED that the UCR Board invest the proceeds from a CD in the amount of \$2,650,000 that will mature on February 5, 2022 in a 1-year U.S. Treasury Bill and maintain the security in the custody of the Bank of North Dakota. The MOTION CARRIED.

- B. Distribution from the UCR Depository for 2022 Registration Year** – Scott Morris, Finance Subcommittee Chair and Dave Scholz, UCR Depository Manager  
The Finance Subcommittee Chair and UCR Depository Manager provided an update on the timing for a distribution of revenues from the UCR Depository to states that have not yet reached their revenue entitlements for the 2022 registration year.

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

- A. Update on Future Training Initiatives** – Carol Fallin, UCR Education and Training Subcommittee Chair and Jess Ku, UCR Operations Manager  
The UCR Education and Training Subcommittee Chair and the UCR Operations Manager provided an update on current and future training initiatives for the UCR Plan.

**VIII. 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 Focused Anomaly Reviews (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).
- D. UCR Administrator Report (Kellen)** – Matt Mantione, UCR Executive Staff and Dave Scholz, UCR Depository Manager  
The UCR Staff provided a management report covering recent activity for the Depository, Operations, and Communications.

- IX. Other Business** – Elizabeth Leaman, UCR Board Chair  
The UCR Board Chair called for any other items Board members would like to discuss. There was discussion about the pervasive problem of truckdrivers finding an appropriate place to safely park for rest when they come out of service each day or evening.

- X. Adjournment** – Elizabeth Leaman, UCR Board Chair  
The UCR Board Chair adjourned the meeting at 1:57 p.m. ET.