



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

March 28, 2019  
 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
Alan Hanson	FMCSA	
Elizabeth Leaman	MADPU	X
Larry Herold	COPUC	X
Lewie Pugh (Board member in-waiting)	OOIDA	
Monte Wiederhold	Reever Transport	
Chris Burroughs	TIA	
Rick Schweitzer	NPTC	X
Mike Hoeme	KCC	X
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
Alex Leath, <a href="#">General Counsel</a> <a href="#">Chief Legal Counsel</a>	Bradley	X

## MINUTES

### **Welcome, Call to Order & Introductions**

Chair Avelino Gutierrez called the meeting to order at 12:01 p.m. ET and welcomed attendees.

### **Verification of Meeting Notice**

[Mr. Chair](#) Gutierrez verified that the meeting notice was published in the Federal Register on March 21, 2019.

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

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

### **Approval of Minutes of the January 29, 2019 UCR Board Meeting**

A MOTION was MADE and SECONDED to approve ~~draft~~ the minutes from the January 29, 2019 UCR Board meeting as presented. THE MOTION CARRIED.

### **Critical Issues**

- **Memo to Board re: Sunshine Act compliance & governance best practices**

A MOTION was MADE and SECONDED to adopt the recommendations in the memo to the Board. THE MOTION CARRIED.

- **~~New~~ Proposed amendments to UCR Agreement**

Jon Krueger reviewed ~~draft~~ proposed amendments to the UCR Agreement covering previously approved actions by the Board related to the UCR refund procedure and new treatment of school buses in UCR calculations.

A MOTION was MADE and SECONDED to approve the ~~draft~~ proposed amendments to the UCR Agreement as presented. THE MOTION CARRIED.

- **Update: Revised 2020-21 UCR Fee Recommendation**

[Mr. Scott](#) Morris reported that further modifications to the 2020-21 UCR Fee Recommendation were submitted to the U.S. Department of Transportation and the Board on February 25, 2019.

- **Revised 2019 Budget**

Elizabeth Leaman and Dave Scholz reviewed modifications made to the 2019 UCR operating budget.

A MOTION was MADE and SECONDED to approve the modifications ~~to the~~ [budget](#) as presented. THE MOTION CARRIED.

- **Recommended Modification to UCR State Carrier Audit Instructions**  
Mike Hoeme reviewed a proposal from the Audit Subcommittee to modify requirements for the annual carrier audits performed by participating states. Following discussion, the Board agreed to modify the proposal [from the Audit Subcommittee](#) by requiring ~~it~~ [changes](#) to become effective as of July 1, 2019 and for the [audit](#) requirements to cover the previous 12 month period.

A MOTION was MADE and SECONDED to adopt the recommendations as amended and to amend the UCR Agreement appropriately. THE MOTION CARRIED.

- **2019 UCR Registration Period**  
Chair ~~Avelino~~ Gutierrez authorized an extension of the UCR-recommended grace period for enforcement of the 2019 registration period through the end of April, with recommended enforcement beginning on May 1, 2019.

The Board directed [UCR](#) staff to notify CVSA and all participating states as soon as possible.

The Board will ratify the Chair's decision ~~at a future~~ [its June 2019 Board](#) meeting.

#### Updates Concerning UCR Legislation

No updates.

#### Report of FMCSA

Rick Wood reported that all pending Board seat assignments are still under review.

#### Contractor Reports

- **UCR Administrator (Kellen)**  
Mr. Scholz and Mr. Krueger reported on recent activities at the UCR Administrator and answered questions.
- **DSL Transportation Services, Inc.**  
Dave Lazarides reviewed the latest FARs report and answered questions.
- **Seikosoft**  
Toby Piquet provided an update on recent upgrades to the National Registration System and answered questions.

#### Subcommittee Reports

\*Note: Dispute Resolution awaiting appointment of new Chair, so not included

- **Audit Subcommittee**  
~~Mr.~~ [Mike](#) Hoeme reviewed a proposal for address~~ing~~ [ed](#) substandard state audit reports and requested that the Board consider taking action to approve at a future meeting.
- **Finance Subcommittee**  
~~Ms.~~ [Elizabeth](#) Leaman and Mr. Scholz provided updates on potential timeframes for initial state distributions, procuring CDs from Bank of North Dakota, the status of the

DLA account, refunds, and reconciling and closing the 2017 registration year and answered questions.

- **Registration System Subcommittee**  
No update.
- **Education & Training Subcommittee**  
Mr. Morris reported on current planning for the new UCR education & training program.

A MOTION was MADE and SECONDED to approve a proposed travel budget for the subcommittee for 2019 for an amount not to exceed \$23,000. THE MOTION CARRIED.

- **Procedures Subcommittee**  
No update.
- **Industry Advisory Subcommittee**  
No update.

#### **Old/New Matters**

| [Mr.Chair](#) Gutierrez requested that all subcommittee chairs submit [all of](#) their meeting requests for remainder of 2019 as soon as possible.

| [Mr.Chair](#) Gutierrez reported that a proposal from Seikosoft for providing addition administrative support will be reviewed at the next Board meeting.

#### **Future UCR Meetings**

##### **Board of Directors**

###### In person

- June 4, 2019 (Rapid City, SD)

##### **Subcommittees**

###### In-person

All Subcommittees

- June 3, 2019 (Rapid City, SD)

#### **Adjournment**

| There being no additional business, [Mr.Chair](#) Gutierrez adjourned the meeting at 2:45 p.m. ET.