



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

August 23, 2018  
 Radisson Hotel Downtown  
 Salt Lake City, UT

**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	X
Larry Herold	COPUC	X
Lewie Pugh (Board member in-waiting)	OOIDA	X
Monte Wiederhold	Reever Transport	X
Chris Burroughs	TIA	X
Rick Schweitzer	NPTC	X
Mike Hoeme	KCC	X
Sandy Bowling	INDOR	X
Scott Morris	ALPSC	X
Dave Scholz, Depository Manager	UCR	X
Jon Krueger, Operations Manager	UCR	X
Maryam Ismael, Staff Associate	UCR	
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 9:00 a.m. and welcomed attendees.

### **Verification of Meeting Notice**

Mr. Gutierrez confirmed that the meeting notice was published in the Federal Register on July 19, 2018.

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

Mr. Gutierrez reviewed the proposed agenda and asked for any questions. A MOTION was MADE and SECONDED to accept the agenda as presented. THE MOTION CARRIED.

### **Approval of Minutes of the July 12, 2018 UCR Board Meeting**

Mr. Gutierrez reported that draft minutes from the July 12, 2018 Board meeting had been distributed. He asked for questions or comments and there were none. A MOTION was MADE and SECONDED to accept the minutes as presented. THE MOTION CARRIED.

### **Critical Issues**

- **FMCSA Updates**

Rick Wood with FMCSA reported that the notice of proposed rulemaking for 2019 UCR registration fees was published in the Federal Register on August 21, 2018.

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

Scott Morris reported that progress continues to track as expected on the development of the new UCR National Registration System, with a soft launch scheduled for September 10 and a full launch scheduled for October 1.

Dave Scholz reported on a modified draft of a proposed procedure for handling carrier refunds in the new registration system. A MOTION was MADE and SECONDED to accept the proposed procedure. THE MOTION CARRIED.

Mr. Gutierrez reported on a proposed 6-month contract extension with Iteris with fees of approximately \$70,000. A MOTION was MADE and SECONDED to authorize the UCR Chair to execute the contract extension. THE MOTION CARRIED.

- **Proposed Amendments to UCR Governance Documents**

Proposed amendments to the UCR Agreement and UCR Handbook were presented and discussed.

A MOTION was MADE and SECONDED to accept the proposed amendments for the UCR Agreement. THE MOTION CARRIED.

A MOTION was MADE and SECONDED to accept the proposed amendments for the UCR Handbook. THE MOTION CARRIED.

The Board instructed that amendments to the UCR Agreement be effective immediately, while amendments to the UCR Handbook are considered effective as of the date of the publication of the rulemaking establishing 2019 UCR fees.

- **Report on State Compliance Reviews & Issues of Non-Compliance**

Bob Pitcher presented a report on state compliance reviews and issues of non-compliance, which was previously submitted to the Board for review.

Mr. Pitcher requested that Board members submit any questions or comments they may have to him, or to Mr. Gutierrez or Mike Hoeme.

- **Proposed Procedures for Dispute Resolution**

Mr. Pitcher presented a proposed procedure for handling dispute resolution. A MOTION was MADE and SECONDED to adopt the proposal. THE MOTION CARRIED.

- **Review of Kellen management report**

Dave Scholz and Jon Krueger presented their monthly management reports and answered questions.

Mr. Scholz reported on a proposed 2019 Audit Plan and answered questions. A MOTION was MADE and SECONDED to accept the proposal. THE MOTION CARRIED.

#### **Updates Concerning UCR Legislation**

No updates.

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

Dave Lazarides reviewed an update on FARs activity and answered questions.

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

Sandy Bowling requested that the UCR National Registration System work-group address the following issues: credit card disputes and terms of service for access to the carrier portal.

Following discussion, a MOTION was MADE and SECONDED to approve a recommendation that the Indiana Department of Revenue's UCR registration system will go offline at the close of business on September 28, 2018 followed immediately by the "go live" for the new National Registration System. THE MOTION CARRIED.

A MOTION was MADE and SECONDED to amend a prior Board decision thereby closing the 2017 UCR registration period on September 28, 2018 (not Sept. 30 as was previously approved). THE MOTION CARRIED.

## Subcommittee Reports

- **Audit Subcommittee**

Chair Mike Hoeme reported on a successful state auditor training session in Chicago in late July, and reported that the final state auditor training of the year is scheduled for October 15-16 in Utah.

Mr. Hoeme reviewed a draft form letter to states delinquent on their required annual carrier audit and answered questions. A MOTION was MADE and SECONDED to accept the letter as presented. THE MOTION CARRIED.

Mr. Hoeme indicated the letter would be mailed to delinquent states the following week.

- **Finance Subcommittee**

Chair Elizabeth Leaman reported that her committee will meet on November 1 in Massachusetts.

- **Registration System Subcommittee**

No additional updates.

- **Procedures Subcommittee**

Chair Adam Anderson reported that his committee is scheduled to meet by teleconference on September 12. *This meeting has since been cancelled.*

- **Dispute Resolution Subcommittee**

No additional updates.

- **Industry Advisory Subcommittee**

No additional updates.

### Old/New Matters – Avelino Gutierrez

Mr. Gutierrez thanked outgoing Board member Tina Thurman for her service to UCR over the years and wished her well moving forward.

Mr. Gutierrez reported that the National Conference of State Transportation Specialists (NCSTS) has appointed Bill Debord with Kentucky Division of Motor Carriers to replace Ms. Thurman on the Board. The request is now with FMCSA for review and approval.

Mr. Gutierrez reported that the Board has received a letter from a law firm in Wisconsin requesting guidance for carriers in that state.

Data presented to the Board indicated that fee collection for the 2018 UCR registration year is within 2% of the projection used to establish fee levels for the year. There was consensus to not submit further comments to FMCSA regarding the proposed fee levels for 2019.

## **Future UCR Meetings**

### Board of Directors

#### Teleconferences

- September 27 at Noon Eastern
- October 25 at Noon Eastern
- November 8 at Noon Eastern

#### In person

- December 13 (Washington, DC)

### Procedures Subcommittee

#### Teleconferences

- October 9

### Finance Subcommittee

#### In person

- Nov. 1-2 (Hyannis, MA)

### **Adjourn**

There being no additional business, Mr. Gutierrez adjourned the meeting at 11:22 a.m.