



Unified Carrier Registration Plan

Board Attendance

Elizabeth Leaman
Bob Pitcher
Scott Morris
Mike Hoeme
Carol Fallin
Monte Weiderhold
Bill Debord
Suzanne Stillwell
Terry Mercer
Crystal Stevens
Tamara Young

Absent Board Members

Kenneth Riddle
Rick Schweitzer
Chris Burroughs

Board Members in Waiting

Brandon Buchanan
Jessica Kines
David Bauer

Others in Attendance

UCR: Avelino Gutierrez, Alex Leath
FMCSA: Rick Wood
Kellen Company: Daniel Choppa, Lori Cummings, Dave Scholz, Matt Mantione, Tom Gooding,
Katherine Thurmond
DSL Transportation: Dave Lazarides
Seikosoft: Toby Piquet, Lori Lefai, Chris Campbell

Represented States

AL, CA, GA, IL, IN, IA, KS, KY, LA, ME, MA, MI, MN, MO, NE, NH, ND, OH, PA, SD, TX,
WA, WI

**UNIFIED CARRIER REGISTRATION PLAN
BOARD OF DIRECTORS MEETING
April 22, 2021**

MINUTES

- I. Welcome and Call to Order** – Elizabeth Leaman, UCR Board Chair
The UCR Board Chair welcomed attendees, called the meeting to order at 12:02pm 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 March 19, 2021 followed by subsequent publication of the notice in the *Federal Register* on April 16 in vol. 86, no. 72, pg. 20246.
- 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 and SECONDED to approve the agenda for the April 22, 2021 Board of Directors Meeting. The MOTION CARRIED.
- IV. Approval of Minutes of the March 11, 2021 UCR Board Meeting** – Elizabeth Leaman, UCR Board Chair
Draft Minutes of the March 11, 2021 UCR Board meeting were reviewed. The Board took action to approve.
- A MOTION was MADE and SECONDED to approve the minutes from the March 11 Board of Directors Meeting with the noted revisions. The MOTION CARRIED.
- V. Report of FMCSA** – Rick Wood, FMCSA Representative
The Federal Motor Carrier Safety Administration (FMCSA) provided a report on any relevant activity.
- There was no update provided from the FMCSA Representative.
- VI. Recommendation of the Appointment of a Vice-Chair** – Elizabeth Leaman, UCR Board Chair and Avelino Gutierrez, UCR Executive Director
The current UCR Vice-Chair requested that he not be re-appointed to serve another term as a Director on the UCR Board. Therefore, on January 28, 2021, the UCR Board voted to recommend an individual to serve as a Director to succeed the current Vice-Chair. However, at the January 28, 2021 meeting, the UCR Board action did not include a recommendation to the US DOT Secretary to appoint a Vice-Chair. The UCR Board discussed and took action to recommend to the US DOT Secretary the appointment of a Director to serve as Vice-Chair.
- A MOTION was MADE and SECONDED for the UCR Board to recommend that the US DOT Secretary appoint Scott Morris as Vice-Chair to take effect once Bob Pitcher's replacement has been appointed to the Board. The MOTION CARRIED.
- VII. Updates Concerning UCR Legislation** – Elizabeth Leaman, UCR Board Chair
The UCR Board Chair called for any updates regarding UCR legislation since the last Board meeting.

VIII. Chief Legal Officer Report – Alex Leath, UCR Chief Legal Officer

The UCR Chief Legal Officer provided an update on the status of the March 2019 data event. It was announced that UCR has raised a lawsuit against Seikosoftware.

IX. SUBCOMMITTEE REPORTS

Audit Subcommittee – Mike Hoeme, UCR Audit Subcommittee Chair

A. MCS-150 Retreat Audit Program – Mike Hoeme, Audit Subcommittee Chair and Dave Lazarides, DSL Transportation

The UCR Audit Subcommittee Chair and the DSL Transportation led a discussion regarding the MCS-150 retreat audit program provided by UCR and the progress made with participating states. States may opt into the program. States will remain engaged in the retreat audit process but may have a lesser burden of having to attend to unresponsive/unproductive retreat audits.

B. Solicitation Campaigns for Unregistered Carriers Domiciled in Non-Participating States – Mike Hoeme, Audit Subcommittee Chair and Dave Lazarides, DSL Transportation

The UCR Audit Subcommittee Chair and the DSL Transportation led a discussion regarding new solicitation campaigns that focus on unregistered carriers that appear to operate in interstate commerce and are domiciled in any of the non-participating states.

C. 2020 State UCR Audit Reports – Mike Hoeme, Audit Subcommittee Chair

The UCR Audit Subcommittee Chair led a discussion regarding the states upcoming obligations regarding 2020 audit reports. State participants on the call received a reminder that the 2020 UCR state annual audit reports are subject to review after March 31, 2021.

D. NRS Testing – Penetration and Vulnerability Testing – Tom Gooding, UCR Technology Manager

The UCR Technology Manager provided an update on the status of testing the National Registration System (NRS) to ensure that appropriate measures are taken to resist unwanted attacks.

