



## Unified Carrier Registration Plan

### Board Attendance

Elizabeth Leaman  
Scott Morris  
David Bauer  
Chris Burroughs  
William Debord  
Carol Fallin  
Mike Hoeme  
Jessica Kines  
Terrence Mercer  
Crystal Stevens  
Brandon Buchanan  
Monte Wiederhold

### Absent Board Members

None

### Others in Attendance

UCR: Avelino Gutierrez, Alex Leath  
FMCSA: Kenneth Riddle, Frederic Wood  
Kellen Company: Jessalynne Ku, Dave Scholz, Tom Lawrence  
DSL Transportation: Dave Lazarides  
Seikosoft: Toby Piquet, Lori Lefai

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

**MINUTES**

**I. Welcome and Call to Order** – Elizabeth Leaman, UCR Board Chair  
The UCR Board Chair welcomed attendees, called the meeting to order at 12:00 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 September 19, 2022 followed by mailing of the publication to the Government Publishing Office on September 22, 2022 in at 10:25 am Eastern Standard Time. Notice of the meeting was subsequently published in the *Federal Register* on October 6, 2022 in Vol. 87, No. 193 starting on page 60807.

**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 by Scott Morris and SECONDED to approve the agenda of the September 27, 2022 Board of Directors Meeting. The MOTION CARRIED unanimously.

**IV. Approval of Minutes from the June 7, 2022 and August 11, 2022 UCR Board Meetings** – Elizabeth Leaman, UCR Board Chair  
Draft Minutes from the June 7, 2022 and August 11, 2022 UCR Board Meetings were reviewed. The Board took action to approve.

A MOTION was MADE by Carol Fallin and SECONDED to approve the Meeting Minutes of the June 7, 2022 UCR Board of Directors Meeting. Crystal Stevens led a discussion on adding Oklahoma to the participating states list. The MOTION CARRIED.

A MOTION was MADE by Carol Fallin and SECONDED to approve the Meeting Minutes of the August 11, 2022 UCR Board of Directors Meeting. The UCR Executive Director reviewed the addition of the DSL packet to the minutes. The MOTION CARRIED.

**V. Report of the Federal Motor Carrier Safety Administration (FMCSA)** –Kenneth Riddle, FMCSA Office of Registration  
The FMCSA provided a report on relevant activity. Mr. Riddle advised that Robin Hutcheson was sworn in as the new FMCSA Administrator. In her new role, Ms. Hutcheson can no longer serve as a member of the UCR Board of Directors.

**VI. SUBCOMMITTEE REPORTS**

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

**A. Additional Compliance Evaluation Tools for the Annual State Audit Progress Report** – Mike Hoeme, UCR Audit Subcommittee Chair

The UCR Audit Subcommittee Chair led a discussion regarding the current evaluation process for the participating states' audit programs as required by the UCR Agreement in Section 19. The Audit Subcommittee recently recommended adding the *broker* registration percentages to the annual state audit requirements beginning in the 2023 audit year subject to the UCR Board's approval. This additional compliance objective will require states to register *brokers* at 60% in order to comply. The Board took action to approve such options as discussed.

A MOTION was MADE by Mike Hoeme and SECONDED that the UCR Board of Directors require all participating states to add *broker* registration percentages to the annual state audit requirements, in addition to those already promulgated by the UCR Board in Section 19 of the UCR Agreement and other recent Board approved states' audit requirements. This motion will require all participating states to achieve a minimum of 3 of the states' six audit requirements to fulfill their obligations based on Section 19 of the UCR Agreement, as amended. The UCR Audit Subcommittee recommended to the UCR Board that they adopt this motion as presented. The MOTION CARRIED unanimously.

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

The UCR Audit Subcommittee Chair presented registration performance statistics and the related compliance percentages, Focused Anomaly Reviews (FARs), unregistered brackets 5 and 6 motor carrier audits for the 2021 and 2022 registration years.

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

**A. Maturing Certificate of Deposit on November 12, 2022** – Scott Morris, UCR Finance Subcommittee Chair and Dave Scholz, UCR Depository Manager

The UCR Finance Subcommittee Chair and UCR Depository Manager discussed the status of a certificate of deposit held at the Bank of North Dakota in the amount of \$2,650,000.00 that will mature on November 12, 2022, comprised of administrative reserves previously approved by the Board. The UCR Board of Directors took action to reinvest such funds.

