

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

July 9th, 2015

Tele-conference

The Ninety-Ninth (99th) 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, Woody Chambers, Robert Pitcher, Rick Schweitzer and Daphne Jefferson.

Absent – Angel Oliver, Jay Gingrich 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 Dave Lazarides. Agenda (Exhibit A) – Motion passed

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

Scott Morris moved to accept the **minutes of the June 10th, 2015 Board meeting**. Sandy Bowling seconded the motion. (Exhibit B) – Motion passed.

UCR Legislative Update –

FMCSA Update – Daphne Jefferson – the Board appointments are moving forward. Dave Lazarides asked about an update on getting a blurb put into the FMCSA registration system to inform people of their requirement to pay the UCR fees.

Daphne reported that that would be a phase two item for the URS team to look at implementing.

Scott Morris asked if there was any update on inquiry he had sent to Rick Wood about any guidelines or restrictions on getting a logo. Daphne reported she had not received anything but asked Scott to send her the information and she would follow up with Rick.

Procedures Subcommittee – Adam Anderson – Still working on the audit process. Looking at the agreement as to what changes need to be made from the motions made in the June meeting. The registration form and instructions and the other forms with instruction should be ready for approval by the next Board meeting.

Audit Subcommittee – Angel Oliver –

Depository Subcommittee - Scott Morris – Reviewed the States System Reports. Reviewed the banking account balances, reviewed the 2013 distribution, reviewed the savings account balances. The interest for 2009 was sent out and that account will be closed. The process has begun to close out the old accounts and get the money distributed. Working on getting the interest for 2010 distributed. Invoices for 2011 have been sent out to those states that owe. Expect to make the Distribution for 2011 & 2013 in August September. 2013 will be closed out at the end of the year.

Scott reviewed the operating funds report. Scot gave a report for the Depository budget. (Exhibit C)

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

July 9th, 2015

Tele-conference

Motion : Scott motioned that the Depository Budget Authority for the accounting consultant be increased from \$12,000 (previously approved) to \$27,000. An increase of \$15,000.00. Adam Anderson Seconded. Motioned Passed.

Motion: Scott motioned that Depository Budget Authority be increased from \$3,000.00 (previously approved) to \$5,000.00. An increase of \$2,000.00. Adam Anderson Seconded. Motion Passed.

Depository Model report – it is currently projected to roll out on August 20th. The plan is to put 2015 data in and use the system going forward.

Scott met with Chris Campbell from Iteris, but has not heard back from him.

Scott reported that he had received a quote from Reverse Creative someone that does work on logo's and he had reviewed some online sites and that those costs all indicated that it would be around \$300.00. He was just waiting to hear back from Rick Wood on any restrictions of what can and cannot go into the logo.

Motion: Scott motioned that the Board authorize Scott to enter into an agreement with Reverse Creative for an estimated cost of around \$300.00 to develop a logo for the UCR Board, contingent upon knowing what the federal requirements are before engaging. Dave Lazarides seconded. Motion Passed.

Administrative Fee's Subcommittee – Elizabeth Leaman – Reviewed the proposed contract with Concur. It is a 90 day contract and it can be modified every 90 days.

Motion: For the Board to approve the business services agreement between the Board and Concur Technologies Inc. Seconded by Sandy Bowling.

Avelino Gutierrez asked that if the Board passes the motion that she allows the Board Members to send her comments before the contract is signed.

Motion Passed

Motion: To look into bids to enter into a contract with a person or organization to coordinate the hotel accommodations etc. for future board meetings. Seconded by Scott Morris.

Industry Advisory Subcommittee – Robert Pitcher – Was very pleased to hear Mr. Frank Laqua's voice and asked him to give him a call.

UCR System Subcommittee & Best Practices Best Subcommittee - Dave Lazarides – Will look into a website, but there is a lot behind the scenes work on that. Dave has been looking at different means of mailing for the non-participating states. Recommending that the initial mailing to non-participating states be a post card. Then they should also be put into the e-mailer for an automated e-mail every 15 days.

Sandy reported that Indiana cannot host the website for the UCR Board. Sandy reported that she talked to their vendor about the cost to send out the mailing around \$105,000.00. But will be getting a more definite estimate.

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

July 9th, 2015

Tele-conference

Avelino reported that Angel will be getting a report back as to how much it costs Texas to send out the notices to the carriers in Mexico.

Revenue and Fees Subcommittee - Dave Lazarides, Acting Chair –

Registration System of the State of Indiana – Sandy Bowling – The new percentages are posted on the website. Going request the updated mailing list later this year than usual, so it will be as complete as possible. Setting up a meeting with Gene Faye to make sure the updates from FMCSA and vice versa will work okay.

Old/New Matters:

Avelino Gutierrez - A letter for the 2016 fees and fee brackets will be going to FMCSA soon and it will be forwarded to everyone. Received a call from Tom Klingman and that he wanted everyone to know he misses everyone and appreciates all the calls, cards and prayers. His number is 770-851-4572.

Scott Morris – reported that he just received an email and Chris Campbell will have a

Future Board Meetings:

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

September 17th, will be subcommittee meetings and strategic planning meeting for the board and then a Board meeting 18th, 2015 8:00 am – 1:00 pm EDT

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

November 19th, 2015 12:00 pm to 3:00 PM EST

The Board adjourned at 1:20 pm EDT.

Minutes approved by the UCR Board on .

Adam Anderson, UCR Board Secretary

Exhibit A – Meeting Agenda

Exhibit B – Board Meeting Minutes

Exhibit C – Depository Report