NOTICE OF REGULAR MEETING
Park Board of Trustees of the City of Galveston
East End Lagoon Advisory Committee
Wednesday, February 5, 2020 at 9:00 a.m.
Park Board Plaza, Board Room - First Floor
601 Tremont Street, Galveston, Texas 77550

I. Call Meeting To Order
II. Pledge Of Allegiance
III. Roll Call And Declaration Of A Quorum
IV. Conflict Of Interest Declarations
V. Requests To Address The Committee
   The public shall be allowed to address the Committee regarding one or more agenda or non-agenda items. All requests to address the Board must be submitted in writing to the Board Reporter the day of the Board meeting. Each person shall be limited to three (3) minutes regardless of the number of items addressed.

VI. Discuss And Consider The Approval Of Regular Meeting Minutes From January 8, 2020 (Steven Creitz, 5 Minutes)

   Documents:
   2020-01-08 EELAC MEETING MINUTES.PDF

VII. Discuss And Update On The FY 2019-2020 EELAC Action Plan (Sheryl Rozier, 20 Minutes)

   Documents:
   2019-12-03 FY 2019-2020 EELAC ACTION PLAN.PDF

VIII. Discuss Items Related To Improvements For Fort San Jacinto Historic Point (Steven Creitz, 20 Minutes)

   Documents:
   FT SAN JAC MAP.PDF

IX. Update On GINTC Commitments To The East End Lagoon (Diane Olsen, 10 Minutes)

X. Update On Committee Member Responsibilities (Sheryl Rozier, 10 Minutes)

Documents:
EELAC COMMITTEE RESPONSIBILITIES.PDF
XI. Future Agenda Items

XII. Announcements

XIII. Adjournment

I certify that the above Notice of Meeting was posted in a place convenient to the public, in accordance with Chapter 551 of the Texas government Code, on or before January 31, 2020, 5:00 p.m.

Approved

Steven Creitz
Chair, EELAC
Board Executive Director

Spencer Priest
Chair, Park Board of Trustees

Kelly de Schaun
Park Board Administration

Please Note Members of the City Council may be attending and participating in the discussion.

In accordance with the provisions of the Americans with Disabilities Act (ADA), persons in need of a special accommodation to participate in this proceeding shall, within three (3) days prior to any proceeding, contact the Park Board Administration Office, 601 Tremont, Galveston Texas 77550 (409-797-5147)
I. Call Meeting To Order
   The meeting was called to order @ 8:58 am.

II. Pledge Of Allegiance
   The pledge was not recited due to the offsite meeting and no flag present.

III. Roll Call And Declaration Of A Quorum
   The roll was called, and a quorum was met.

   Roll Call for Minutes: Steven Creitz – Chairman, Diane Olsen – Vice Chairman, Trey Click, Julie Ann Brown, Len Waterworth, Alice Anne O’Donell, Peter Moore, Eliza Quigley, Kristen Vale

   Members Present: Steven Creitz – Chairman, Diane Olsen – Vice Chairman, Trey Click, Julie Ann Brown, Len Waterworth, Alice Anne O’Donell, Peter Moore, Eliza Quigley (9:15 am), Kristen Vale

   Members Absent: None

   Guests: Anna Deichmann, Vivian Victoria, Lauren Scott

   Resource Members: None

   Staff: Sheryl Rozier

IV. Conflict Of Interest Declarations
   There was no conflict of interest declared.

V. Requests To Address The Committee

   Sheryl Rozier announced Diane Olsen’s position as our new Vice Chair and introduced Kristen Vale as our newest committee member.

   Jonathan Frank, a Galveston resident, approached the group during the meeting and made a few comments. They included: not enough police presence, place restroom facility at Fort San Jacinto, as a local he would not want to pay to park at Fort San Jacinto, the fishing areas get really trashed, trails are beautiful and he would be interested in helping.

