

Minutes of the One Hundred Fourth Unified Carrier Registration Plan Board of Directors Meeting

December 9th, 2015

In person &

Tele-conference

The One Hundred Fourth (104th) Unified Carrier Registration (UCR) Plan Board of Directors (Board) meeting was called to order by Avelino Gutierrez, Chairman at 12:05 am MDT.

Attendance - Board of Directors:

Present – Avelino Gutierrez, Adam Anderson, Sandy Bowling, Mike Hoeme, Scott Morris, Elizabeth Leaman, Woody Chambers, Gerald Folsom (Daphne Jefferson), Tina Thurman, Robert Pitcher, Angel Oliver, Monte Weiderhold and Larry Herold.

Absent –Chris Burroughs and Rick Schweitzer.

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

Adam Anderson moved to accept the **meeting agenda**, which was seconded by Mike Hoeme
Agenda (Exhibit A) – Motion passed

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

Monte Weiderhold moved to accept the **minutes of the November 19th, 2015 Board meeting**, seconded by Sandy Bowling. (Exhibit B) – Motion passed.

UCR Legislative Update – Rick Wood – The Fast Act bill was signed by the President last Friday and the only thing in the bill was in relation to the use of the UCR funds by states as the matching funds for their grants.

FMCSA Update – Gerald Folsom – The URS rollout is still on track for rollout on Dec 12th for all new carriers and by December 31st 2016 everyone will have to use the new system. Paper applications received after December 12th will be returned to the carrier.

Report by Dave Lazarides, UCR Board Contractor – Dave gave a report on the previous day in regards to the UCR fee reduction (Exhibit C), UCR Inc (Exhibit D), Business Plan (Exhibit E)

Audit Subcommittee – Angel Oliver – Had talked about the process of auditing states but will need to hold off on that because they had only received 1 report from any states.

Procedures/Best Practices Subcommittee – Adam Anderson – reported that a new matrix document was sent out to all the states and asked that everyone try it and get back to him by Mid-January with any suggestions. (Exhibit F)

The Step by Step on using the Matrix is being reworked because of changes that were made to the Matrix in the last few days.

Adam Anderson motioned that question #2 in Section n of the FAQ be amended to include “This exception does not apply to vehicles built to transport 10 or more persons including the driver”, seconded by Bob Pitcher. Motion passed.

Industry Advisory Subcommittee – Robert Pitcher – The subcommittee will be looking at the budget presentation to consider if it is fully appropriate from the industries point of view.

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Revenue and Fees Subcommittee – Larry Herold – No Report except that the subcommittee will be meeting with Dave Lazarides and have a more detail report in Scottsdale.

Dispute Resolution Subcommittee – Tina Thurman – Reported she had been contacted from Illinois and then received an e-mail with recommendations from Illinois.

Option 1 – was for the Board to do a type of vetting using the current 2016 fee's collected on the Indiana System to pay for the past due invoices owed.

Option 2 – the Board would send a letter to the State of Illinois spelling out why the Federal Law requires the State of Illinois to forward those funds to the Depository.

Bob Pitcher recommended that the Board send a letter to Illinois as it is a very effective means.

Tina Thurman moved that the Board send a letter to the State of Illinois explain the federal law requiring Illinois to forward those excess funds, seconded by Bob Pitcher – Motion passed.

Rick Wood offered to review the draft letter and provide any comments. Avelino Gutierrez accepted his offer.

Indiana System Subcommittee – Sandy Bowling – reported that if you are losing the last digit of the year on the reports, go up to the tools and then go to the compatibility settings and add the website. Sandy reminded us that if a carrier pays for the wrong year we cannot just change the year, they have to go in and pay for the right year and then the state will have to issue them a refund. Indiana will do the refund as long as Indiana still has the money.

If a state staff has made an error on a registration, do not go right in and do a refund. Send the information to Sandy and she will get it taken care of.

Sandy Bowling requested that everyone send her a list of the questions that everyone gets, in relation to the system, so a FAQ document can be developed so everyone would have that to help their customers instead of sending them to someone else.

Sandy Bowling reviewed the task list for fixes to the system.

Administrative Fee's Subcommittee – Elizabeth Leaman – The CONCUR reporting system is up and running and it was successfully used on the last travel. The turnaround time is 3-5 days once Scott Morris does his authorization.

Depository Subcommittee - Scott Morris – Reported on the different state systems collections, those that were highlighted had not reported yet. The reports further highlight a continuing shift in registrations being done on the Indiana System verses the individual state registrations, (Exhibit G).

Reviewed the balance report. The balance in the 2010 was interest money and a large overpayment by Missouri. Scott Morris reported he was getting ready to make a distribution for 2011 but there is a significant amount of overpayment from Missouri.

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Reviewed the operating funds report: (Exhibit H)

Reviewed the past due invoices: (Exhibit I)

Reported on invoices going out to all states – some of the state's new to getting invoices are still a little slow.

Reviewed the Depository Subcommittee budget. (Exhibit J)

Scott Morris report on his meeting with Jackson Thornton and they proposed that they do a time study (Exhibit K).

Scott Morris motioned the Board Authorize him to engage the services of Jackson Thornton in the amount of \$5,000 to perform the study in relation to the Depository functions, seconded by Angel Oliver – Motion passed.

Scott Morris also presented his proposed budget through the end of June:

Scott Morris motioned that the Board accept his proposed budget till June 2016 of \$7,500.00 for travel, \$20,800.00 for a consultant, \$10,000 for an administrative assistant and \$1,500 for misc. – seconded by Adam Anderson

Old/New Matters:

Scott Morris presented the first invoice from Bradley – Arrant totaling \$9,905.00, (Exhibit L)

Scott Morris moved that we approve the invoice from Bradley and Arrant for payment, seconded by Monte Weiderhold - Motion passed.

Avelino Gutierrez presented the invoice from Texas in regards to sending the notices to Mexican Carriers, (Exhibit M).

Avelino moved that Board approve the invoice in the amount of \$5,943.92 and reimburse Texas, seconded by Bob Pitcher - Motion passed.

Avelino Gutierrez presented the subcommittee list and asked that anyone wanting to be on a subcommittee to let him and the subcommittee chair know.

Sandy Bowling presented that some states attending the conference calls if the agenda could be amended to show that these items would be effecting the states and these are items effecting the Board. Avelino said he would try it just depended on when the information is given to him from the subcommittees.

Angel Oliver asked for a clarification on the Budget discussion we will be taking up in Arizona As to are we going to be voting on the subjects as a whole or each section independently. Avelino and Bob both indicated that there is a lot of work to do and that the intent is to work on each section of the budget plan separately. Each subcommittee is expected to come prepared with a proposed budget. Those budgets need to be turned into Dave before the February Board meeting.

Future Board Meetings:

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February 1st Subcommittee meeting and 2nd Board Meeting in Scottsdale Az.

March 17th, 2015 12:00 PM to 3:00 PM EDT

May 12th, 2015 12:00 pm to 3:00 PM EDT

June 4th – 9th in Providence, Rhode Island. Board meeting on the June 8th, at 8:am to 12:00 pm EDT.

The Board adjourned at 1:40 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 – UCR Fee Reduction

Exhibit D – UCR Inc

Exhibit E – Business Plan

Exhibit F – UCR Audit Matrix

Exhibit G – Systems Reports

Exhibit H – Operating Funds

Exhibit I – Past Due Invoices

Exhibit J – Deposit Budget

Exhibit K – Thornton Jackson

Exhibit L – Invoice for Brandt/Arrant

Exhibit M – Texas Invoice