



County of Fairfax, Virginia

MEMORANDUM

DATE: July 17, 2024

TO: Trespass Towing Advisory Board

FROM: Rebecca L. Makely, Director
Department of Cable and Consumer Services

DS
RLM

SUBJECT: Trespass Towing Advisory Board Meeting for July 24, 2024

Please find attached the Trespass Towing Advisory Board agenda packet. The next scheduled meeting is **Wednesday, July 24, 2024, at 5:00 p.m.** The meeting will be held in Conference Room 232, Fairfax County Government Center.

Please RSVP with your attendance to Carl Newcomb by COB on Monday, July 22, 2024, at Carl.Newcomb@fairfaxcounty.gov or 703-324-5931.

Enclosures

cc: Amanda K. Kastl, Director, Consumer Services Division
Department of Cable and Consumer Services

Carl Newcomb, Manager
Regulation and Licensing Branch, CSD, DCCS



**FAIRFAX COUNTY
TRESPASS TOWING ADVISORY BOARD**

**July 24, 2024
5:00 p.m.**

MEETING AGENDA

Call to Order by the Chairman

Minutes

- Approval of May 1, 2024 minutes

Report of the Chairman

Report of the Director

Report of the Staff Liaison

Board Matters

Old Business

- Administrative Fee

New Business

- Legislative Update
- Remote Participation Policy
- 2024 Meeting Schedule

Public Comment

Adjourn

Package Contents

- Meeting Agenda
- Draft Minutes of May 1, 2024, meeting
- 2024 Yearly Planning Calendar

Minutes of the Fairfax County Trespass Towing Advisory Board

May 1, 2024

5:05 p.m.
Fairfax County Government Center
Conference Room 232
12000 Government Center Parkway
Fairfax, VA 22035
Vice Chairperson Morris presiding

Board Members Present: Fleming, Leach, Morris, Stein-McCartney
Supinger

Board Members Absent:

Staff Members Present: Amanda K. Kastl, Director
Consumer Services Division

Carl Newcomb, Branch Manager
Regulation and Licensing Branch

Public in Attendance: Nicole Farr
Michael Fernandez
Mike Reynolds
Tim Steigleman

Vice Chairperson Morris called the meeting to order at 5:05 p.m.

Minutes

- Member Leach made a motion to approve the March 27, 2024, minutes and it was seconded by Member Stein-McCartney. The motion passed 4-0.

Report of the Chairperson

- Vice Chairperson Morris had no matters to bring before the Board.

Report of the Director

- Division Director Kastl had no matters to bring before the Board.

Report of the Staff Liaison

- Branch Manager Newcomb introduced Officer Culbertson. Officer Culbertson's appointment will be confirmed by the Board of Supervisors on May 21, 2024.
- Director Kastl updated the Board on the Director's Analysis of tow rates and charges pursuant to Fairfax County Code Section 82-5-32(g)(1)(C).

Public Comment

- Mike Fernandez distributed handouts to the Board, staff, and visitors with information from Battlefield Towing on "Administrative Fee Current Cost Per Vehicle".

- Discussion ensued on administrative fees incurred by trespass towing operators, and a study of tow rates currently in-process by the Commonwealth of Virginia.

Board Matters

- Member Fleming discussed the Servicemembers Civil Relief Act (50 U.S.C. App. §§ 501 et seq.) as it relates to disposition of impounded vehicles by trespass towing operators, and discussed numbers provided by Dominion Towing relating to tow fees.
- Member Leach motioned that staff continue with the analysis of administrative fees and Member Fleming seconded the motion. Discussion ensued, and Member Leach withdrew his prior motion. A target date of May 15, 2024, was set for permitted trespassing tow operators to respond to a questionnaire sent by staff requesting information as per the Director's Analysis.

Old Business

- **Election of Officers**
Member Stein-McCartney motioned that the slate of elections for Board officers from the February 28, 2024, be accepted and Member Leach seconded the motion. Discussion ensued. Member Stein-McCartney then amended the motion to not accept the slate of nominated officers as an error on the slate was noted regarding the nominations in the previously approved minutes from the March 27, 2024 meeting. Member Leach seconded the motion. Discussion ensued. Member Stein-McCartney withdrew the motion. Member Stein-McCartney motioned to accept the slate of nominated officers as recorded and the motion was seconded by Vice Chairperson Morris. The motion passed 4-0. Vice Chairperson Morris was elected Chairperson, Member Leach was elected Vice Chairperson, and Member Stein-McCartney was elected Secretary, all three positions elected by a 4-0 vote.
- Division Director Kastl reviewed the bylaws as it relates to responsibilities of elected officers, including that the secretary be "responsible for recording the minutes of meetings." Member Stein-McCartney requested staff to record minutes and staff agreed to do so as a "duly appointed agent" in line with the bylaws.

Meeting adjourned at 6:25 p.m.

Fairfax County
Trespass Towing Advisory Board
2024 Yearly Planning Calendar

Fairfax County Government Center Conference Room 232 has been reserved on the dates shown below.

| Date |
|----------|
| March 27 |
| May 1 |
| May 29 |
| June 26 |
| July 24 |
| |
| |
| |
| |

Possible Future Agenda Topics

- Legislation changes affecting current state/county codes.
- FY 2024 Trespass Towing Advisory Board Annual Report