
Oregon State Board of Towing



Administrator's Report

To: Oregon State Board of Towing Board Members

From: Torey McCullough, Board Administrator

Date: June 12, 2025

1. Financial Report:

Attached.

2. Tow Business Certificates by the numbers:

June 2025:

2074 TW Plates

801 Unique Names

753 Unique Addresses

821 Unique Names & Addresses

3. Summary of Board work completed since April 8, 2025

1. Staff work focused on (1) compliance and (2) legislative session.
2. The Annual Report is finalized and ready for Board review for posting to the website.

4. Legislative Report

1. SB 1036 – *clarification of the signed authorization requirement.*
Third reading by the House scheduled for today.
2. HB 3186 – *clarifies the relationship between the Board and DMV/ODOT.*
This bill is currently in Ways & Means.
3. HB 3566 – *house bill proposing expansion of the Board's authority over rates and fees, required credit cards, and other measures to protect the public.* While this bill was not heard in the committee, the concerns in the bill should be considered as areas of the

law which should be addressed by the Board, and self-regulation by the towing industry.

4. Interim Work Group.

Chair Riley is working with legislators in forming an interim work group.

5. Strategic Plan

1. Towing rates and fees – ORS 98.853, 98.854, ORS 98.856, ORS 98.859, ORS 98.862

- A proposed public policy has been drafted.
- The Board is reviewing rate and fee complaints over the next several months before adopting public policy or move towards proposed administrative rules.

2. Signage – ORS 98.854

- The Board is reviewing complaints through the second quarter before considering drafting proposed policy or guidelines.

3. Compliance enforcement: Refer to the Compliance Report for updates and status.

4. Draft and proposed Administrative rules.

- The Board tabled drafting proposed administrative rules until this fall so the Board may review PPI, rates and fees, repossession, signage, and other complaints through the lens of its public policy and discussions in preparation for the administrative rules process. The Board will rely on the public discussions as it drafts the administrative rules.
- Towing industry members and the public should consider the proposed public policy as best practices or guidelines.
- Public comment on the proposed policies, guidelines, and board discussions are encouraged.

5. Strategic plan progress. An updated strategic plan will be available at the next board meeting.

6. Board member positions

1. Three board member positions have the first term expiring effective June 30, 2025.

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- a. Position 1: Tower representing Oregon communities over 100,000
 - b. Position 4: Tower representing specialized knowledge of tow vehicles under 26K lbs
 - c. Position 9: Consumer Protection advocate
2. Applications have been submitted to the Governor's office for reappointment for all three positions and, as of June 11, are waiting review by Governor's Executive Appointments Team. No other applications have been submitted.
 3. Position 7, the Chief of Police or County Sheriff position, remains vacant.
 4. Board position requirements are directed by ORS 822.250. Staff is working on position descriptions for each of the board member positions. Once approved, the PDs will be posted on the Board's website for recruitment and public awareness.

7. Board elections

Pursuant to Board Bylaws, board leadership elections are scheduled for today.

Traditionally, a state board's leadership is comprised of the Board Administrator and three board members:

1. Chair
2. Board Vice Chair
3. Past Chair

Staff has prepared a summary of the traditional expectations of the Board leadership positions for education and discussion purposes. These are not official position descriptions.

Ongoing projects:

- Website work continues.
- **Proposed** FAQs and resources for the website are being prepared for Board review as part of the complaint review.
- Administrative rule drafting.
Board staff is drafting proposed rules based on the board discussion, including definitions of terms used in the statutes assigned to the Board to administer. The Board will use, when possible, existing definitions used in relevant statutes for conformity and clarity.
- Review of the list of statutes assigned to the Board in preparation for the interim work group.

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- Complaint processing and investigations.

Upcoming Events:

- Office Closures:
 - June 13, 2025: Office Closed
 - June 14, 2025: OTTA Quarterly Meeting – Bend, Oregon
 - June 19 - 20, 2025: State offices closed in observance of Juneteenth
 - July 4, 2025: Office Closed in observance of the 4th of July holiday.

