



Unified Carrier Registration Plan Board Meeting Agenda

**August 15, 2024
12:00 PM – 4:00 PM Eastern Time**

Board Members Present:

Elizabeth Leaman
David Bauer
Brandon Buchanan
William Debord
Carol Fallin
Mike Hoeme
Corey Keating
Jessica Kines
Terry Mercer
Ryan Nance
Mathew Perkinson
Crystal Stevens
Monte Weiderhold

Absent Board Members:

Chris Burroughs
Corey Keating

Others in Attendance:

UCR: Avelino Gutierrez, Alex Leath
FMCSA: Heather McClintock
DSL Transportation: Dave Lazarides
Kellen: Tom Gooding, Michelle Hall, Tom Lawrence, John Macwan
Seikosoft: Lori Lefai, Toby Piquet

**UNIFIED CARRIER REGISTRATION PLAN
BOARD OF DIRECTORS MEETING
August 15, 2024**

APPROVED MINUTES

- I. Welcome and Call to Order** – UCR Board Chair
The UCR Board Chair welcomed attendees, called the meeting to order, called roll for the Board, confirmed the presence of a quorum, and facilitated self-introductions.
- II. Verification of Publication of Meeting Notice** – 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 7, 2024, followed by subsequent publication of the notice in the *Federal Register* on August 12, 2024 in Vol. 89, No. 153 starting on page 65719.
- III. Review and Approval of Board Agenda** – UCR Board Chair
The proposed Agenda was reviewed.
A MOTION was made and SECONDED. The agenda was approved.
- IV. Approval of Minutes of the June 6, 2024, UCR Board Meeting** – UCR Board Chair
Draft Minutes from the June 6, 2024, UCR Board meeting were reviewed. A MOTION was made and SECONDED. The MOTION carried unanimously.
- V. Report of FMCSA** – FMCSA Representative
The Federal Motor Carrier Safety Administration (FMCSA) provided a report on any relevant agency activity.
- VI. Next Steps in Amending the UCR Agreement Including the Possible Formation of an Amendments Subcommittee** – UCR Legal Counsel and UCR Board Chair
UCR Legal Counsel discussed some of the more significant proposed changes to the UCR Agreement. The UCR Board Chair discussed the formation and composition of an Amendments Subcommittee to consider these and other proposed amendments to the UCR Agreement. These proposed amendments will be considered in a manner which is in accordance with the Procedure for Amending the Unified Carrier Registration Plan Agreement (the “Procedure”). This Procedure was adopted by the UCR Board at its June 6, 2024, UCR Board meeting.

A MOTION was made and SECONDED that the UCR Plan Board authorizes the formation of an Amendments Subcommittee to consider proposed amendments to the UCR Agreement pursuant to the Procedure for Amending the Unified Carrier Registration Plan Agreement. The MOTION carried.
- VII. UCR Penetration Test** – Kellen Representative
Kellen’s Chief Technology Officer provided an update on relevant activity, to include a multi-year penetration testing proposal.

A MOTION was made and SECONDED that the UCR Plan Board approve signing a 3-year contract with Withum to conduct annual security audits of the National Registration System (NRS). The MOTION carried.

VIII. Subcommittee Reports

Finance Subcommittee

A. Distribution from the UCR Depository for Under-Cap States –UCR Depository Manager and UCR Depository Manager

The UCR Finance Subcommittee Chair and the UCR Depository Manager provided an update on the distribution of fees from the UCR Depository to the states for the 2024 registration year.

B. UCR Administrative Fund Update – UCR Depository Manager

The UCR Depository Manager provided an update on the financial status of the administrative fund for the 6 months ended June 30, 2024.

C. The Finance Subcommittee Recommendation to the Board Based on a 2026 Registration Fee Analysis to Notify FMCSA that the UCR Plan Registration Fee Schedule Will Remain Unchanged for 2026 – UCR Finance Subcommittee Chair and UCR Depository Manager

The UCR Finance Subcommittee Chair and UCR Depository Manager provided an analysis pertaining to the setting of 2026 registration fees.

A MOTION was made and SECONDED that the Finance Subcommittee recommends to the UCR Plan Board that the UCR Plan Board notify the Federal Motor Carrier Safety Administration (FMCSA) that the UCR Plan is keeping the same fee structure for 2026 as FMCSA has approved for 2025. The MOTION carried.

D. The Finance Subcommittee Recommendation to Move UCR Plan Bank Accounts- UCR Finance Subcommittee Chair and UCR Depository Manager

The Finance Subcommittee Chair discussed potentially moving UCR Plan bank accounts from Truist Bank to a different bank.

A MOTION was made and SECONDED that the Finance Subcommittee recommends that the UCR Plan Board allow the UCR Plan to move all UCR Plan bank accounts currently at Truist Bank to Chase Bank. The MOTION carried.

