



Unified Carrier Registration Plan Board Meeting Agenda

**February 29, 2024
12:00 PM – 3:00 PM Eastern Time**

Board Members Present:

Elizabeth Leaman
David Bauer
Brandon Buchanan
William Debord
Carol Fallin
Mike Hoeme
Corey Keating
Jessica Kines
Terry Mercer
Ryan Nance
Mathew Perkinson
Monte Weiderhold

Absent Board Members:

Chris Burroughs, Crystal Stevens

Others in Attendance:

UCR: Avelino Gutierrez, Alex Leath
FMCSA: Kenneth Riddle, Rick Wood, Heather MacClintock
DSL Transportation: Dave Lazarides
Kellen: Matthew Mantione, Tom Gooding, Tom Lawrence, John Macwan, Michelle Hall
Seikosoft: Lori Lefai, Toby Piquet

**UNIFIED CARRIER REGISTRATION PLAN
BOARD OF DIRECTORS MEETING
February 29, 2024**

Approved Minutes

- I. Welcome and Call to Order** – UCR Board Chair
The UCR Board Chair welcomed attendees, called the meeting to order, called roll for the Board, confirmed the presence of a quorum, and facilitated self-introductions.
- II. Verification of Publication of Meeting Notice** – 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 February 21, 2024, and publication of the notice in the *Federal Register*, Vol. 89, No. 38, starting on page 14152 on February 20, 2024.
- III. Review and Approval of Board Agenda** – UCR Board Chair
The proposed Agenda was reviewed.
A MOTION was made and SECONDED. The agenda was approved.
- IV. Approval of Minutes of the January 18, 2024 UCR Board Meeting** – UCR Board Chair
Draft Minutes from the January 18, 2024, UCR Board meeting were reviewed. A MOTION was made and SECONDED. The MOTION carried unanimously.
- V. Approval of Minutes of the February 1, 2024 UCR Board Meeting** – UCR Board Chair
Draft Minutes from the February 1, 2024, UCR Board meeting were reviewed. A MOTION was made and SECONDED. The MOTION carried unanimously.
- VI. Report of FMCSA** – FMCSA Representative
The Federal Motor Carrier Safety Administration (FMCSA) provided a report on any relevant agency activity, including the status of the FMCSA’s Notice of Proposed Rulemaking concerning the 2025 UCR Fee Rulemaking and its publication in the Federal Register.
- VII. Engagement Letter Between the UCR Plan and the Bradley Arant Law Firm**- UCR Board Chair and UCR Executive Director
An engagement letter between the UCR Plan and the Bradley Arant law firm was presented to the Board for consideration and approval covering legal services provided by the Bradley Arant law firm in representing the UCR Plan before the United States Patent and Trademark Office in the trademark cancellation proceeding filed by the Small Business in Transportation Coalition.

A MOTION was made and SECONDED that the UCR Plan Board approve an engagement letter covering legal services provided by the Bradley Arant law firm in representing the UCR Plan before the United States Patent and Trademark Office in the trademark cancellation proceeding filed by the Small Business in Transportation Coalition under the terms outlined in the engagement letter. The MOTION carried.
- VIII. UCR Plan Legal Counsel Report** – UCR Plan Legal Counsel
UCR Plan Legal Counsel reported on his activities as UCR Plan Legal Counsel since the last Board of Directors meeting including, the issuance of trademark licenses to participating states,

developing a procedure to amend the UCR Agreement and responding to comments received by the FMCSA in connection with the 2025 UCR Fee Rule making.

IX. Subcommittee Reports

Audit Subcommittee – UCR Audit Subcommittee Chair, UCR Audit Subcommittee Vice-Chair

A. Updates to the UCR Handbook– UCR Audit Subcommittee Chair, UCR Audit Subcommittee Vice-Chair

The UCR Audit Subcommittee Chair and Vice Chair led a discussion on steps to update the UCR Handbook in order to reduce confusion and eliminate conflicting guidance in the Handbook. The proposed amendments relate to the following sections of the Handbook:

- “Leasing Companies” page 10
- “Effect of IRP Registration” page 27
- “Entities Performing More Than One Function” “Businesses Operating More Than One Motor Carrier” pages 10 and 11

A MOTION was made and SECONDED that the UCR Plan Board approve the recommendation of the Audit Subcommittee to amend the UCR Handbook as described in the Board Packet on pages 18, 19, and 20, relating to “Leasing Companies”, “Effect of IRP Registration”, and “Entities Performing More Than One Function” “Businesses Operating More Than One Motor Carrier”. The MOTION carried unanimously.

