



**Unified Carrier Registration Agreement**  
Board of Directors Meeting

September 27, 2018  
 Teleconference

**ATTENDEES**  
(Board & Staff)

<u>NAME</u>	<u>ORGANIZATION</u>	<u>PRESENT</u>
Avelino Gutierrez (Chair)	NMPRC	X
Bob Pitcher	ATA	X
Adam Anderson	UDOT	X
Carol Fallin	TXDMV	X
Cathy Gautreaux	FMCSA	
Elizabeth Leaman	MADPU	
Larry Herold	COPUC	X
Lewie Pugh (Board member in-waiting)	OOIDA	
Monte Wiederhold	Reever Transport	X
Chris Burroughs	TIA	
Rick Schweitzer	NPTC	X
Mike Hoeme	KCC	
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 12:02 p.m. ET, welcomed attendees and called roll for the Board (see above).

### **Verification of Meeting Notice**

Mr. Gutierrez reported that the meeting notice was published in the Federal Register on September 19.

### **Review & Approval of Agenda & Setting of Ground Rules**

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

### **Approval of Minutes of the August 23, 2018 UCR Board Meeting**

A MOTION was MADE and SECONDED to adopt the minutes of the August 23 Board meeting in Salt Lake City, UT.

Following discussion, a MOTION was MADE and SECONDED that the minutes be amended to reflect that Board-approved amendments to the UCR Agreement be effective as of the date of approval on August 23.

Following further discussion, a MOTION was MADE and SECONDED that the minutes be amended to reflect that Board-approved amendments to the UCR Agreement be effective as of the date of approval on August 23, and Board-approved amendments to the UCR Handbook be effective as of the date of the federal rulemaking establishing 2019 UCR fees. THE MOTION CARRIED.

### **Critical Issues**

- **UCR National Registration System (NRS)**

Scott Morris reported that plans are on track to launch the new UCR national registration system on September 28.

Mr. Morris reported that permit agents will gain access to the system through the public portal until development of an administrative access portal is completed.

Sandy Bowling confirmed that states maintain access to the administrative portal of the old system at INDOR until October 31.

- **FMCSA Updates**

Rick Wood reported that FMCSA has received several comments on the notice-of-proposed-rulemaking for establishing 2019 UCR registration fees.

The Board instructed staff to distribute a notice announcing that the 2019 UCR registration period is delayed until further notice [DONE].

Mr. Gutierrez instructed staff to include an update on the annual UCR registration postcard on the October 2018 Board agenda.

- **Updates & Improvement Plans from Participating States Delinquent on Annual Carrier Audits**

Mr. Gutierrez reported that 40 of 41 participating states have submitted audit reports for the 2017 registration year to Audit Subcommittee chair Mike Hoeme. Eهران Bittorf of the Wisconsin DOT reported that he is expecting the state to grant the WI DOT audit authority no later than April 2019. Mr. Bittorf reported that his department had recently conducted a “desk audit” for 2017 and would send that report to Mr. Hoeme.

- **Concur Expense Pay Global Migration**

A MOTION was MADE and SECONDED to migrate Board and subcommittee expense reimbursement to Concur Expense Pay Global.

- **Review of Kellen management report**

Dave Scholz and Jon Krueger reviewed monthly management reports for the Depository and Operations/Communications and answered questions.

### **Updates Concerning UCR Legislation**

There were no updates.

### **Report of DSL Transportation Services, Inc.**

Dave Lazarides reported on activity of the Focused Anomalies Review Program (FARs) since the last Board meeting and answered questions.

### **Report of Indiana Department of Revenue**

Ms. Bowling reported that the UCR registration system hosted by INDOR will close out at 4:00 p.m. ET on September 28.

Mr. Gutierrez thanked Ms. Bowling and the Indiana Department of Revenue for their service to UCR over the past 10+ years.

### **Subcommittee Reports**

- **Audit Subcommittee**

Mr. Krueger reported on pre-registrations for the upcoming UCR State Auditor training in Taylorsville, UT (Oct. 15-16) and answered questions.

- **Finance Subcommittee**

Mr. Scholz reported on paperwork being provided to Bank of North Dakota to establish electronic document signature authority for several Board members.

Mr. Scholz reminded the Board that the Finance Subcommittee will be meeting in Hyannis, MA in early November.

- **Registration System Subcommittee**

There were no additional updates.

- **Procedures Subcommittee**

Adam Anderson briefly reviewed proposed edits to the UCR 1 and UCR 2 forms, as well as the written instructions. A MOTION was MADE and SECONDED to adopt the forms and instructions. THE MOTION CARRIED.

Mr. Gutierrez reminded attendees that, moving forward, participating states using paper forms must instruct carriers to return the forms with payment to their department or agency. Seikosoftware will return any paper forms they receive.

- **Dispute Resolution Subcommittee**  
There was no update.
- **Industry Advisory Subcommittee**  
There was no update.

### **Old/New Matters**

Mr. Gutierrez reminded attendees that there will be a new phone number for the monthly teleconference starting with the meeting on October 25.

### **Future UCR Meetings**

#### Board of Directors

##### Teleconferences

- October 25 at Noon Eastern
- November 8 at Noon Eastern

##### In person

- December 13 (Washington, DC)
- January 29 (Tampa, FL)

#### Procedures Subcommittee

##### Teleconferences

- October 9

#### Finance Subcommittee

##### In person

- Nov. 1-2 (Hyannis, MA)

#### Registration Subcommittee

##### In person

- December 13 (Washington, DC)

### **Adjourn**

There being no additional business, Mr. Gutierrez adjourned the meeting at 2:30 p.m. ET.