



Unified Carrier Registration Plan

Board Attendance:

Elizabeth Leaman

Bob Pitcher

Kenneth Riddle

Scott Morris

Mike Hoeme

Sandra Bowling

Carol Fallin

Rick Schweitzer - Absent

Monte Weiderhold

Chris Burroughs - Absent

Bill Debord

Suzanne Stillwell

Terrance Mercer - Absent

Crystal Stevens

Tamara Young

Others in Attendance:

Avelino Gutierrez, Alex Leath

Seikosoft: Toby Piquet, Lori Lefai

Kellen Company: Tom Gooding, Lori Cummings, Dave Scholz, Matt Mantione, Katherine
Thurmond, Daniel Choppa

DSL Transportation: Dave Lazarides

States in Attendance:

AL, GA, IN, KS, KY, ME, MA, MI, MN, MO, NE, NM, OK, PA, SD, TX, WA, WI

**UNIFIED CARRIER REGISTRATION PLAN
BOARD OF DIRECTORS MEETING
January 28, 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 12:01pm 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 December 14, 2020, followed by subsequent publication of the notice in the *Federal Register dated January 26, 2021* in vol. 86 no. 15 from pages 7185-7186.
- III. Review and Approval of Board Agenda** – Elizabeth Leaman, UCR Board Chair
The meeting agenda was reviewed, and the Board considered adoption.
- A MOTION was MADE and SECONDED to approve the January 28 agenda with the proposed change of moving item “VII. Report of FMCSA” to before item “V. Re-appointment and Appointment of UCR Board Members.”
- IV. Approval of Minutes from the December 10, 2020 UCR Board Meeting** – Elizabeth Leaman, UCR Board Chair
Draft Minutes of the December 10, 2020 Board meeting were reviewed. The Board considered action to approve.
- A MOTION was MADE and SECONDED to approve the minutes as presented with the amendment that Tamara Young voted “No” on the motion regarding the Audit Subcommittee.
- V. Report of FMCSA** – Kenneth Riddle, FMCSA Representative
The Federal Motor Carrier Safety Administration (FMCSA) provided a report on relevant activity. Ken Riddle introduced Meera Joshi, the new FMCSA representative to UCR. There were no other updates from FMCSA.
- VI. Re-appointment and Appointment of UCR Board Members** – Elizabeth Leaman, UCR Board Chair and Avelino Gutierrez, UCR Executive Director
There are five members of the UCR Board of Directors whose terms expire on May 31, 2021. Three of these Directors requested re-appointment for additional three-year terms. The remaining Director is willing to continue to serve until a successor is appointed. In addition, one Director from among the chief administrative officers of the state agencies responsible for overseeing administration of the UCR Agreement who is from the Federal Motor Carrier Service Administration’s Midwestern service area has tendered her resignation from the UCR Board effective February 19, 2021. The UCR Board will discuss re-appointments and appointments to the UCR Board for these positions and may take action to approve candidates for recommendation to the United States Department of Transportation.
- A MOTION was MADE and SECONDED to recommend to US DOT Jessica Kines (Michigan State Police) as the replacement for the Midwestern Service Area position on the Board of Directors. The motion passed unanimously.

A MOTION was MADE and SECONDED to recommend to US DOT David Bauer (American Trucking Association) as an Industry Board Member replacement and to recommend to US DOT the re-appointment of Tamara Young, Monte Weiderhold, and Chris Burroughs for another term. The motion passed unanimously.

The Board welcomed Jessica Kines and David Bauer as Board Members in-waiting.

- VII. Update on UCR Meeting Schedule for 2021** – Avelino Gutierrez, UCR Executive Director
The UCR Executive Director provided an update on the scheduled Board and Subcommittee meetings for 2021. All previously in-person meetings up until December of 2021 were converted to Virtual meetings due to COVID-19 precautions. The in-person December 2021 meetings will be decided on in July 2021.
- VIII. 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. There were no updates provided.
- IX. 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, the Twelve Percent Logistics litigation, cease and desist letters sent to third party permitting service providers, and other matters. The Twelve Percent Logistics Litigation has been concluded, and Mr. Leath has asked them to reach out to him first if there is ever an issue in the future.

X. SUBCOMMITTEE REPORTS

Audit Subcommittee – Mike Hoeme, UCR Audit Subcommittee Chair

- A. Next Steps Regarding the 2019 Audit Deficiencies by Idaho and Utah** – Mike Hoeme, UCR Audit Subcommittee Chair
The UCR Audit Subcommittee Chair discussed with the Board next steps regarding the 2019 Audit Deficiencies of Idaho and Utah. Verna Jackson and Mike Hoeme provided a Zoom training session to the State of Utah DOT that was very well received by attendees. Subcommittee Chair Hoeme and others recognized Board Member Bill Debord’s efforts at reaching out to and mentoring the State of Utah regarding audit compliance.
- B. UCR Auditor Coordinator** – Mike Hoeme, UCR Audit Subcommittee Chair
The UCR Audit Subcommittee Chair 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 audit process but may have a lesser burden of having to attend to unresponsive/unproductive retreat audits.
- C. NRS Testing – Penetration and Vulnerability Testing** – Tom Gooding, UCR Technology Director
The UCR Technology Director discussed plans to conduct a protocol of tests of the National Registration System (NRS) to ensure that appropriate measures are taken to resist unwanted attacks against the NRS. A highly experienced and qualified contractor has been selected to provide the appropriate testing.

Finance Subcommittee – Scott Morris, UCR Finance Subcommittee Chair

A. Certificate of Deposit Maturing on February 5, 2021 – Dave Scholz, UCR Depository Manager

The UCR Depository Manager discussed the CD maturing on February 5, 2021 and outlined potential re-investment opportunities to the Board. The UCR Board acted to re-invest the funds.

A MOTION was MADE and SECONDED to act to re-invest the funds from the CD maturing February 5, 2021. The motion passed with one dissenting vote (Tamara Young).

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

The UCR Depository Manager reviewed the UCR Bank Balance Summary Report as of December 31, 2020 and answer questions from the Board.

C. Review 2020 Administrative Expenses Through December 31, 2020 – Dave Scholz, UCR Depository Manager

The UCR Depository Manager presented the administrative costs incurred for the period of January 1, 2020 through December 31, 2020, compared to the budget for the same time-period, and discussed all significant variances.

D. 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.

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

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

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

XI. Contractor Reports – Avelino Gutierrez, UCR Executive Director

- **UCR Executive Director’s Report**

The UCR Executive Director provided a report covering recent activity for the UCR Plan.

- **DSL Transportation Services, Inc.**

DSL Transportation Services, Inc. reported on the latest data from the FARs program, discussed motor carrier inspection results, and other matters.

- **Seikosoftware**

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 their management report covering recent activity for the Depository, Operations, and Communications.

XII. Other Business – Elizabeth Leaman, UCR Board Chair

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

Avelino Gutierrez, UCR Executive Director, asked UCR Staff to distribute the 2021 UCR Meeting Schedule to the UCR email list and post it on the website.

XIII. Adjournment – Elizabeth Leaman, UCR Board Chair
The UCR Board Chair adjourned the meeting at 1:54pm ET.