



**Unified Carrier Registration Plan**  
**Board Meeting Minutes**

January 28, 2020  
San Antonio, TX & via teleconference

## UCR Board of Directors Meeting

### MINUTES

#### OPEN TO THE PUBLIC

**I. Welcome and Call to Order**

The UCR Board Chair called the meeting to order, called roll for the Board, and confirmed the presence of a quorum.

**II. Verification of Meeting Notice**

The Executive Director verified that public notice of the meeting was posted on the UCR Plan website and distributed to the UCR contact list via email on January 18, 2020. He confirmed that the public notice was then published in the Federal Register (Vol. 85, No. 12) on January 21, 2020.

**III. Review and Approval of Board Agenda and Setting of Ground Rules**

The UCR Vice Chair proposed that the report from Seikosoft be moved to the top of the list under Contractor Reports. The Board agreed. A MOTION was MADE and SECONDED to adopt the proposed agenda as amended. THE MOTION CARRIED.

**IV. Approval of Minutes of the December 5, 2019 UCR Board Meeting – Executive Director**

A MOTION was MADE and SECONDED to adopt minutes from the December 5, 2019 Board of Directors meeting. THE MOTION CARRIED.

**V. Report of FMCSA**

The FMCSA representative reported that the final 2020 fee rulemaking was delivered on January 27 and would be effective upon publication in the Federal Register. He also noted that FMCSA is working to obtain approval for the three current UCR Board nominations.

**VI. Enforcement Delay**

The Executive Director and UCR Chair proposed a recommended enforcement date of May 1, 2020 for the 2020 registration period. A Board MOTION was MADE and SECONDED to adopt the proposed date. THE MOTION CARRIED.

**VII. Data Event Update**

The Chief Legal Officer provided an update to the Board on action items approved at its August 1, 2019 meeting related to the March 2019 data event.

**VIII. UCR Handbook Amendments**

The UCR Vice Board Chair reviewed proposed amendments to the UCR Handbook concerning intrastate DOT numbers and the UCR fees for the 2020 registration year. A MOTION was MADE and SECONDED to adopt the proposed amendments. THE MOTION CARRIED.

**IX. UCR Plan Website Management**

Kellen and Seikosoft presented proposals for managing the UCR Plan website. The Board decided to defer any decision until the April 2020 Board meeting.

## **X. SUBCOMMITTEE REPORTS**

### **Audit Subcommittee**

#### **A. State Compliance Review Results**

The Depository Manager reviewed a report on key findings from the recently completed state compliance reviews, noting that the Audit Subcommittee is recommending that all four states that underwent compliance reviews in 2019 be scored as “compliant.” A MOTION was MADE and SECONDED to adopt the Audit Subcommittee’s proposal. THE MOTION CARRIED by a vote of 8-1.

The Depository Manager then presented proposed definitions for “compliant” and “not compliant” as it pertains to future UCR state compliance reviews, noting that the proposed language has been recommended by the Audit Subcommittee. A MOTION was MADE and SECONDED to adopt the Subcommittee’s proposal. THE MOTION CARRIED.

#### **B. State Audit Performance Standards**

The Depository Manager reviewed draft state audit performance standards recommended by the Audit Subcommittee, noting several edits are forthcoming in a final draft.

A MOTION was MADE and SECONDED to adopt, as edited, the audit performance standards. THE MOTION CARRIED.

#### **C. Report on 2020 State Compliance Reviews**

The Depository Manager reported on plans for conducting state compliance reviews for eight states in 2020. Those states are: GA, TN, IL, ID, CT, MA, WV and NC.

#### **D. Communication Campaigns**

The Audit Subcommittee Chair led a discussion on two proposals recommended by the Audit Subcommittee for the UCR to execute carrier solicitations for states currently running limited or no campaigns of their own and execute communications to carriers identified through roadside inspections to be operating in interstate commerce but identified in MCMIS as “inactive” or “intrastate.” A MOTION was MADE and SECONDED to adopt both proposals. THE MOTION CARRIED.

#### **E. UCR State-Carrier Audit Methodology**

The Audit Subcommittee Chair reviewed proposed amendments, related to state carrier audits, for the UCR Agreement and the UCR Handbook in order to align both guidance documents with current practice. A MOTION was MADE and SECONDED to adopt the proposed amendments for both documents. THE MOTION CARRIED.