VI. Discuss And Consider The Approval Of Regular Meeting Minutes From November 6, 2019 (Steven Creitz, 5 Minutes)
A motion to approve the meeting minutes from November 6, 2019 was made by Alice Anne O'Donell to approve and seconded by Len Waterworth. The vote was unanimous of those present. Eliza Quigley did not vote as she arrived after this item.

VII. Discuss 2019-2020 Meeting Calendar (Sheryl Rozier, 5 Minutes)

Sheryl Rozier reviewed the FY 2019-2020 meeting calendar. She notified the committee that the May meeting would need to be moved back a week, which would be May 13, 2020.

VIII. Site Tour To Gain A Better Understanding Of The Areas Of The Preserve (1 Hour)

The January 8, 2020 EELAC meeting was held out at the Lagoon. The Committee initially met at the end of Seawall Blvd at what is commonly known as the Fort San Jacinto Historic Point (San Jac). This provided a visual vantage point to describe the parcels of land that are typically discussed with the committee. Sheryl Rozier gave an overview of the current features of the San Jac area and described what we commonly refer to as the triangle and its features. She described the project that is out for bid adjacent to the lagoon. She talked about parcels and the need for the comprehensive delineation as well. All parcels at the EEL are owned by the City of Galveston. She addressed questions related to Boddeker and its condition/future. Trey Click brought up traffic and parking as an ongoing discussion point. Len Waterworth pointed out that with development in the area that would increase the need for investment in the San Jac and surrounding areas to accommodate parking. He also commented on the high use of San Jac and its revenue generating potential. Discussion was had around the possibility of paid parking in the area to support the EEL. This would be a discussion to engage with the City at a future meeting. Steven updated on a previous meeting at the site where City officials wanted to see the area developed into an observation point with plantings, a gateway and improvements. Questions related to responsibilities in the area were asked and would need City input. Alice Anne commented about the Fishing Amenity and understanding where that would be along the channel could provide more direction on development and where the parking could be and why we would charge for parking. Maybe the ‘triangle’ is developed for parking. Eliza wants to know if this is a priority for the Trustees and do we have anything financed that we can do now? She would like to see the marketing being used for something. Sheryl reviewed upcoming projects and investments at the EEL. Len discussed cash flow to generate more cash flow. Many questions were asked about paid parking; but could not be answered without City representation. Kristen Vale did comment that without some amenity and San Jac, charging for parking probably would not be well received. Show improvement and vision for the area.

After the lengthy conversation at San Jac the meeting and all attendees moved to the Nature Trail. The group was given a brief guided tour where Alice Ann O'Donell, Kristen Vale, Diane Olsen and Anna Deichmann provided information to the group. The other topic discussed on site was the maintenance plan for the trail.

IX. Future Agenda Items

Dive into the Action Plan.

X. Announcements

Ribbon Cutting on April 1, 2020 @ 5pm. Please invite at least 2 people to join. A ‘Save the Date’ will be produced to be shared.

XI. Adjournment

The meeting was adjourned @ 10:10 am.
East End Lagoon Advisory Committee (EELAC) Action Plan
FY 2019-2020

EELAC Reviews and recommends policy as it relates to the vision, resource allocations and overall operation of the East End Lagoon Nature Preserve (EEL) and its related activities. An important underlying purpose of the committee is to protect the Preserve, while creating economic and recreational opportunities for the area.

Early on, strategic planning sessions with members of the EELAC and Park Board staff were held to determine short and long-term priority actions which would ultimately define the direction of the East End Lagoon vision, usage and development.

Although the Committee uses the AECOM plan as a guiding principles document; in FY 2018-2019 an updated Business Plan was produced to provide a new vision for the Preserve with a ten-year proforma and next steps. The areas of the updated plan focused on the implementation of Phase 1A (RESTORE project), planning for new trails, implementation of CMP Cycle 22 funding, provide a trailhead off Apffel Park Road, restore the entrance into Apffel (East Beach) Park off of Apffel Park Road, develop a paid fishing opportunity and develop a RV park campground (possibly privately run).

