

Minutes of the Ninety-Fifth Unified Carrier Registration Plan Board of Directors Meeting
March 3rd, 2015

The Ninety-Fifth (95th) Unified Carrier Registration (UCR) Plan Board of Directors (Board) meeting was called to order by Avelino Gutierrez, Chairman at 9:00 am EDT.

Attendance - Board of Directors:

Present – Avelino Gutierrez, Adam Anderson, Sandy Bowling, Daphne Jeffersen, Gene Eckhardt, Dave Lazarides, Mike Hoeme, Scott Morris, Angel Oliver, Elizabeth Leaman, Woody Chambers and Robert Voltman.

Absent – Jay Gingrich, Rick Schweitzer, Robert Voltman, 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.

Adam Anderson moved to accept the **meeting agenda**, which was seconded by Sandy Bowling. Agenda approved (Exhibit A) – Motion passed

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

Gene Eckhardt moved to accept the **minutes of the January 22nd, 2015 Board meeting**. Elizabeth Leaman seconded the motion. (Exhibit B) – Motion passed.

UCR Legislative Update – No report

FMCSA Update – Daphne Jefferson – The UCR Board welcomed Daphne to the Board and expressed its appreciation for the assistance the staff at FMCSA has given the Board over the years.

Audit Subcommittee –Gene Eckhardt – No report – Avelino Gutierrez appointed Angel Oliver to replace Gene as the Chairman over the Audit Subcommittee.

Administrative Fee's Subcommittee – Gene Eckhardt – Gene recommended that the new Administrative Fee's Subcommittee Chairman circulate an excel bases refund request form to those who attended the meeting here in Charleston. Gene presented and reviewed the reimbursement policy document that the Subcommittee has been working on. (Exhibit C)

Avelino Gutierrez- Motion the Board authorize Scott Morris to spend up to \$17,500.00 in administrative expense funds as outlined in by Scott for travel, bookkeeping help and other misc. items with a couple of conditions. First Scott has to obtain at least two bids on the bookkeeping help and submit those with his recommendation to the UCR Board Chair. Second, submit a request of the travel and other expenses after the fact in the same manner as prescribed by Gene Eckhardt for the Charleston travel. Seconded by Adam Anderson. Motion passed with no dissenting vote.

Elizabeth Leaman has accepted the invitation by the Board Chair to be the Administrative Fee's Subcommittee Chairman.

Procedures Subcommittee – Adam Anderson – Presented the change to question L-23 (Exhibit D).

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Motion: That the Board approves the modification to question L-23 and have the FAQ updated to be sent to Indiana to be posted online. Seconded by Sandy Bowling. Motion passed with no dissenting vote.

Depository Subcommittee - Scott Morris – Reviewed the State reports showing where we stand to date (Exhibit E). All excess fees for 2007 and 2008 have been distributed. Hopefully within the next couple of months the 2009 and 2010 will be completed. The final invoices for 2011 and 2012 are being worked and hope to have them out by the end of March. The invoices for 2013 have been sent out and if they come in on time then those can be sent out.

For 2014 a distribution was sent last month and invoices have been sent out and it is based on revenue generated from the end of October through January 2015. This should provide sufficient funds to bring the rest of the States whole and provide funds for the Board. The plan is to invoice for the 2014 revenue every other month for the rest of this year.

It is planned the invoices for 2015 would go out in May and that the States may hit their cap by August.

Update was given on the checking account for the operating funds to open once all the appropriate signatures are obtained and then the account can be opened once we have the funds to put in the account.

Scott Morris brought up the thought of eliminating the third registration year because there is not much money brought in. This was just brought up for everyone to think about because of the administrative burden have to track a third year brings. Further analysis needs to be done and possibly a motion may be made in June.

Scott Morris also reported that as the Chair of the Depository Subcommittee there was a need for some travel money to get to Indiana to work with the programmers and to travel to the Bank of North Dakota and meet with the Bank Officials. Also, funds are needed to obtain some bookkeeping help for the accounting functions. The proposal is to hire some bookkeeping people to enter all the accounting data into a program that would need to be purchased.

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 – Presented and reviewed his PowerPoint in relation to administrative fees as cash in the bank and receivables. The report also reviewed how predictions are used to predict what is happening on the registrations. Discussion people need to think about what the Board could use the administrative fees, such as an e-mail system for the Board to help in the notification. (Exhibit F)

Registration System of the State of Indiana – Sandy Bowling – Discussed three items brought up by the _____ that needs to be accepted by the Board. First item was the Safer R4425 – UCR registration Upload Enhancement. This change is due to the changes that URS will create in that there won't be any MC numbers etc.

Second - action item 139 – Enhancing the UCR payment flag. This will require states make the

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same report when a carriers registration is deleted. The registration will be removed from safer instead of changing the payment flag to "N" in safer. This way it will remove any confusion for law enforcement.

Third – action item 141 – UCR History download consistency issue. Currently FMCSA is downloading five years' worth of payment history and this causes the servers to crash. It is recommended that they only download 3 years. This would mean the current year plus the two previous years.

Avelino Gutierrez motioned that the Board approve the Safer R4425 – UCR registration upload enhancement and action item 139 – Enhancing the UCR payment flag as well as action item 141 – UCR history download consistency issue as explained. Seconded by Sandy Bowling. Motion passed with no dissenting vote.

Old/New Matters:

Avelino expressed how loyal Gene has been to NCSTS and the UCR Board through all the changes from the Bingo Stamp program to the SSRS and into the UCR.

Avelino also asked that if anyone wanted to serve on a subcommittee to contact the subcommittee chair prior to the next meeting by e-mail with a copy to him.

Future Board Meetings:

April 9th, 2105 12:00 pm -3:00 pm EDT

May 7th, 2015 12:00 pm – 3:00 pm EDT

June 10th, 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 .

Adam Anderson, UCR Board Secretary

Exhibit A – Meeting Agenda

Exhibit B – Board Meeting Minutes

Exhibit C – Travel Reimbursement

Exhibit D – Q&A Question L23

Exhibit E – Depository Report

Exhibit F – Administrative fees