Summary of Minutes

Presiding Officer, Joann Messina, called the meeting to order at 10:01 a.m.

Presiding Officer, Joann Messina, moved to agenda item B, Roll Call, Certification of Quorum, and Introductions. Board members Joann Messina, Jeremy Clark, Thomas Griffin, Jimmy Zuehlke, Amy Milstead, Tasha Mora, Kyle Jackson, James Spears, and Jeanette Rash were present. A quorum was present.

Presiding Officer, Joann Messina, moved to agenda item C, Approval of Minutes – meeting of September 22, 2017. Board member, Amy Milstead, seconded by Jeremy Clark, made a motion to approve the minutes as presented. The motion passed with a unanimous vote.

Presiding Officer, Joann Messina, moved to agenda item D, Public Comment. The Board heard public comment from Ken Ulmer.

Presiding Officer, Joann Messina, moved to agenda item E, Staff Reports – Laura Hernandez, Program Manager, provided the Licensing Division report. Trey Seals, Director of Customer Service provided the Customer Service Division report. Tanya Gauthreaux, Division Director, provided the Field Inspections Division report. Michael Shirk, Attorney, provided the Enforcement Division report. Letty Grantham, Program Specialist, provided the Education and Examination Division report. Todd Forrester and Latasha Poland, Program Specialists, provided the Regulatory Program Management Division report. Carla James, Deputy Executive Director, presented the Executive Office staff report.

Presiding Officer, Joann Messina, moved to agenda item F, Discussion and possible request to publish for public comment on proposed amendments to 16 Texas Administrative Code, Chapter 86, §§ 86.213 and 86.705(n)-(q) regarding the Vehicle Towing program. These amendments implement Senate Bill 1501 and Senate Bill 2065, 85th Legislature, Regular Session (2017). Assistant General Counsel, Elizabeth Salinas-Strittmatter presented the changes recommended by staff in response to the legislature. Board member Jeanette Rash, seconded by Jeremy Clark, made a motion to recommend §86.705(n) be removed from the rule. Motion passed by unanimous vote. Board member, Amy Milstead, seconded by Tasha Mora, made a motion to recommend the rules be published in the Texas Register for public comment with the three changes recommended by the Board to remove item §86.705(n), eliminating the word apartment for §86.705(o) and changing the sign requirements (2)(c). The motion passed by unanimous vote.

Presiding Officer, Joann Messina, moved to agenda item G, Discussion and possible recommendation for the proposed repeal of 16 Texas Administrative Code, Chapter 89, regarding the Vehicle Booting and Immobilization program. This repeal implements Senate Bill 1501 and Senate Bill 2065, 85th Legislature, Regular Session (2017). Assistant General Counsel, Elizabeth Salinas-Strittmatter reported that the rules are to be repealed because the statute removed the requirements for vehicle booting. Board member, Jeanette Rash, seconded by Amy Milstead, made a motion to
recommend the rules be published in the Texas Register for public comment. The motion passed by unanimous vote.

Presiding Officer, Joann Messina, moved to agenda item H., Discussion and possible recommendations on Workgroup Reports:

**Environmental Hazard Fee Workgroup.** Board member, Jeanette Rash, provided some handouts on the environmental fee and reported on the data collected to support the fee. The workgroup prepared a draft survey. Todd Forrester, Program Manager and Elizabeth Salinas-Strittmatter, Assistant General Counsel, provided some clarity for the data collect. Board members and staff brainstormed ideas to increase survey participation. Staff will work on increasing responses to the survey and explore ideas.

**Rules Workgroup.** Workgroup materials were covered under agenda items F and G.

Presiding Officer, Joann Messina, moved to agenda item I., Discussion and Review of VSF Form 11 including the possible addition of the location of the vehicle and the contact information for TDLR and TDI. Board members and staff discussed additional changes to VSF Form 11 and inclusion of phone number of person collecting the car.

Presiding Officer, Joann Messina, moved to agenda item J., Discussion of possible violations when a vehicle is damaged in tow. Michael Shirk, Prosecutor, provided an explanation for the increased use of these violations. Staff discussed this violation.

Presiding Officer, Joann Messina, moved to agenda item K., Recommendation for agenda items for the next meeting. The board decided to place the following items on the agenda: Discussion of possible violations when a vehicle is damaged in tow; Relocate rules; hazard fee Survey VSF 11 Form update, and Strategic Planning update.

Presiding Officer, Joann Messina, moved to agenda item L., Discussion of date, time, and location of next Board meeting. The Board set the next meeting for June 18, 2018, at 2:00 p.m.

Presiding Officer, Joann Messina, moved to agenda item M., Adjournment. Board member, Amy Milstead, seconded by Tasha Mora, made a motion to adjourn the meeting. The motion passed by unanimous vote. Presiding Officer, Joann Messina adjourned the meeting at 12:52 p.m.

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Joann Messina, Presiding Officer  
Towing, Storage and Booting  
Advisory Board