



Unified Carrier Registration Plan **Board Meeting Agenda**

August 12, 2021
12:00 p.m. – 3:00 p.m. Eastern Time

Teleconference and Screen Sharing

Screensharing Meeting Information:

Meeting URL: <https://kellen.zoom.us/j/99564879014>

Dial-In Information:

Toll Numbers: +1 929 205 6099 or +1 669 900 6833

- or -

Toll Free Numbers: 877 853 5247 or 888 788 0099

Meeting ID: 995 6487 9014

**UNIFIED CARRIER REGISTRATION PLAN
BOARD OF DIRECTORS MEETING
August 12, 2021**

AGENDA

- I. Welcome and Call to Order** – UCR Board Chair
The UCR Board Chair will welcome attendees, call the meeting to order, call roll for the Board, confirm the presence of a quorum, and facilitate self-introductions.
- II. Verification of Meeting Notice** – UCR Executive Director
The UCR Executive Director will verify publication of the meeting notice on the UCR website and distribution to the UCR contact list via e-mail followed by subsequent publication of the notice in the *Federal Register*.
- III. Review and Approval of Board Agenda** – UCR Board Chair
For Discussion and Possible Action
The proposed Agenda will be reviewed, and the Board will consider adoption.
- Ground Rules
- Board actions taken only in designated areas on agenda
- IV. Approval of Minutes of the June 8, 2021 UCR Board Meeting** – UCR Board Chair
For Discussion and Possible Action
Draft Minutes of the June 8, 2021 Board meeting will be reviewed. The Board will consider action to approve.
- V. Report of the Federal Motor Carrier Safety Administration (FMCSA)** – FMCSA Representative
The FMCSA will provide a report on any relevant activity.
- VI. Updates Concerning UCR Legislation** – UCR Board Chair
The UCR Board Chair will call for any updates regarding UCR legislation since the last Board meeting.
- VII. Chief Legal Officer Report** – UCR Chief Legal Officer
The UCR Chief Legal Officer will provide an update on all relevant legal matters regarding the UCR.
- VIII. UCR Pilot Projects 2021/2022** – UCR Executive Director and DSL Transportation Services, Inc.
For Discussion and Possible Board Action
The UCR Executive Director and DSL Transportation Services, Inc., will lead a discussion regarding potential pilot projects that UCR may pursue to optimize registration compliance. The Board may take action to proceed with one or more pilot projects on the same or amended terms as recommended by the UCR Finance Subcommittee. The UCR Finance Subcommittee recommends the Board proceed with the pilot projects.
- IX. 2022 UCR Planned Meeting Schedule** – UCR Executive Director
The UCR Executive Director will present the proposed meeting schedule of the Board and the UCR Subcommittees and facilitate a discussion regarding telephonic and in-person meetings in calendar year 2022.

X. SUBCOMMITTEE REPORTS

Audit Subcommittee – UCR Audit Subcommittee Chair

- A. State UCR Audit Reports for Registration Year 2020 – UCR Audit Subcommittee Chair**
The UCR Audit Subcommittee Chair will lead a discussion regarding the states’ obligations to complete audit reports for registration year 2020 and discuss the status of audit reports for registration year 2020 that were due on June 1, 2021.
- B. Motor Carriers Inspected That Should Have Been (SHB) Cited for Not Having Valid UCR Registration During Recent Roadside Inspections – UCR Audit Subcommittee Chair**
The UCR Audit Subcommittee Chair will lead a discussion on what a SHB is, where to locate your state’s SHBs, and review the states’ obligations to follow-up with these motor carriers.

Finance Subcommittee – UCR Finance Subcommittee Chair

- A. 2023 Registration Fee Change Recommendation – UCR Finance Subcommittee Chair and UCR Depository Manager**
For Discussion and Possible Board Action
The UCR Finance Subcommittee Chair and the UCR Depository Manager will discuss the results of an analysis of actual and forecasted 2021 registration year revenue for the purpose of proposing a fee change recommendation for the 2023 registration year. In addition, the discussion will include potential adjustments to the 2023 administrative operating budget that will affect the fee change calculations. The Board may take action to recommend both fee and administrative operating budget changes to the Secretary of the U.S. Department of Transportation (US DOT) for the 2023 UCR registration year. The UCR Finance Subcommittee recommends the Board adopt a recommendation containing both fee and administrative operating budget changes to the Secretary of the US DOT for the 2023 registration year.
- B. Maturing of Certificate of Deposit – UCR Depository Manager**
For Discussion and Possible Board Action
The UCR Depository Manager will provide an update on the CD maturing in August 2021. The Board may take action to reinvest the proceeds. The UCR Finance Subcommittee recommends the Board reinvest \$2,650,000.00 in a CD at the Bank of North Dakota for three months at the prevailing rate of interest at the time of investment.

Education and Training Subcommittee – UCR Education and Training Subcommittee Chair

- Update on Audit Training Modules in Development – UCR Education and Training Subcommittee Chair and UCR Operations Director**
The UCR Education and Training Subcommittee Chair and the UCR Operations Director will provide an update on the development of the Basic Audit Training Module and the Step-by-Step Approach to a UCR Audit, which is the second training model currently in development.

XI. Contractor Reports – UCR Executive Director

- **UCR Executive Director’s Report**
The UCR Executive Director will provide a report covering recent activity for the UCR Plan.

- **DSL Transportation Services, Inc.**
DSL Transportation Services, Inc. will report on the latest data from the Focused Anomaly Reviews program, discuss motor carrier inspection results, and other matters.
- **Seikosoftware**
Seikosoftware will provide an update on recent/new activity related to the National Registration System.
- **UCR Administrator Report (Kellen)** – UCR Operations Director and UCR Depository Manager
The UCR Staff will provide a management report covering recent activity for the Depository, Operations, and Communications.

XII. Other Business – UCR Board Chair
The UCR Board Chair will call for any other items Board members would like to discuss.

XIII. Adjournment – UCR Board Chair
The UCR Board Chair will adjourn the meeting.