TOWING BOARD of REVIEW
MINUTES
July 15, 2009

1. **CALL TO ORDER:** 1:36 p.m. by Chairwoman Marian Gaylord.

2. **ROLL CALL:**

Abma	P	Gaylord	P	Tenney	P
Baxter	P	Griffin	A	Walker-Norton	P
Ferrero	A	La Fong	P	Wilson	A
Friedman	P	LoGiudice	P		

3. **RECOGNITION OF TOWERS/OTHERS IN AUDIENCE:**

NAME	**COMPANY**
Eric Benson	A&B Towing and Recovery
Don Beatty	Gerlock Towing
Dave Reichert	Speed's Towing
Byron Hawkins	Restore Collections
Michelle Peterson	Sam's Towing
Amber Atkins	Sam's Towing

The Chair introduced Kathleen Butler, Regulatory Division Manager for the Revenue Bureau, and Helen La Fong, Police Bureau Representative.

4. **Approval of Previous Month's Minutes –** Friedman moved, and Bob Baxter seconded, approval of the May 2009 minutes, as submitted. Motion passed, unanimously.

5. **Report from the Towing Coordinator**
   A. Status of Payments: Dennis LoGiudice, Regulatory Program Specialist, reported on the status of May fee payments and release log updates. Only late payment was Oregon Towing.

   The Board received a copy of a letter dated July 14, 2009, to Bruce Schneider, owner of Newhouse-Hutchins Towing, regarding the status of City Service Fees and Tow Desk Fees. In January, the Board agreed to forgive penalties for January, February and March, only. This waiver did not apply to Tow Desk fees or Parking Enforcement release fees.

   The City of Portland has not received payment from Newhouse for February, March, April, May, or June. They

are in arrears to Tow Desk for the month of June in all three districts. Chairwoman Gaylord had communication with Newhouse owner,Bruce Schneider, in which Mr. Schneider promised to provide payments. It is recommended that the Towing Board of Review exercise the authority to suspend Newhouse-Hutchins if payment is not received by July 28, 2009, as provided in Section 7.4.2 of the contract:

7.4.2 *The Tow Board may summarily suspend this Tow Contract for a period of up to thirty (30) days when there is reason to believe that Tow Contractor has breached this Tow Contract, or violated the Tow Board's rules and directives, or any City, State or Federal laws and Tow Contractor's breach or violation presents a danger of injury or damage to the Agencies or the citizens. The Tow Board may designate officers to exercise this authority. Such suspension will remain in effect only until such time as the Tow Board meets to consider the violation and any further remedies. Grounds for such suspension include, but are not limited to the following…*

7.4.3.3 *Failure to pay collected City Service Fees in a timely fashion.*

7.4.3.4 *Failure to pay Dispatch Contractor timely for dispatch services rendered.*

B. Status of Reports: All monthly reports were timely.
C. Status of Parking Enforcement Payments: All payments were timely.
D. Bonding and Insurance: Documents continue to be submitted to the City Attorney's Office for approval as to form.
E. Tow Log: distributed prior to meeting via email - one company was over the allowable pass percentage. Notice will be sent to Oregon Towing.

Motion by Mark Friedman to accept the Towing Coordinator's recommendation for suspension of Newhouse-Hutchins D4, D5, and D8, if they have not brought current their City service fees and Tow Desk fees by July 28, 2009. Seconded by Bob Baxter. Motion passed, unanimously.

6. **Old Business**
   A. **Report on City Council approval of Tow Dispatching Contract award**
   Ordinance went before Council on June 24, 2009 – unanimous approval of the Contract for Central Dispatch of Towing Services and its award to HCKM, LLC dba Gerlock.

7. **New Business**
   A. **Report on startup of ODOT/PBOT tow staging pilot project**

Staging of trucks for response in the I-5/I-405 loop began July 1, 2009. Generally moving pretty smoothly. This pilot project will continue for six months. During that time, data is being collected for ODOT/PBOT to analyze and determine the impact of such measures. For the second six months of the project year, ODOT/PBOT will consider a system of paying for dry-runs. Meetings will continue with the Towing Coordinator, PBOT, and ODOT.

B. Request from Abandoned Auto program to extend the contract with Sergeant's Towing for one more year.
Motion by Mark Friedman to approve the final one-year extension of the Abandoned Auto contract with Sergeant's Towing. Seconded by Bob Baxter. Motion passed, unanimously.

Mark Friedman reported that Parking Enforcement will be working on Sunday from 1300 – 1900, working everything west of the Willamette. Tag warrants will eventually be identified.

8. **Motion by Friedman to adjourn, seconded by Baxter.** Meeting adjourned at 1:51 pm.

Minutes submitted by: Dennis LoGiudice