State Board of TowingForecast 116_8001 - Towing Board																					
Biennium 2023-25																					
Month of biennium 23																					
				LAB amount		% Biennium Complete 95.8%															
				\$ 412,080.00				\$ 49,730.23 amt not loaded													
				May 2025																	
				Current Month			Notes		BI 23-25 Budget		BI to Date Actual		% Budget Obligated		Available Budget		BI End Total		Ending Balance		
				Forecast	Actual	Variance	Variance > 2% AND \$500														
				Personal Services																	
				Salaries and Wages						192,000		184,613		96.2%		7,387		193,708		(1,708)	
				Other Payroll Exp						140,000		112,594		80.4%		27,406		118,134		21,866	
				Total Personal Services						332,000		297,206		89.5%		34,794		311,842		20,158	
				Services & Supplies																	
In-State Travel						37,083		-		0.0%		37,083		35,458		1,625					
Office Expense						1,725		1,076		62.4%		649		1,126		599					
Telecommunications						2,751		825		30.0%		1,926		1,014		1,737					
Professional Svcs						2,200		-		0.0%		2,200		-		2,200					
Attorney General						3,000		880		29.3%		2,120		1,880		1,120					
Emp Recrut & Devel						100		100		99.6%		0		100		0					
Prizes And Awards						-		10		0.0%		(10)		10		(10)					
IT Expendable Property						4,350		4,350		100.0%		-		4,350		-					
Computer Technology						-		145		0.0%		(145)		145		(145)					
IT Professional Serv						6,426		3,213		50.0%		3,213		6,426		-					
Total Services & Supplies						57,635		10,598		18.4%		47,037		50,508		7,127					
Capital Outlay																					
Special Payments																					
Total Capital Outlay & Spec Pmts						-		-		0.0%		-		-		-					
Total						389,635		307,804		79.0%		81,831		362,350		27,285					
								358		21-23 biennium expense											
				0%		412,080		308,162		Expenses to date		108,171									
								309,900		Revenue to date											
								1,738		Difference/net revenue											

Oregon State Board of Towing

Projected Salary + cost 23-25 biennium

Projections revised Jan 9, 2025

Expenditures									
	month:	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
Projected monthly		\$15,622	\$15,709	\$17,526	\$16,901	\$16,901	\$14,793	\$16,693	\$20,307
Projected Cumulative Operations Cost		\$223,481	\$239,190	\$256,716	\$273,617	\$290,518	\$305,311	\$322,004	\$342,311
Actual Monthly cost		\$15,825	\$13,886	\$14,637	\$15,274	\$14,627	\$14,628	\$14,627	
Actual Cumulative Cost		\$220,437	\$234,323	\$248,960	\$264,234	\$278,861	\$293,489	\$308,116	

Forecasted Revenue		Updated with April 2025 forecast							
	month:	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
Tow Truck Certificate Count Forecast		164	228	197	184	181	203	153	153
Actual Count		119	241	263	141	200	195	126	
Projected Civil Penalties							\$0	\$3,000	\$3,000
Fee @ \$117 (\$100)		\$16,363	\$22,796	\$19,704	\$18,400	\$18,093	\$20,300	\$15,326	\$15,260
Cumulative @ \$100		\$196,272	\$219,069	\$238,772	\$257,172	\$275,266	\$295,566	\$313,892	\$332,152
Actual Month revenue		\$11,900	\$24,100	\$26,300	\$14,100	\$20,000	\$19,500	\$12,600	
Actual Cumulative revenue		\$193,300	\$217,400	\$243,700	\$257,800	\$277,800	\$297,300	\$309,900	

Cost Recovery (Revenue-Expenditures)									
Projected Fee @ \$117=net\$100		(\$27,208)	(\$20,121)	(\$17,943)	(\$16,444)	(\$15,252)	(\$9,745)	(\$8,112)	(\$10,159)
Actual Recovery		(\$27,137)	(\$16,923)	(\$5,260)	(\$6,434)	(\$1,061)	\$3,811	\$1,784	

*Base \$17 is statute- cover DMV cost

*Tow board fees- set in Rule, in addition fee, under ORS 822.270

Oregon State Board of Towing Leadership Committee General Position Descriptions

The following is guidelines only; there are no official position descriptions adopted for Oregon State Board of Towing Board leadership at this time.

