

## **Minutes of the Ninety-Fourth Unified Carrier Registration Plan Board of Directors Meeting** January 22<sup>nd</sup>, 2015

The Ninety-Fourth (94<sup>th</sup>) Unified Carrier Registration (UCR) Plan Board of Directors (Board) meeting was called to order by Avelino Gutierrez, Chairman at 12:00 am EDT.

Attendance - Board of Directors:

Present – Avelino Gutierrez, Adam Anderson, Sandy Bowling, Bill Bronrott, Gene Eckhardt, Dave Lazarides, Mike Hoeme, Scott Morris, Angel Oliver, Elizabeth Leaman, Rick Schweitzer and Robert Voltman.

Absent – Jay Gingrich, Woody Chambers, and Robert Pitcher.

Avelino Gutierrez conducted a roll call of the States with **self-introductions** of government and industry representatives made by those in attendance.

Angel Oliver moved to accept the **meeting agenda**, which was seconded by Scott Morris. Agenda approved (Exhibit A) – Motion passed

Avelino Gutierrez established the **teleconference ground rules**.

Sandy Bowling moved to accept the **minutes of the October 16<sup>th</sup>, 2014 Board meeting**, subject to be changed if some other notes are provided. Gene Eckhardt seconded the motion. (Exhibit B) – Motion passed.

**UCR Legislative Update** – No report

**FMCSA Update** – Bill Bronrott – No report – FMCSA has sent a response in relation to the Boards letter regarding the issue of administrative costs, (Exhibit C).

Clarification was given regarding the process FMCSA was following in regards to carriers not updating their MCS-150 form. First step was to deactivate their USDOT number if they do not update the information as required. The next step was after six months then FMCSA was going to start inactivating their USDOT numbers all together.

Avelino Gutierrez – Moved that the Board authorize reimbursement of travel expenses to Charleston, SC for all subcommittee members appointed or reappointed today (Exhibit D) under two conditions:

- 1) The subcommittee meet in Charleston and actually perform subcommittee work; and,
- 2) That all subcommittee members seeking reimbursement follow the travel guidelines to be issued by Scott Morris and the UCR Board Chair.

Seconded by Scott Morris. Motion passed.

Avelino Gutierrez – Motioned that the Board authorizes those traveling that are being reimbursed to be able to use their personal charge card, cash instead or government issued travel card. Sandy Bowling Second. Motion Passed.

Avelino also referenced to 41 CFR codes that requires travel to and from the conference has to be by the most direct route. He also made reference to another code that requires that travel claims should be submitted within 5 days after completion of travel.

**Audit Subcommittee** –Gene Eckhardt – No report at this time.

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**Administrative Fee's Subcommittee** – Gene Eckhardt – No report at this time.

**Procedures Subcommittee** – Adam Anderson – Reported that some work had been done on UCRFAQ question L-23 and it was discovered that there were two separate issues that were being brought up. One referring to new carriers and the second was carriers who switch from intrastate to interstate.

Angel Oliver brought up a request that in our answers or question the procedure committee makes reference to how the carrier calculates the number vehicles to determine the fee.

**Depository Subcommittee** - Scott Morris – Reported that the registration system will meet the cap early next week. By the end of December the 2015 registration was 3.5 million ahead of the same time last year. Reviewed the states systems report (Exhibit E). Everyone was reminded that 2102 registration year is closed.

2010 distribution was made earlier this month (Exhibit F). The interest will be distributed at a later time.

Invoices were sent out for the 2014 distribution and they were based on amounts collected up through October 31<sup>st</sup>. Distribution may be in early February. Notice will be sent out to let everyone know how much they are getting.

Scot Morris reported the checking account for the administrative funds for 2014 is still being worked on and offered the following resolution for controls on the account.

That the checking account authorized for administrative funds on July 31, 2014, be subject to the following controls:

1. All checks in excess of \$10,000 shall be signed by two authorized signatories.
2. All checks payable to an authorized signatory shall be signed by another authorized signatory.
3. The chair of the Depository Subcommittee shall give a report at each Board meeting of all checks issued since the previous Board meeting.

Seconded by Adam Anderson – motion passed.

**Industry Advisory Subcommittee** – Robert Pitcher - No report

**UCR System Subcommittee & Best Practices Best Subcommittee** - Dave Lazarides – No Report

**Revenue and Fees Subcommittee** - Dave Lazarides, Acting Chair – No Report

**Registration System of the State of Indiana** – Sandy Bowling – No Report

**Old/New Matters: None**

**Future Board Meetings:**

March 2<sup>nd</sup> & 3<sup>rd</sup>, 2015 8:00 am – 12:00 pm EST – Charleston, SC – with the NCSTS meeting

April 9<sup>th</sup>, 2105 12:00 pm -3:00 pm EDT

May 7<sup>th</sup>, 2015 12:00 pm – 3:00 pm EDT

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June 10<sup>th</sup>, 2015 8:00 am – 12:00 pm EDT Chattanooga, TN – with the NCSTS meeting

The Board adjourned at 1:15 pm CDT.

Minutes approved by the UCR Board on 3/3/2015.

Adam Anderson, UCR Board Secretary

Exhibit A – Meeting Agenda

Exhibit B – Board Meeting Minutes

Exhibit C – FMCSA Response to Boards Question on Administrative funds

Exhibit D – List of Subcommittee members

Exhibit E – Depository State Reports

Exhibit F – 2010 final distribution report