E. State Compliance Reviews – Dave Scholz, UCR Depository Manager

The UCR Depository Manager provided an update on plans to conduct state compliance reviews and reminded states that have been selected for reviews in 2021. GA, TN, WV, NC MA, MS, MO, NH, and RI are the states that will have Compliance Review's conducted virtually. CA, ID and IL, are planned to have Compliance Review's conducted in-person in 2021.

F. Depository Audit Update – Dave Scholz, UCR Depository Manager

The UCR Depository Manager provided an update on the status of the 2019 financial statement audit of the UCR Depository and plans for closing the 2019 registration year.

Finance Subcommittee – Scott Morris, UCR Finance Subcommittee Chair

A. Funding the Directors and Officers Liability Insurance Reserve – Scott Morris, Finance Subcommittee Chair and Dave Scholz, UCR Depository Manager

The Subcommittee Chair and the Depository Manager presented funding options for the Directors and Officers Liability Insurance Reserve. The Board took action to approve funding this reserve. The Finance Subcommittee recommended that the Board fund this reserve.

A MOTION was MADE and SECONDED that the Board adjust the cap on the Directors and Officers Liability Insurance Reserve to \$2,000,000; and that the Board fund the Directors and Officers Liability Insurance Reserve at \$1,750,000 as follows; \$1,000,000 from 2020 remaining unexpended administrative allowance and administrative interest income and \$750,000 transferred from the Unbudgeted Expense Reserve. The MOTION CARRIED with one opposition (Tamara Young).

B. Funding the Special or Capital Projects Reserve – Scott Morris, Finance Subcommittee Chair and Dave Scholz, UCR Depository Manager

The Subcommittee Chair and the Depository Manager will present funding options for the Special or Capital Projects Reserve. The Board may take action to approve funding this reserve. The Finance Subcommittee recommends that the Board fund this reserve.

A MOTION was MADE and SECONDED that the Board fund the Special or Capital Projects Reserve at \$288,575 from administrative interest income. The MOTION CARRIED with two oppositions (Tamara Young and Monte Weiderhold).

C. Maturing of Certificate of Deposit – Dave Scholz, UCR Depository Manager

The UCR Depository Manager provided an update on the CD that matured on April 13, 2021. The Board took action to reinvest the proceeds. The Finance Subcommittee recommended to the Board that the proceeds be reinvested in a 6-month CD at the Bank of North Dakota.

A MOTION was MADE and SECONDED that the Board reinvest the proceeds from the matured certificate of deposit at the Bank of North Dakota in a 6-month CD at the Bank of North Dakota at a rate of interest equal to 15 basis points. The MOTION CARRIED.

D. Review UCR Bank Balance Summary Report – Dave Scholz, UCR Depository Manager

The UCR Depository Manager reviewed the UCR Bank Balance Summary Report as of March 31, 2021 and answered questions from the Board.

E. Review 2021 Administrative Expenses Through March 31, 2021 – Dave Scholz, UCR Depository Manager

The UCR Depository Manager presented the administrative costs incurred for the period of January 1, 2021 through March 31, 2021, compared to the budget for the same time-period, and discussed all significant variances.

F. Status of 2020 and 2021 Registration Years Fee Collections and Compliance Percentages – Dave Scholz, UCR Depository Manager

The UCR Depository Manager provided updates on the results of collections and registration compliance rates for the 2020 and 2021 registration years.

G. Final Distributions to States for the 2021 Registration Year – Dave Scholz, UCR Depository Manager

The UCR Depository Manager discussed the final distribution from the Depository for the 2021 registration year, which was completed this week. All participating states have now met their full revenue entitlements for the 2021 registration year.

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

- **Update on Basic Audit Training Module and Flow Chart/Decision Tree** – Carol Fallin, UCR Education and Training Subcommittee Chair and Lori Cummings, UCR Operations Director

The UCR Education and Training Subcommittee Chair provided an update on the development of the Basic Audit Training Module and Flow Chart/Decision Tree.

ACTION: Provide metrics on the Decision Tree for the next Board meeting.

X. Contractor Reports – Avelino Gutierrez, UCR Executive Director

- **UCR Executive Director’s Report** – Avelino Gutierrez, UCR Executive Director
The UCR Executive Director provided a report covering recent activity for the UCR Plan.
- **DSL Transportation Services, Inc.** – Dave Lazarides
DSL Transportation Services, Inc. reported on the latest data from the FARs program, discussed motor carrier inspection results, and other matters.
- **Seikosoftware** – Toby Piquet
Seikosoftware provided an update on recent/new activity related to the NRS.
- **UCR Administrator Report (Kellen)** – Lori Cummings, UCR Operations Director and Dave Scholz, UCR Depository Manager
The UCR Staff provided a management report covering recent activity for the Depository, Operations, and Communications.

XI. Other Business – Elizabeth Leaman, UCR Board Chair

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

XII. Adjournment – Elizabeth Leaman, UCR Board Chair

The UCR Board Chair adjourned the meeting at 1:38pm ET.