

**UNIFIED CARRIER REGISTRATION PLAN  
BOARD OF DIRECTORS MEETING  
April 21, 2022**

**PROPOSED MINUTES**

- I. Welcome and Call to Order** – Scott Morris, UCR Board Vice-Chair  
The UCR Board Vice-Chair welcomed attendees, called the meeting to order at 1:34 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 April 13, 2022 followed by subsequent publication of the notice in the *Federal Register* on April 18, 2022 in Vol. 87, No. 74 starting on page 23049.
- III. Review and Approval of Board Agenda** – Scott Morris, UCR Board Vice-Chair  
The agenda was reviewed, and the Board took action to adopt.  
  
A MOTION was MADE and SECONDED to approve the agenda of the April 21, 2022 Board of Directors Meeting. The MOTION CARRIED unanimously.
- IV. Approval of Minutes from the March 3, 2022 UCR Board Meeting** – Scott Morris, UCR Board Vice-Chair  
Draft Minutes from the March 3, 2022 UCR Board meeting were reviewed. There was discussion to capture more details of FMCSA updates. The Board took action to approve.  
  
A MOTION was MADE and SECONDED to approve the minutes from the March 3, 2022 Board of Directors Meeting with the noted revisions. The MOTION CARRIED unanimously.
- V. Report of the Federal Motor Carrier Safety Administration (FMCSA)** – Kenneth Riddle, FMCSA Representative  
The FMCSA provided a report on relevant activity. 2022 Board member nominations have been approved.
- VI. Department, Housing and Maintenance of an IRP Centralized Fee Calculator** – Avelino Gutierrez, UCR Executive Director  
The UCR Executive Director discussed the option of development, hosting and maintenance of a centralized IRP fee calculator for the purpose of continuing the Board’s progress towards increasing UCR compliance and enhancing data sharing. The Board took action to authorize proceeding with this option.

Tamara Young, UCR Board Member provided the following statement. “At this moment, to produce another program to capture UCR required registrants that will cost motor carriers \$366,050 in a five- year period is poor management of funds. The UCR Plan has developed numerous programs recently with DSL and Seikosoftware to capture the missed UCR’s including educating CVSA, FMCSA, State UCR Participants, along with the changes in states legislations in regards to the UCR. Even advising CVSA where the violations can be written with 392.2, with no research how this will affect the drivers. To

put it in perspective the IRP Fee Calculator over a 5-year period would be taking away 5,787 UCR Registrations at the average rate since 2019 of \$63.25 for the lowest tier. As an Industry Board Member, I need to be confident this program would be helping the plan, and is our last alternative to collecting the funds, instead of just being easier. It is our responsibility to make sure we do everything in our power to collect the funds before creating costs, on a level dangerously close to being outside of the UCR Plan's scope. The IRP Fee Calculator is not the responsibility of the UCR Plan, nor should the required registrants be required to fund such a program at this time with other opportunities available. The UCR Plan would benefit from letting the current initiatives and programs have time to produce results, then re-evaluate. The UCR Plan would benefit exponentially from the cooperation of the FMCSA Board Director and the UCR to our required registrants. Being patient with the programs and initiatives we already have in place, along with the state legislation changes coming down the line, and building those relationships, is being cost effective, and ensures the data to let us know if we need to move forward with the program in the future.”

A MOTION was MADE to authorize a proposal to the IRP Board at next month's IRP Board meeting to develop, host, and maintain an IRP fee calculator for the terms and cost described in today's proposal, including a requirement that Seikosoft gather data on other IRP non-registered UCR motor carriers and response from the IRP meeting must be brought back to a future UCR Board Meeting. No commitment to move forward with the plan at this time, other than simply to discuss with IRP, nor authorize any budget appropriation, was included in this motion. The MOTION CARRIED. Tamara Young dissented.

## VII. SUBCOMMITTEE REPORTS

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

**A. Proposal to Revise the UCR Handbook Regarding Calculating Fees and New Market Entrants** – Mike Hoeme, UCR Audit Subcommittee Chair

The UCR Audit Subcommittee Chair discussed potential revisions to the UCR Handbook regarding terminology used for calculating the UCR fees based on the 6-bracket system and new entrants into the market. The Board considered taking action to approve revisions to the UCR Handbook calculating UCR fees and when new market entrants are subject to payment of UCR fees.

