

## **Minutes of the One Hundred Ninth Unified Carrier Registration Plan Board of Directors Meeting**

July 14<sup>th</sup>, 2016

Tele-conference

The One Hundred Ninth (109<sup>th</sup>) Unified Carrier Registration (UCR) Plan Board of Directors (Board) meeting was called to order by Avelino Gutierrez, Chairman at 12:00 EDT.

Attendance - Board of Directors:

Present – Avelino Gutierrez, Adam Anderson, Sandy Bowling, Chris Burroughs, Mike Hoeme, Scott Morris, Elizabeth Leaman, Woody Chambers, Tina Thurman, Robert Pitcher, Angel Oliver, Monte Wiederhold, Rick Schweitzer and Larry Herold.

Absent – Daphne Jefferson

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

Sandy Bowling moved to accept the **meeting agenda**, which was seconded by Larry Herold (Exhibit A) – Motion passed

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

Woody Chambers moved to accept the **minutes of the June 8<sup>th</sup>, 2016 Board meeting**, seconded by Chris Burroughs, (Exhibit B) – Motion passed with a few amendments.

**UCR Legislative Update** – None

**FMCSA Update** – Daphne Jefferson – Ms. Rose reported that the letters appointing members to the Board have all been completed.

**Report by Dave Lazarides, UCR Board Contractor** – Dave Lazarides –

**Audit Subcommittee** – Mike Hoeme – Nothing to report.

**Procedures/Best Practices Subcommittee** – Adam Anderson –Reviewed the updated UCR Form 1 & 2, Registration form and instructions (Exhibit C).

Adam Anderson moved to the Board approve the updated forms and instructions so they can be distributed, seconded by Elizabeth Leaman, motion passed.

Reviewed the updated document for question L 22 in the UCRFAQ (Exhibit D)

Adam Anderson moved that the proposed change to question L-22 of the FAQ be accepted by the Board, seconded by Robert Pitcher, motion passed.

Reviewed the changes to the UCR Agreement on pages

Adam Anderson moved that the Board approve the changes to the UCR Agreement as discussed, seconded by Sandy Bowling, motion passed.

- A request to change the registration date from August 1 to October 1 on page 3.

**Indiana System Subcommittee** – Sandy Bowling – reported that the MC, MX and FF number will be removed from the system. Sandy also reported that the \$3.00 fee will be removed for the

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2017 registration year and that the \$3.00 fee will still be charged on the 2015 and 2016, but there may be some programming issues. Sandy reported that she needs to have Scott develop the business rules for the changes to send the money to the depository directly as per the changes in the agreement and then she can determine how long it will take to do the programming.

The verbiage changes to the webpage should be changes soon. Sandy will send an e-mail out when it happens.

Sandy reported that the MOU has been sent to Avelino.

Sandy Bowling moved that the Board approve that Indiana be reimbursed for the cost to mail out the delinquent notices to the Non-base States, Mexico and Canada in the amount of \$9,540.00 for the 2016 registration year, seconded by Adam Anderson, motion passed.

Sandy Bowling moved that the Board reimburse Indiana for the cost to print and mail the notifications for the 2017 registration year in the amount of up to \$36,000.00 for the Non-base States, Illinois and Canada, seconded by Larry Herold, motion passed.

**Administrative Fee's Subcommittee** – Elizabeth Leaman – reported that she will not be including the travel component of the Concur because there was only one person that would use it.

She also reported that a survey will be sent out in relation to the website and determine what is needed and then she will hold a conference call to review.

**Dispute Resolution Subcommittee** – Tina Thurman – The subcommittee will be meeting over the next few weeks to establish the procedures for dispute resolutions. Looking at IRP and IFTA's.

**Revenue and Fees Subcommittee** – Larry Herold – No Report

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

**Depository Subcommittee** - Scott Morris – reported that he has been working on the distributions and all states should have just received one and more are coming. Hopefully all distributions should be caught up by the second week of August.

### **Old/New Matters:**

Avelino Gutierrez reported that the MOU has been sent out to the Board and that any comments regarding any changes be sent to him by July 29<sup>th</sup>.

Avelino also requested that a meeting on September 7<sup>th</sup>, 8<sup>th</sup> in Washington DC for the Board Members only.

### **Future Board Meetings:**

August 11<sup>th</sup>, 2016 12:00 PM to 3 PM EDT

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September 7<sup>th</sup>, 2016 2:00 pm to 5 PM and September 8<sup>th</sup>, 2016 9:00 AM to 11:00 AM EDT

(Board only, no subcommittees)

September 15<sup>th</sup>, 2016 12:00 PM EDT

October 13<sup>th</sup>, 2016 12:00 PM EDT

November 17<sup>th</sup>, 2016 12:00 PM EST

The Board adjourned at 12:30 PM EDT.

Minutes approved by the UCR Board on August 11, 2016.

Adam Anderson, UCR Board Secretary

Exhibit A – Meeting Agenda

Exhibit B – Board Meeting Minutes

Exhibit C – Updated Registration Form, Forms 1 & 2, Instructions.

Exhibit D – Updated Question L-22 FAQ

Exhibit E – MOU