Given the monumental task facing the Board in preparation for the 2026-27 legislative sessions, all board members may be called on to develop relationships with legislators and their staff, and secure collaborative partnerships with industry members, state and local law enforcement and government agencies, the Oregon Tow Truck Association, the general public, consumer advocates and others.

Board leadership should anticipate being active and engaged at a higher level in building collaborative partnerships, support, and the legislative process.

Leadership Committee Meeting:

Board leadership should meet with the Board Administrator a minimum of at least two weeks prior to each board meeting or work session to set agenda and meeting priorities.

Board Chair - Key Responsibilities - as assigned by the Board:

1. Leadership & Governance

- Sets the tone for the board's work and ensures the board fulfills its roles and responsibilities in alignment with statutes, the Board's mission, and protection of the public.

2. Meeting Facilitation

- Presides over board meetings and general work sessions.
- Ensures meetings are well-planned, productive, and that all voices are heard.
- Keeps discussions focused and on agenda.

3. Board Development

- Helps recruit, orient, and evaluate board members.

4. Liaison Role

- Serves as the main point of contact between the board and the Board Administrator.
- Works closely with board members and Board Administrator to set priorities and manage issues.
- Additional point of contact and liaison in developing partnerships and support for legislative concepts and bills.

5. Committee Oversight

- Facilitates charters and appointment of Board sub-committees and assignment of tasks.
- May attend committee meetings to ensure alignment with board goals.
- Reviews committee reports and documentation prior to submission to the Board.

6. Representation

- May represent the Board to external stakeholders, partners, industry, and the community, as assigned.
 - May serve as a spokesperson in coordination with staff leadership.
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Board Vice Chair Key Responsibilities – as assigned or delegated by the Board or Board Chair:

The vice chair supports the chair and may step into the chair's role when necessary.

1. Support Role

- Assists the chair in their duties.
- Stays informed on board and organizational issues to provide backup as needed.

2. Leadership Backup

- Presides over board meetings in the chair's absence.
- May take on special projects or leadership of key initiatives.
- In the event of resignation of the chair, becomes the Chair until the next leadership election.

3. Additional Responsibilities

- May lead or support specific committees or task forces.
 - Takes on duties as delegated by the chair.
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The **Immediate Past Chair** is a common advisory role on many boards. The Past Chair is not a decision maker for Board leadership, but provides the essential functions of **continuity, mentorship, and institutional memory** to support board leadership transitions.

General Duties of a Past Chair – as assigned by the Board or Board Chair

1. Advisor to the Chair and Board

- Offers guidance and historical context to the current board chair and executive leadership.
- Helps maintain consistency in governance, strategy, and board culture.

2. Mentorship

- Supports and mentors the incoming chair and/or vice chair.
- May advise new board members during onboarding.

3. Continuity and Transition

- Helps ensure a smooth transition between board leadership terms.
- Provides context on ongoing issues or past board decisions.

4. Committee Involvement

- May serve on or chair specific committees (often the Governance or Nominating Committee).
- Supports leadership development and board recruitment efforts.

5. Ambassador Role

- Represents the organization at events or with key stakeholders, especially if they have long-standing relationships.
- Continues to promote the mission of the organization publicly.

6. Special Assignments

- Takes on tasks or initiatives at the request of the chair or board.
 - May be involved in strategic planning or conflict resolution due to experience and neutrality.
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