



# **Unified Carrier Registration Plan**

## **Finance Subcommittee Meeting**

July 15, 2021  
12:00 PM – 2:00 PM Eastern Time

**Subcommittee Members In-Attendance:**

**Scott Morris, Chair**

**Terry Mercer, Vice-Chair**

Larry Herold

Bob Pitcher

Carol Fallin

Crystal Stevens

**Others In-Attendance:**

UCR: Elizabeth Leaman, Bill Debord, Suzanne Stillwell, Mike Hoeme, Alex Leath, Avelino Gutierrez

Kellen Company: Matt Mantione, Katherine Thurmond, Dave Scholz, Jessalynne Ku, Tom Lawrence

Seikosoft: Lori Lefai, Toby Piquet

**UNIFIED CARRIER REGISTRATION PLAN  
FINANCE SUBCOMMITTEE MEETING**

**Minutes**

- I. Call to Order – UCR Finance Subcommittee Chair**  
The UCR Finance Subcommittee Chair welcomed attendees, called the meeting to order at 12:03 pm ET, called roll for the Subcommittee, confirmed a quorum was present, and facilitated self-introductions.
- II. Verification of Publication of Meeting Notice – UCR Executive Director**  
The UCR Executive Director verified the publication of the meeting notice on the UCR website and distribution to the UCR contact list via e-mail on July 6, 2021 followed by the subsequent publication of the notice in the *Federal Register* on July 9, 2021 in volume 86, number 129, starting on page 36318.
- III. Review and Approval of Subcommittee Agenda and Setting of Ground Rules – UCR Finance Subcommittee Chair**  
The agenda was reviewed, and the Finance Subcommittee took action to adopt.  
  
A MOTION was MADE and SECONDED to approve the agenda for the July 15, 2021 Finance Subcommittee meeting. The MOTION CARRIED.
- IV. Review and Approval of Minutes from the May 13, 2021 Meeting – UCR Finance Subcommittee Chair**  
Draft minutes from the May 13, 2021 Finance Subcommittee meeting via teleconference were reviewed. The Subcommittee took action to approve.  
  
A MOTION was MADE and SECONDED to approve the minutes of the May 13, 2021 Finance Subcommittee Meeting as presented. The MOTION CARRIED.
- V. UCR Pilot Projects 2021/2022– UCR Executive Director**  
The UCR Executive Director led a discussion regarding potential pilot projects that UCR may pursue to optimize registration conformance. The subcommittee took action to recommend to the Board proceeding with projects.  
  
A MOTION was MADE and SECONDED to recommended that the Board enter in to contract amendment(s) with DSL Transportation, Inc. for a period of 1 year (each), for 3 pilot projects. The projects are expected to result in measurable increases in compliance rates from motor carriers. Two of the pilot projects will focus on motor carriers in non-participating states. The third project will be focused on roadside violation audits. The MOTION CARRIED.
- VI. Review of 2021 Administrative Expenses – UCR Depository Manager**  
The UCR Depository Manager reviewed the expenditures of the Plan for the first 6 months ending June 30, 2021 with the Subcommittee.
- VII. Review of 2022 Administrative Budget – UCR Depository Manager**  
The UCR Depository Manager led a discussion regarding the initial preparation of the 2022 UCR administrative budget.

**VIII. 2023 Fee Change Recommendation – UCR Finance Subcommittee Chair and UCR Depository Manager**

The UCR Finance Subcommittee Chair and the UCR Depository Manager led a discussion regarding the results of an analysis of actual and forecasted 2021 registration year revenue data for the purpose of making a fee change proposal to the UCR Board for the 2023 registration year. In addition, the discussion included potential adjustments to the 2023 administrative operating budget that could impact the fee change calculations. The Board has the responsibility to recommend a fee change to the Secretary when fees collected do not meet or exceed the statutory caps pursuant to the UCR Act, 49 U.S.C. § 14504a(f)(1)(E). The subcommittee took action to make a proposal to the UCR Board of Directors regarding a fee change recommendation for the 2023 registration year and an increase in the administrative cost allowance for 2023 due to contracted cost increases and other expected cost escalations

A MOTION was MADE and SECONDED to recommend that the Board adopt the fee change recommendation beginning with the 2023 registration year as proposed, subject to change based on July actual collections. The present fee recommendation is based on 2021 registration year collections through June and projections from July 2021 through December 2022. The MOTION CARRIED.

**IX. Maturing of Certificate of Deposit (“CD”) – UCR Depository Manager**

The UCR Depository Manager provided an update on the maturing CD in August 2021. The subcommittee took action to recommend a plan to the Board for reinvesting the proceeds.

A MOTION was MADE and SECONDED to recommend that the Board reinvest proceeds in a Certificate of Deposit with the Bank of North Dakota for 3 months at a rate of 10 basis points (0.1%). It is further recommended that the Board increase the amount of the investment by \$500,000.00 from \$2,150,000.00 to \$2,650,000.00 with the additional funds moving from the Daily Liquidity Account at SunTrust Bank which is currently earning 5 basis points. The MOTION CARRIED.

**X. Other Business – UCR Finance Subcommittee Chair**

The UCR Finance Subcommittee Chair called for any other items committee members would like to discuss. Two matters were discussed including (1) likely will add another Finance Subcommittee meeting in early October 2021 which will be telephonic and (2) plans for the upcoming in-person Finance Subcommittee meeting in Savannah, GA on November 9, 2021.

**XI. Adjourn – UCR Finance Subcommittee Chair**

The UCR Finance Subcommittee Chair adjourned the meeting at 1:26 pm ET.