A MOTION was MADE by Scott Morris and SECONDED that the UCR Board of Directors approve the maturing certificate of deposit (COD) in the amount of \$2,650,000.00 to be invested in a United States Treasury security at the prevailing rate of interest on or about November 12, 2022, the date of maturity for the COD. The new security will have a maturity of 12 months. This investment will be comprised of a portion of financial reserves as previously approved by the UCR Board of Directors. The Finance Subcommittee recommended that the UCR Board adopt this motion as presented. The MOTION CARRIED unanimously.

**B. Investment of Excess Fees Held by the Depository** – Scott Morris, UCR Finance Subcommittee Chair and Dave Scholz, UCR Depository Manager

The UCR Finance Subcommittee Chair and the UCR Depository Manager discussed the status of excess fees held by the UCR Depository and potential investment

opportunities for the UCR Board of Directors Consideration. The UCR Board took action to invest such excess fees with intent to minimize future fee rates for motor carriers.

A MOTION was MADE by Scott Morris and SECONDED that the UCR Board of Directors approve Excess Fees held at the Bank of North Dakota in the 2021 and 2022 Savings Accounts be invested in United States Treasury securities at the prevailing rates of interest on or about the date such investment(s) may be authorized by the UCR Board of Directors. Funds in the 2021 Savings Account will be invested in a security maturing within 6 months and the 2022 Savings Account will be invested in a security maturing within 12 months. The UCR Finance Subcommittee recommended that the UCR Board adopt this motion as presented. The MOTION CARRIED. Monte Wiederhold opposed.

**C. Transactional Authorizations at the Bank of North Dakota** – Scott Morris, UCR Finance Subcommittee Chair

The Bank of North Dakota, a long-time partner with UCR, is requiring renewed authorizations to transact Automated Clearing House (ACH) banking matters. A discussion was led by the UCR Finance Subcommittee Chair to direct appropriate authority for transacting ACH business. The Board took action to appoint appropriate individuals from management or governance (Board Members, Subcommittee Members and/or the UCR Executive Director) to authorize ACH banking transactions.

A MOTION was MADE by Scott Morris and SECONDED that the UCR Board of Directors approve Automated Clearing House (ACH) transactional authority be provided to the Bank of North Dakota allowing the following individuals only to execute ACH transactions on behalf of the Unified Carrier Registration Plan:

1. Elizabeth Leaman (Chairman of the UCR Plan)
2. G. Scott Morris (Vice-Chairman of the UCR Plan and Chairman of the UCR Finance Subcommittee)
3. Mathew Perkinson (Vice-Chairman of the UCR Finance Subcommittee), *subject to his appointment to the UCR Board of Directors from FMCSA*
4. Avelino Gutierrez (Executive Director of the UCR Plan)

The UCR Finance Subcommittee recommended that the UCR Board adopt this motion as presented. The MOTION CARRIED unanimously.

**D. Preview of the 2023 Administrative Expense Budget** – Dave Scholz, UCR Depository Manager

The UCR Depository Manger provided a preview of the 2023 administrative expense budget. A final budget will be presented to the UCR Board of Directors for review and consideration at the December 8, 2022 UCR Board Meeting.

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

**A. Update on Future Training Initiatives** – Carol Fallin, UCR Education and Training Subcommittee Chair

The UCR Education and Training Subcommittee Chair provided an update on current and planned future training initiatives and the E-Certificate program.

**Industry Advisory Subcommittee** – Chris Burroughs, UCR Industry Advisory Subcommittee Chair

**A. Update on Current Initiatives** – Chris Burroughs, Industry Advisory Subcommittee Chair

The UCR Industry Advisory Subcommittee Chair provided an update on current and planned initiatives regarding motor carrier industry concerns.

**VII. 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. (DSL)** – Dave Lazarides

DSL reported on the latest data from the Focused Anomaly Reviews (FARs) program, discussed motor carrier inspection results, and other matters. DSL presented a written report that is included as part of the minutes of the August 11, 2022 UCR Board meeting.

**C. Seikosoftware** – Toby Piquet

Seikosoftware provided an update on recent/new activity related to the National Registration System (NRS).

**D. UCR Administrator Report (Kellen)** – Avelino Gutierrez, UCR Executive Director

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

**VIII. Other Business** – Elizabeth Leaman, UCR Board Chair

The UCR Board Chair congratulated Robin Hutcheson on her new role. Scott Morris provided a report on his attendance at the International Association of Transportation Regulators Conference in Memphis, Tennessee. The UCR Board Chair notified the Board members that the next meeting will take place on October 27, 2022 via Zoom teleconference.

**IX. Adjournment** – Elizabeth Leaman, UCR Board Chair

The UCR Board Chair adjourned the meeting at 1:22 pm ET.