A MOTION was MADE and SECONDED that the UCR Board approves the revisions to the UCR Handbook as presented regarding:

- a) Calculating UCR Fees
- b) New Operations

The UCR Audit Subcommittee recommended that the Board adopt these proposals. The MOTION CARRIED unanimously.

**B. Proposal to Revise the Relevant Time-Period Described in the UCR Handbook** – Mike Hoeme, UCR Audit Subcommittee Chair,

The UCR Audit Subcommittee Chair and DSL Transportation Services, Inc. (DSL) presented potential revisions to the UCR Handbook regarding the relevant time-

period to use for determining the size of a carrier fleet for purposes of establishing the appropriate UCR registration bracket. The Board considered action to approve. A MOTION was MADE and SECONDED that the UCR Board approves the revisions to the UCR Handbook as presented regarding the relative time-period for determining fleet size for UCR purposes. The UCR Audit Subcommittee recommended that the Board adopt this proposal. The MOTION CARRIED unanimously.

- C. Proposal to Revise the UCR Handbook Regarding Lightweight or Other Non-Commercial Motor Vehicles** – Mike Hoeme, UCR Audit Subcommittee Chair  
The UCR Audit Subcommittee Chair discussed potential revisions to the UCR Handbook regarding the definition of lightweight or other non-commercial motor vehicles. The Board considered action to approve.

A MOTION was MADE and SECONDED that the UCR Board approves the revisions to the UCR Handbook as presented regarding lightweight or other non-commercial motor vehicles. The UCR Audit Subcommittee recommended that the Board adopt this proposal. . The MOTION CARRIED unanimously.

- D. Review of States’ Audit Compliance Rates for Registration Years 2021 and 2022** – Mike Hoeme, UCR Audit Subcommittee Chair

The UCR Audit Subcommittee Chair reviewed audit compliance rates for the states for registration years 2021 and 2022 and related compliance percentages for Focused Anomaly Reviews (“FARs”), retreat audits and registration compliance percentages.

- E. Review States’ Enforcement Efficiency Report for 2022** – Mike Hoeme, UCR Audit Subcommittee Chair, Ryan Nance, UCR Audit Subcommittee Vice-Chair, and Dave Lazarides, DSL

The UCR Audit Subcommittee Chair tabled this for the next Board Meeting.

- F. Update on the Compliance Video for the National Training Center** – Mike Hoeme, UCR Audit Subcommittee Chair, Carol Fallin, UCR Education and Training Subcommittee Chair, and Avelino Gutierrez, UCR Executive Director

The Audit Subcommittee Chair, Education and Training Subcommittee Chair, and the Executive Director provided an update to the Board regarding the current status of the Compliance Video for the National Training Center.

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

- A. Review of 2021 Administrative Expenses** – Scott Morris, UCR Finance Subcommittee Chair and Dave Scholz, UCR Depository Manager

The UCR Finance Subcommittee Chair and UCR Depository Manager reviewed the administrative expenditures of the UCR Plan for the 12 months ended December 31, 2021. The Board took action to allocate the remaining balance.

A MOTION was MADE and SECONDED that the UCR Board approves the allocation of the remaining 2021 Administrative Allowance to the reserve accounts proposed. The UCR Finance Subcommittee recommended that the Board adopt this proposal. The MOTION CARRIED. Tamara Young dissented.

**B. 2020 Registration Year Closure** – Scott Morris, Finance Subcommittee Chair and Dave Scholz, UCR Depository Manager

The UCR Finance Subcommittee Chair and the UCR Depository Manager presented the final results of the closure of the Depository for the 2020 registration year. The Board took action to authorize the closure of the 2020 registration year.

A MOTION was MADE and SECONDED that the UCR Board approves the final closure of the Depository for the 2020 registration year as proposed based on the reconciliations presented to the UCR Board. The UCR Finance Subcommittee supports the Board’s adoption of this proposal. The MOTION CARRIED unanimously.

**Education and Training Subcommittee** – Carol Fallin, UCR Education 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 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 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).

**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** – Scott Morris, UCR Board Vice-Chair

The UCR Board Vice-Chair called for any other items Board members would like to discuss. There was discussion to add Tamara Young’s statement on the IRP Fee Calculator into the minutes (see above). The UCR Board Vice-Chair also notified the Board that the next meeting will be in Niagara Falls, New York and that the deadline to reserve hotel rooms is May 5, 2022.

**X. Adjournment** – Scott Morris, UCR Board Vice-Chair  
The UCR Board Vice-Chair adjourned the meeting at 4:21 pm ET.