



# Unified Carrier Registration Plan

## Board Meeting Agenda

**December 5, 2024**  
**11:00 AM – 3:00 PM Eastern Time**

**Board Members Present:**

Elizabeth Leaman  
David Bauer  
Brandon Buchanan  
Chris Burroughs  
William Debord  
Carol Fallin  
Mike Hoeme  
Jessica Kines  
Terry Mercer  
Ryan Nance  
Mathew Perkinson  
Ken Riddle  
Crystal Stevens  
Monte Weiderhold

**Absent Board Members:**

Corey Keating

**Others in Attendance:**

UCR: Avelino Gutierrez, Alex Leath  
FMCSA: Rick Wood, Heather MacClintock  
Kellen: Matt Mantione, Tom Gooding, Michelle Hall, Tom Lawrence, John Macwan  
Seikosoft: Lori Lefai, Toby Piquet

**UNIFIED CARRIER REGISTRATION PLAN  
BOARD OF DIRECTORS MEETING  
December 5, 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 November 26, 2024, followed by subsequent publication of the notice in the *Federal Register* on December 3, 2024 in Vol. 89, No. 232 beginning on page 95912.
- 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 October 24, 2024, UCR Board Meeting** – UCR Board Chair  
Draft Minutes from the October 24, 2024, UCR Board meeting were reviewed. Rick Wood suggested amending Item V to reflect that he reported on the issuance of the final rule for the 2025 UCR Registration fees.  
  
A MOTION to approve the minutes as amended was made and SECONDED. The MOTION carried.
- V. Report of FMCSA** – FMCSA Representative  
The Federal Motor Carrier Safety Administration (FMCSA) provided a report on any relevant agency activity.
- VI. Subcommittee Reports**  
  
**Audit Subcommittee** – UCR Audit Subcommittee Chair
- A. Update on State Performance Standards** – UCR Audit Subcommittee Chair, UCR Audit Subcommittee Vice-Chair, SeikoSoft Representative  
The UCR Audit Subcommittee Chair, the UCR Audit Subcommittee Vice-Chair, and a SeikoSoft representative led a discussion on the status of the State Performance Standards as of November 1, 2024. The discussion included current and potential future options to assist states with their performance initiatives.
- B. Update on the recent Question and Answer Session for State Auditors** – UCR Audit Subcommittee Chair, UCR Audit Subcommittee Vice-Chair, and Executive Director  
The UCR Audit Subcommittee Chair, the UCR Audit Subcommittee Vice-Chair, and the Executive Director led a discussion on the topics, value, and continuation of a series of 60-minute virtual question and answer sessions for state auditors.
- Dispute Resolution Subcommittee** – UCR Dispute Resolution Subcommittee Chair  
No report.

**Education and Training Subcommittee – UCR Education and Training Subcommittee Chair**

The UCR Education and Training Subcommittee Chair discussed the development of key projects. The projects that were discussed include the development of the educational audit certificate program, the optimization and redesign of the website, and the creation of a video explaining the purpose and value of the UCR Plan and the National Registration System it operates.

**Enforcement Subcommittee – UCR Enforcement Subcommittee Chair**

The UCR Enforcement Subcommittee Chair provided an update on current and planned initiatives, including efforts to enhance UCR enforcement efficiency, recognition of states and inspectors, and forthcoming awareness initiatives.

**Finance Subcommittee – UCR Finance Subcommittee Chair and UCR Depository Manager**

**A. UCR Administrative Fund Update –UCR Finance Subcommittee Chair and UCR Depository Manager**

The UCR Finance Subcommittee Chair and UCR Depository Manager provided an update on the financial status of the administrative fund for the 10 months ended October 31, 2024.

**B. Discussion and Possible Approval of 2025 UCR Plan Administrative Budget – UCR Finance Subcommittee Chair and UCR Depository Manager**

The UCR Finance Subcommittee Chair and UCR Depository Manager discussed the 2025 proposed administrative fund budget as approved by the Finance Subcommittee on 10/3/2024.

A MOTION was made and SECONDED that the UCR Plan Board approve the UCR Plan Administrative Budget for 2025, including the creation of a legal reserve fund as presented. The MOTION carried.

**Industry Advisory Subcommittee – UCR Industry Advisory Subcommittee Chair**

The UCR Industry Advisory Subcommittee Chair provided an update on current and planned initiatives, including the development of a video intended to increase participation in the UCR focused on brokers, motor carriers, and bus operators.

**VII. 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 2025.

**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.**

UCR Executive Director 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.

**VIII. Other Business – UCR Board Chair**

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

**IV. Adjournment – UCR Board Chair**

The UCR Board Chair adjourned the meeting.