

**TOWING BOARD of REVIEW  
MINUTES  
JANUARY 20, 2010**

1. **CALL TO ORDER:** 1:34 p.m. by Chairwoman Marian Gaylord.

2. **APPROVAL OF AGENDA**

3. **ROLL CALL:**

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

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

**NAME**

**COMPANY**

Craig Steketee	Crown Towing
Neil Benaroya	Crown Towing
Steve Dehning	Crown Towing
Don Beatty	Gerlock Towing
Kim Karnes	Gerlock Towing
Tom Steigleder	ODOT
Donald Hunter	PBOT
Faren Nacoste	Safeguard Towing
Patrick Sanford	Safeguard Towing
Dave Reichert	Speed's Towing

5. **Approval of Previous Month's Minutes** - Friedman moved, and Griffin seconded, approval of the November 2009 minutes, as submitted. **Motion passed, unanimously.**

6. **Report from the Towing Coordinator**

- A. Status of Payments: Dennis LoGiudice, Regulatory Program Specialist, reported on the status of October through December fee payments and release log updates.
- B. Status of Reports: All monthly reports were timely.
- C. Status of Parking Enforcement Payments: All payments were timely.
- D. Bonding and Insurance: Renewals continue to be submitted to the City Attorney's Office for approval as to form.
- E. Tow Log: distributed prior to meeting via email.

F. **Tow Summary:** In the month of November, Oregon Towing was the only one company over pass percentage allowance. In December, there were no companies over pass percentage.

7. **Report on ODOT Staging Project**

Switchover from staging to dry-run fees. This will benefit all towers. This information has been distributed to towers, as well as the board. The Board and Towers are reminded that this is a special project, so it will only apply to ODOT calls. Fees were determined by negotiation for the pilot project, and are subject to change.

**Approval of Report from the Towing Coordinator -** Friedman moved, and Griffin seconded, approval of Report from the Towing Coordinator, as submitted. **Motion passed, unanimously.**

8. **Old Business**

A. **City Towing withdrawal**

City Towing has asked to withdraw from the contract. To date, City has provided no documentation. The Towing Coordinator has requested they file a formal request so that the Board can vote at the March meeting.

9. **New Business**

A. **Request from HCKM, LLC., for a staffing contingency plan**

The Dispatch contract currently requires a minimum of two dispatchers on duty at all times. Gerlock (Tow Desk) requests that a provision be added to the contract to allow a reduction in staffing on an emergency basis during the hours of least activity. The Towing Coordinator would be notified if it became necessary to institute this measure.

Don Beatty provided information about the volume of calls at different hours of the night. The volume of tow requests has declined seriously in the past year. During the midnight hour, call volume averages 5.57 calls per hour and until approximately 0700, volume drops further. From 0400 to 0600, the average number of calls received by Tow Desk is 1.57 calls per hours. This is also reflected by tow numbers. 2007 ended with Tow Number 40,238, 2008 with 34,464, 2009 with 25,890 a drop of 35% since 2007.

Mark Friedman, PBOT, asked for a report at each meeting to analyze this further. Kimberly Walker-Norton, MCSO, asked

for a regular report of how often additional staff must be called in during times when this condition is in place.

**Approval of Request from HCKM, LLC., dba Gerlock to accept proposal as it is laid out in memo with the addition of notice to the Towing Coordinator and reports at each Tow Board Meeting to give a pattern of volume. Friedman moved, and Walker-Norton seconded. Motion passed, unanimously.**

**B. Report on preparations for bidding the Abandoned Vehicle Tow Contract**

The current Abandoned Vehicle Tow Contract expires June 30, 2010. The Towing Coordinator provided a timeline for approval of the contract, solicitation of applications and award of the contract. A draft of proposed changes to the contract will be sent to the Board for review before the March meeting. Agencies are asked to review the draft for conflicts or other issues before approval at March meeting. Application materials will also be distributed for Board approval. The proposed term of the contract is three years, 2010-2013, with two optional extension years after that.

**Approval of Report on preparations for bidding the Abandoned Vehicle Tow Contract as presented. Ferrero moved, and Friedman seconded. Motion passed, unanimously.**

**C. Notice of intention to sell Handy Andy's**

The Towing Coordinator reported receiving information that Andy Anderegg, Handy Andy's owner, is in discussion with a possible buyer of the towing business. The prospective buyer is Abbas Nixad, owner of Abby's Collision Center. So far, few details of the transaction have been provided. Mr. Nixad is interested in keeping the City Contract and expresses willingness to comply with the Contract requirements. The Towing Coordinator provided a representative for Mr. Anderegg with information about how to obtain a copy of the application for assignment of the contract. She also informed them of the need to submit all required information by the end of February if they hope to be approved at the March meeting of the Tow Board. The Towing Coordinator also notified them that if the sale closes before receiving Board approval, the contract is considered to be abandoned and ceases to be effective.

MINUTES - May Meeting of the Towing Board Of Review  
January 20, 2010  
Page 4 of 4

10. **Motion by Griffin to adjourn, seconded by Friedman.** Meeting adjourned at 2:04 pm.

**Minutes submitted by: Dennis LoGiudice**