FY 2019-2020 Action Plan Items:

- Research the channel side fishing amenity regulatory hurdles
- Conduct a comprehensive wetland delineation through a partnership with GINTC
- Review design documents for the RESTORE grant
- Support the development of the interpretive planning package for the RESTORE grant
- Review a habitat management plan for the trail, produced by GINTC
- Produce special event guidelines to be used for East Beach that will support decision making for the greater EEL area
- Study parking and access issues as they relate to East Beach, EEL, Boddecker and the potential RV Park development
- Develop a calendar of events and/or programs offered at the EEL
- Provide recommendations for beautification and potential amenities related to Fort San Jacinto Historic Point and the adjacent City of Galveston property
## Community Committees

<table>
<thead>
<tr>
<th>Criteria</th>
<th>EELAC</th>
<th>Comments</th>
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<tr>
<td><strong>Written Mission, Role, Goals, Sunset</strong></td>
<td>Reviews and recommends policy as it relates to the vision, resource allocations and overall operation of the East End Lagoon development and its related activities. An important underlying purpose of the committee is to protect the wetland environment, while creating economic and recreational opportunities for the area.</td>
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### Membership Criteria, Terms

- 1 member from GINTC
- 2 members that are a Citizen at Large
- 1 member from the Birding community appointed by Audubon
- 1 member from the Eco Tourism Industry
- 1 member from the Texas A&M Galveston
- 1 member of the Galveston Park Board of Trustees
- 1 member from TDAC
- 1 member from a local Charitable Foundation

**Term**

Standing committee members may serve only three (3) two (2) year terms.

### Specified Chair Responsibilities

Chair is appointed by the Park Board of Trustees and is a member of the Board. Conducts EELAC meetings and reports to Park Board of Trustees on EELAC recommendations.

### Minutes

Yes, minutes are recorded and approved by the committee. Approved minutes are published on the Park Board website.

### Annual Work Plan

Yes

### Metrics

TBD

### Meeting Protocols

Follows Board of Trustees approved policies.

### Budget (if applicable)

No allocated budget for committee.

### Fiduciary Accountability

N/A

### Acting in Community Interest

Yes

### Participation Tracked

Yes. Must follow Park Board of Trustees attendance policy.

### Online Postings

Agendas and approved minutes are posted on the Park Board website.
Park Board of Trustees of the City of Galveston

Policy for Attendance Requirements
For Meetings of the Park Board of Trustees of the City of Galveston (PBTG) and
For Meetings of PBTG’s Committees

Purpose: This policy for Attendance of Trustees and Committee Members is to ensure compliance with City of Galveston Ordinance No. 15-055, Section 2-164, Failure to attend meetings.

Specific to this policy are the following requirements:

I. Board of Trustees
   a) Trustees must attend 75% of the meetings in a twelve month appointment schedule. Failure to comply can result in removal from the Board by the City Council.
   b) The Park Board will provide written notice to the City of Galveston Secretary of the dates missed and reason for the absences on a quarterly basis.
   c) In the event that the City Council finds that the absences were not because of good cause, they will immediately remove the member and appoint another person to complete the unexpired term of office.

II. Committee Members
   a) All committee members must attend 75% of the committee meetings in a 12 month appointment schedule.
   b) The Committee Chair will keep a written record of the dates missed and reason for absence, if known.
   c) The Committee Chair will provide a written record to the Park Board of Trustees quarterly.
   d) In the event that the Park Board of Trustees finds that the absences were not because of good cause, the chairman can remove the committee member and appoint a new representative.

Approval Date: June 28, 2016
CONFLICT OF INTEREST DISCLOSURE

I, __________________________ am a member of the Park Board East End Lagoon Advisory Committee (EELAC) and state that I have a conflict of interest concerning an item on the agenda. The item is __________________________

I have a conflict because of:

☐ I own or have partial ownership in a business or real property being discussed on the agenda.

