

**Board of Towing and Recovery Operators
Administrative Affairs Committee
March 25, 2011, 9:30 am
Department of Motor Vehicles
2300 West Broad Street, Rm. 119
Richmond, Virginia**

Members Present

Woody Herring – Chairman
Mark Sawyers
Adan Rangel
Roy Boswell
Richard Metz

Richard Lampman – Designee for the
Commissioner of the Department of Motor
Vehicles
Andres Alvarez - Designee for the
Commissioner of the Virginia Department
of Agriculture and Consumer Services

Staff Present:

Marc Copeland
Barbara Drudge
Kara Corso

Call to Order:

The meeting was called to order at 9:35 am.

Public Comments:

There were no public comments before the Committee.

Acceptance of Meeting Minutes:

Mr. Alvarez moved to accept the draft minutes from the February 24, 2011 Committee meeting as presented. Mr. Boswell seconded that motion and it passed unanimously.

Discussions – Details of the cost breakdown of the Virginia Interactive proposal to improve and enhance licensing capabilities including online credentialing and IVR phone processing:

Representatives from Virginia Interactive presented some examples of online credentialing systems they have built for other clients.

After discussion of the options previously presented by VI, Mr. Sawyers made a motion that the up front development fee for the licensing and registration system developed by Virginia Interactive cost \$40,000, the per-transaction fee cost three percent, and that a clause be placed in the proposal that once the development fee is paid in full over a three

year period, BTRO owe nothing additional. After discussion, Mr. Metz seconded the motion and it passed unanimously.

The offer was made to the Virginia Interactive representatives. They will be sending their response to that offer by the close of business today.

Other Business:

The Committee discussed alternatives for advertising the part-time Compliance Specialist positions.

Additional Public Comments:

There were no additional public comments before the Committee.

Next Meeting:

The next Committee meeting is scheduled for March 29, 2011 at 10:15 am at the Virginia Department of Transportation, 701 VDOT Way, Charlottesville, to conduct interviews for the Compliance Specialist positions.

Adjournment:

Mr. Metz made a motion for adjournment. Mr. Boswell seconded the motion and it passed unanimously. The meeting adjourned at 12:21 pm.