

Minutes of the Ninety-Seventh Unified Carrier Registration Plan Board of Directors Meeting

May 7th, 2015

Tele-conference

The Ninety-Seventh (97th) Unified Carrier Registration (UCR) Plan Board of Directors (Board) meeting was called to order by Avelino Gutierrez, Chairman at 12:00 pm EDT.

Attendance - Board of Directors:

Present – Avelino Gutierrez, Adam Anderson, Sandy Bowling, Dave Lazarides, Mike Hoeme, Scott Morris, Elizabeth Leaman, Angel Oliver, Woody Chambers, Robert Pitcher and Rick Schweitzer.

Absent – Jay Gingrich, Daphne Jefferson and Robert Voltman.

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

Scott Morris 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**.

Scott Morris moved to accept the **minutes of the April 9th, 2015 Board meeting**. Elizabeth Leaman seconded the motion. (Exhibit B) – Motion passed.

UCR Legislative Update – No report

FMCSA Update – Gerald Folsom – FMCSA did receive the e-mails for the appointments for the Board Members.

Audit Subcommittee – Angel Oliver – Thanks all the states for examples of their audit procedures. The Subcommittee will be meeting in Chattanooga to work on the report that needs to be filed with the

Administrative Fee's Subcommittee – Elizabeth Leaman – All the reimbursement requests have been received and the information has been forwarded to Scott Morris.

Procedures Subcommittee – Adam Anderson – No report – A brief discussion on some issues that will need to be looked at such as refunds and when it is the state's responsibility to send a refund to someone that is not the carrier and when it is the private businesses responsibility to collect the funds from their client. Also brought up the question of the process of sending the excess funds to the states and then having to send a bill to those states and wait for the funds to come back to the depository.

Reported that the Subcommittee will be meeting in Chattanooga to work on the Audit Procedure.

Depository Subcommittee - Scott Morris – Gave a report on how much money has been collected for 2013, 2014 and 2015. (Exhibit C)

A report of the operating funds was given. (Exhibit D)

Still working on the distribution for the 2013 year – still have a couple of issues to deal with.

Minutes of the Ninety-Seventh Unified Carrier Registration Plan Board of Directors Meeting

May 7th, 2015

Tele-conference

Still working on a couple of data issues on the 2011 and 2012 before the distribution can go out. Will be working on another invoice for the 2014 year. Some states will be getting their first ever invoice and ask that if you get the invoice and it should have gone to another person, please forward it and then get the correct information to Scott Morris for future invoices.

A Report was given on the trip to Indiana and the meeting with the programmers. There have been some enhancements made to the depository functions when it goes live it will run parallel with what Scott is already doing. So far all the tests are very promising and there should be some training coming soon. All States will be required to take the training. The depository function will roll out for the 2015 year and the invoices should come out in about July.

The reimbursement checks will be sent out and those receiving them should see them within the week, if you don't contact Scott.

Motion – RESOLVED, that Scott Morris is hereby authorized to establish and open a checking/draft account with BBVA Compass Bank in the name of and for the exclusive use of the Unified Carrier Registration Plan and to obtain a debit card linked to said account. Adam Anderson seconded the motion. (Exhibit E)

The idea is to have the card issued in the name of the UCR Plan and that this institution was chosen because it is an international institution and is prominent in the south and in the west.

Motion passed with no dissenting vote.

Scott Morris – Motioned that the registration period be revised in that the registration period for any UCR registration year end on the last calendar day of the year after the registration year i.e. the registration period for the 2015 registration year would end on December 31, 2015. This motion would be effective on December 31, 2016. Avelino Gutierrez seconded the motion.

Discussion on the motion included (Exhibit F). The funds that are received on that last 9 to 12 months, that currently is being collected, is very minimal in relation to the effort that is put into it.

Scott Morris – Motioned to table the motion on changing the cutoff date for the registration period until the June Board meeting. Avelino Gutierrez seconded the motion. Motion passed.

Industry Advisory Subcommittee – Robert Pitcher - No report – Industry subcommittee will meet in Chattanooga.

UCR System Subcommittee & Best Practices Best Subcommittee - Dave Lazarides – Reported that while in Indiana the concept to have Indiana discontinue the convenience fee and have the Board then pay Indiana for the work they do on the system. All the work that Indiana does is paid for by the convenience fee. Indiana has agreed to prepare a report for the Board to show what the costs of the resources are they provide and any needs that they need.

Discussion on the email engine and whether it would be a wise use of the funds since Indiana is already doing that. A request was given to Iteris as to what the costs and timeline would be. Further discussion in June.

Sandy also mentioned that some carriers are getting many e-mails because they have had a previous USDOT number and if people would send her those e-mail addresses she could help

Minutes of the Ninety-Seventh Unified Carrier Registration Plan Board of Directors Meeting

May 7th, 2015

Tele-conference

get it cleaned up.

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

Avelino advised that he would be looking to make a motion regarding the fees for the 2017 along with the recommended enforcement dates.

Registration System of the State of Indiana – Sandy Bowling – Reported that the vehicle count audit report is in an excel spreadsheet. Sandy reported on the refund request that DOT filings had requested.

Old/New Matters:

Avelino Gutierrez – presented the letter from Scott Morris nominating Tina Thurman as the NCSTS nominee to the Board (Exhibit G)

Also reviewed the Subcommittee lists and asked if there was anybody to add (Exhibit H).

Motion the subcommittee list as sent out and amended with Gene Eckhardt, Linda Norman, Bob Voltman and Rick Schweitzer be approved and those on the list will be eligible to seek reimbursement for the trip to Chattanooga. Adam Anderson Seconded. Motion Passed.

Scott Morris gave a pitch for the conference in Chattanooga; the date for booking rooms has been extended. Any problems contact Lynne.

Future Board Meetings:

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

Subcommittee meetings on June 8-9th, 2015

July 9th, 2015 12:00 pm – 3:00 pm EDT

August 20th, 2015 12:00 pm – 3:00 pm EDT

September 9 –11th Atlanta Georgia

October 15th, 2015 12:00 pm – 3:00 PM EDT

The Board adjourned at 1:15 pm CDT.

Minutes approved by the UCR Board on 6/10/15.

Adam Anderson, UCR Board Secretary

Exhibit A – Meeting Agenda

Exhibit B – Board Meeting Minutes

Exhibit C – States reports

Exhibit D – Operating Funds Report

Exhibit E – Resolution

Exhibit F – Last 18 months

Exhibit G – Tina Thurman Nomination

Exhibit I – Subcommittee list