Finance Subcommittee – UCR Finance Subcommittee Chair and UCR Depository Manager

A. Financial Update – UCR Depository Manager

The UCR Depository Manager provided an update on the financial status of the administrative fund. An update on fees collected for the 2024 registration year was also provided.

B. The Finance Subcommittee Recommendation to the UCR Board for the Selection of External Auditor to Audit the Unified Carrier Registration Plan Depository for the Year Ended December 31, 2022 –UCR Finance Subcommittee Chair

The UCR Finance Subcommittee Vice-Chair and the UCR Depository Manager gave an update on the selection of an audit firm to conduct the 2022 external audit. The UCR Finance Subcommittee recommended the appointment of Williams Benator and Libby, LLP (“WBL”) to serve as the external auditors of the 2022 financial year.

A MOTION was made and SECONDED that the UCR Plan Board approve the recommendation of the Finance Subcommittee to engage the services of Williams Benator and Libby, LLP to serve as external auditor for the Unified Carrier Registration Plan Depository for the year ended December 31, 2022, in the range of \$43,000-\$48,000. The MOTION carried.

Education and Training Subcommittee – UCR Education and Training Subcommittee Chair
No significant action to report.

Industry Advisory Subcommittee – UCR Industry Advisory Subcommittee Chair
No significant action to report.

Enforcement Subcommittee – UCR Enforcement Subcommittee Chair

Update on Current Initiatives – UCR Enforcement Subcommittee Chair

The UCR Enforcement Subcommittee Chair provided an update on current and planned initiatives to include a review of enforcement rates, enforcement as against under-registered carriers, how enforcement can support and contribute to inspection audits, presentation on reports available through the NRS to enforcement staff, an update on PowerPoint training, creation of standards for annual UCR enforcement awards, and conducting biannual enforcement blitzes.

Dispute Resolution Subcommittee – UCR Dispute Resolution Subcommittee Chair

A. Update on the Status of the Three Pending Complaints Before the Dispute Resolution Subcommittee Filed by the Small Business in Transportation Coalition (“SBTC”)- UCR Dispute Resolution Subcommittee Chair and UCR Plan Counsel

The UCR Dispute Resolution Subcommittee Chair and UCR Plan Counsel discussed the status of the three pending complaints before the Dispute Resolution Subcommittee Filed by the Small Business in Transportation Coalition (“SBTC”).

B. Possible Change to the Policy for Resolving Disputes Under the Unified Carrier Registration Agreement- UCR Dispute Resolution Subcommittee Chair and UCR Executive Director

The UCR Dispute Resolution Subcommittee Chair and UCR Executive Director presented the motion passed by the Dispute Resolution Subcommittee to amend the Policy for Resolving Disputes Under the Unified Carrier Registration Agreement, under Section IV, “Public Notice”, to make clear that a notice of hearing before the Board is now submitted directly to the *Federal Register* for publication by the UCR Plan, and not as previously was the case, through a request to the Federal Motor Carrier Safety Administration.

A MOTION was made and SECONDED that the UCR Plan Board approve the recommendation of the Dispute Resolution Subcommittee to replace the current language of Section IV, “Public Notice” of the Policy for Resolving Disputes Under the Unified Carrier Registration Agreement with the following language:

"Public Notice

The Board shall give public notice of all hearings scheduled before the Board. Public notice of a hearing shall be given at least seven days in advance of the date of the hearing, and shall include the date, time and location of the hearing. The notice shall also include a brief description of the substance of the hearing and the name, email address and phone number of the person designated by the UCR to respond to requests for information about the hearing. Public notice shall be given by publication of the above information on the UCR’s website (www.plan.ucr.gov) and by distribution of such information to the email addresses listed on the UCR’s email distribution list. Promptly following public notice of the scheduled hearing, notice of the date, time, location, and a brief description of the substance of the hearing shall be submitted for publication in the Federal Register." The MOTION carried.

X. Contractor Reports – UCR Board Chair

UCR Executive Director Report

The UCR Executive Director provided a report covering his recent activity for the UCR Plan including any changes in the dates of UCR meetings in 2024.

UCR Administrator Report (Kellen)

The UCR Chief of Staff provided a management update covering recent activity for the Depository, Operations, and Communications.

DSL Transportation Services, Inc.

DSL Transportation Services, Inc. reported on the latest data from the FARs program, Tier 5 and 6 unregistered motor carriers, and other matters.

Seikosoftware

Seikosoftware provided an update on its recent/new activity related to the UCR's National Registration System.

XI. Other Business – UCR Board Chair

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

XII. Adjournment – UCR Board Chair

The UCR Board Chair adjourned the meeting.