#### **F. Report on the Depository Audit for 2017 & 2018**

The Depository Manager reported that a first draft of the 2017/2018 audit report is currently being reviewed by the UCR Board Chair and the Executive Director.

#### **G. Report on the Depository Financial Statement Audit for 2019 – Depository Manager**

The Depository Manager recommended that the Board adopt a proposal recommended by the Audit Subcommittee to conduct the 2019 Depository audit no later than August 1, 2020 at a cost not to exceed \$16,000. A MOTION was MADE and SECONDED to adopt the proposal. THE MOTION CARRIED.

**H. Potential of Additional Funding for DSL Transportation, Inc.**

The Audit Subcommittee Chair reviewed a proposal from DSL Transportation to fund an additional one-half full-time equivalent at \$2,000 per month for the purpose of continuing to process FARs.

A MOTION was MADE and SECONDED to approve the proposed additional funding for DSL Transportation THE MOTION CARRIED by a vote of 8-1.

**Finance Subcommittee**

**A. Initial 2020 Distributions to States**

The Depository Manager reported that initial distributions to states for the 2020 registration year will be made no later than March 15, 2020.

**B. Certificates of Deposit**

The Depository Manager reviewed a proposed plan for reinvesting UCR funds following the maturation of several certificates of deposit on February 5, 2020 at the Bank of North Dakota. He noted that the Finance Subcommittee recommends the proposal. A MOTION was MADE and SECONDED to adopt the proposal. THE MOTION CARRIED.

**C. Board Insurance**

The Depository Manager reported that applications are complete for Directors & Officers liability insurance, and cybersecurity insurance and that he is awaiting proposals from several carriers.

**D. Financial & Unbudgeted Expense Reserves**

The Depository Manager reported that the UCR financial reserve is currently funded at \$4 million and the unbudgeted expense reserve currently stands at \$2.5 million.

**E. 2019 Administrative Expenses**

The Depository Manager reported that 2019 administrative expenses for UCR will total approximately \$3.25 million.

**Education and Training Subcommittee**

**A. Report on Plans to Launch Training Modules**

The Operations Manager reported on plans to launch an initial wave of training modules by June 2020 for topics including Enforcement, a UCR general overview and the National Registration System.

**A. Mandatory Training for States**

The Education and Training Subcommittee Chair reported that the Subcommittee recommends adoption of a proposed policy requiring all participating states to engage in UCR trainings once available. Specifically, the proposed policy would require at least one state representative to participate in any new remote trainings (e.g., videos, webinars) within 30 days of its release, as well as attend any new live/in-person training when scheduled. A MOTION was MADE and SECONDED to adopt the proposed policy. THE MOTION CARRIED.

**B. Travel Reimbursement for Training Attendees**

The Education and Training Subcommittee Chair reviewed a Subcommittee-recommended proposed policy stating that UCR will reimburse one attendee from each state for reasonable travel expenses incurred in attending any mandatory UCR trainings. The proposed policy would not affect the current policy on Board member travel reimbursement. A MOTION was MADE and SECONDED to adopt the policy. THE MOTION CARRIED.

**XI. Updates Concerning UCR Legislation**

The UCR Board Chair called for any updates regarding UCR Legislation since the last Board Meeting. No updates were provided.

**XII. Contractor Reports**

- **Seikosoftware**

Seikosoftware provided an update on the National Registration System, noting improvements for the audit module dashboard.

- **UCR Executive Director**

The Executive Director reported that the Kellen contract remains under review and on efforts to strengthen relations with IRP and NARUC.

- **UCR Administrator (Kellen)**

The UCR Administrator covered Kellen's monthly management report and answered questions.

- **DSL Transportation Services, Inc.**

DSL reviewed its latest report on the FARs program, noting nearly \$3 million in collections since the program began.

**XIII. Other Business**

The Executive Director reported that production and mailing of registration postcards to carriers in non-participating states is underway. The Board instructed Kellen and Seikosoftware to coordinate on an audit proposal for the National Registration System and report back to the Board.

**XIV. Adjournment**

The UCR Board Chair adjourned the meeting.