Audit Subcommittee – UCR Audit Subcommittee Chair, UCR Audit Subcommittee Vice-Chair

A. The Audit Subcommittee Recommends to the UCR Board that the UCR Plan Board Remake Existing Audit Compliance Initiatives and Annual State Audit Evaluation Criteria – UCR Audit Subcommittee Chair, UCR Audit Subcommittee Vice-Chair

The UCR Audit Subcommittee Chair and Vice-Chair summarized the recommendations made by the Audit Subcommittee at its July 25, 2024, meeting to remake the existing compliance initiatives applicable to all UCR Plan participating States.

A MOTION was made and SECONDED that the UCR Plan Board remakes existing compliance initiatives applicable to all UCR Plan participating States to instead require that all participating States meet 3 out of the following 4 compliance initiatives beginning with the 2025 Registration/Audit Year:

- a. Previous or Reporting Year Unregistered Audits for Tiers 4, 5, and 6 and requiring 100% closure;
- b. Tying Retreat Audits to Inspections that occurred within the previous year or reporting year and requiring 100% closure;

- c. FARs Audits are applicable to the current year (October – June) in Tiers 4, 5, and 6 and requiring 100% closure; and Previous or Reporting Year UCR Violations Audits and requiring 100% closure.
- d. Previous or Reporting Year UCR Violations Audits and requiring 100% closure.

The MOTION carried.

B. Discussion of Retreat Audit Program and Possible Options Under Consideration for the Program During Motor Carrier UCR Registration/Renewal – UCR Audit Subcommittee Chair, UCR Audit Subcommittee Vice Chair, DSL Transportation and Seikosoftware Representative

The Subcommittee Chair, Vice Chair, DSL Transportation and Seikosoftware led a discussion on the status of the new Retreat Audit Program. The new Program utilizes roadside inspection data to conduct real-time automated audits of both non-IRP and IRP-plated commercial motor vehicles (CMV’s). At least three possible choices were presented for Board discussion tying inspection data to a CMV’s UCR registration/renewal:

- Stopping the registration/renewal transaction if the CMV does not agree with the vehicle count.
- Interrupting the registration/renewal transaction by showing inspection data to the CMV and sending the renewal to support for assistance.
- Allowing for normal CMV registration/renewal but with the creation of a Retreat Audit.

Education and Training Subcommittee – UCR Education and Training Subcommittee Chair

The UCR Education and Training Subcommittee Chair discussed the development of key projects. The projects that will be discussed include the development of the educational audit certificate program, the optimization and redesign of the website, and the creation of a video explaining the purpose and value of the UCR Plan and the National Registration System.

Industry Advisory Subcommittee – UCR Industry Advisory Subcommittee Chair

The UCR Industry Advisory Subcommittee Chair provided an update on current and planned initiatives, to include the development of a video series intended to increase participation in the UCR focused on brokers, motor carriers, and bus operators.

Enforcement Subcommittee – UCR Enforcement Subcommittee Chair

The UCR Enforcement Subcommittee Chair provided an update on current and planned initiatives to include an update on PowerPoint training, the creation of standards for annual UCR enforcement awards and recognition, and the upcoming awareness initiative.

Dispute Resolution Subcommittee – UCR Dispute Resolution Subcommittee Chair

No significant action to report.

IX. Amendment of “Professional Services Agreement” and “Additional Professional Services Agreement” Between the UCR Plan and DSL Transportation Services, Inc. – UCR Board Chair and UCR Executive Director

The UCR Board Chair and the UCR Executive Director presented proposed amendments to the “Professional Services Agreement” and “Additional Professional Services Agreement” between the UCR Plan and DSL Transportation Services, Inc. The proposed amendments would change the scope of both contracts. One proposed amendment would also change the term of the “Additional

Professional Services Agreement” should the Board approve Audit Subcommittee Report Item A regarding the remake of compliance initiatives and annual state audit evaluation criteria. A MOTION was made and SECONDED that the UCR Plan Board approves amendments to the “Professional Services Agreement” and “Additional Professional Services Agreement” between the UCR Plan and DSL Transportation Services, Inc., as presented. The MOTION carried.

X. Contractor Reports – UCR Board Chair

UCR Executive Director Report

The UCR Executive Director provided a report covering his recent activity for the UCR Plan including any changes in the dates of UCR meetings in 2024.

UCR Administrator Report (Kellen)

The UCR Executive Director provided a management update covering recent activity for the Depository, Operations, and Communications.

DSL Transportation Services, Inc.

DSL Transportation Services, Inc. reported on the latest data from the FARs program, Tier 5 and 6 unregistered motor carriers, and other matters.

Seikosoftware

Seikosoftware provided an update on its recent/new activity related to the UCR’s National Registration System.

XI. Other Business – UCR Board Chair

The UCR Board Chair called for any other business, old or new, from the floor.

XII. Adjournment – UCR Board Chair

The UCR Board Chair adjourned the meeting.