☐ A close relative of mine owns or has a partial ownership of a business or real property being discussed on the agenda. A close relative is defined as children or parents of yourself or your spouse.

☐ I work for a company being discussed on the agenda.

☐ A close relative of mine works for a company being discussed on the agenda.

☐ I don’t have a conflict of interest but I wish to disclose the following and declare a conflict because:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signed this _______ day of _____________________, 20____.

__________________________________________

Name: ________________________________
Committee Chairman
Job Description

The committee Chairman has a strategic role to play in communicating the vision and purpose of the organization to committee members and in guiding members to make valuable and relevant contributions to the Park Board’s mission.

The Chairman ensures that the committee functions properly, that there is full participation at meetings, that all relevant matters are discussed, and that effective recommendations are carried forward to the Trustees for consideration.

Ensures the committee functions properly:
- Communicates at all times the role and responsibility of the committee within the wider context of the organization
- Reviews and recommends to the Park Board Chair all committee appointments
- Plans and runs meetings in accordance with Robert’s Rules of Order
- Deals with matters in an orderly, efficient manner
- Brings impartiality and objectivity to meetings and decision-making
- Reviews governance performance and skills
- Plans for recruitment and succession of the Committee Chairman position

Ensures the committee is managed effectively:
- Works with the staff liaison and Executive Director to determine, post and circulate the meeting’s agenda
- Meets with the staff liaison before each meeting to review the agenda, establish goals for each item and familiarize himself/herself with the presenter for each item
- Maintains discussions and pace within reasonable time allocations
- Facilitates change and addresses conflict within the committee, working with the staff liaison to achieve open dialogue
- Coordinates the committee efforts to meet areas of responsibility

Represents the organization:
- Effectively communicates the organization’s vision and the committee’s purpose
- Advocates for the committee at external meetings
- Maintains awareness of current issues that might affect the committee’s work

Qualities, Skills and Knowledge:
- Good leadership skills
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Ability to ensure committee decisions are taken, recorded and reported to the board
- Ability to delegate
- Tact, diplomacy and approachability
- Sound knowledge of the organization's work
- Understanding of the roles/responsibilities of the position

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Committee Vice Chairman
Job Description

The Vice Chairman provides assistant leadership to enable the Chairman in their strategic role in communicating the vision and purpose of the organization to committee members and in guiding members to make valuable and relevant contributions to the Park Board’s mission.

The Vice Chairman, when the Chairman is not present at a meeting, ensures that the committee functions properly, that there is full participation at the meeting, that all relevant matters are discussed, and that effective recommendations are carried forward to the Trustees for consideration.

Ensures the committee functions properly:
- Presides at the meeting when the Chairman is not present
- Communicates at all times the role and responsibility of the committee within the wider context of the organization
- Plans and runs meetings (when presiding at meeting) in accordance with Robert’s Rules of Order
- Deals with matters in an orderly, efficient manner
- Brings impartiality and objectivity to meetings and decision-making
- Assist the Chairman, staff liaison and Executive Director in identifying new committee members
- Oversee and be in charge of any special projects for the committee as assigned

Ensures the committee is managed effectively:
- When presiding, works with the staff liaison and Executive Director to determine, post and circulate the meeting’s agenda
- When presiding, meets with the staff liaison before the meeting to review the agenda, establish goals for each item and familiarize himself/herself with the presenter for each item
- When presiding, maintains discussions and pace within reasonable time allocations
- Facilitates change and addresses conflict within the committee, working with the staff liaison to achieve open dialogue
- Coordinates the committee efforts to meet areas of responsibility
- Ability to raise concerns with the Chairman when they arise

Represents the organization:
- Effectively communicates the organization’s vision and the committee’s purpose
- Advocates for the committee at external meetings
- Maintains awareness of current issues that might affect the committee’s work

Qualities, Skills and Knowledge:
- Good leadership skills
- Good communication and interpersonal skills
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