



**Park Board of Trustees of the City of Galveston  
601 Tremont Street, Galveston, Texas 77550**

9/24/2019 - Minutes

I. Call Meeting To Order

The meeting was called to order at 1:30 p.m.

II. Pledge Of Allegiance

The pledge was recited by those present.

III. Roll Call And Declaration Of A Quorum

Roll was called and a quorum declared.

**Trustees Present:** Spencer Priest, Jan Collier, Maureen Patton, David Collins, Steven Creitz, Marty Fluke, Dave Jacoby, Jason Worthen and Will Wright.

**Staff Present:** Michael Moser, Michael Woody, Sheryl Rozier, Ulises Zamudio, Reuben Trevino, Corey Holcomb, Schel Heydenburg, Dan Gundrum and Carla Cotropia, Legal Counsel.

IV. Conflict Of Interest Declarations

No conflicts were declared.

V. Requests To Address The Board

There were no requests to address the Board.

VI. Administration

A. Update On Interlocal Agreement Between The Park Board Of Trustees And The City Of Galveston (Carla Cotropia, 15 Minutes)

Carla Cotropia shared with the Board that the interlocal agreement was almost complete and that they were working on some minor tweaking of details. She reviewed the plan for the revenue share from Seawolf Park to the City as well as the City contribution to the Seawall maintenance of \$200,000.

Spencer suggested having a meeting prior to the joint meeting with the City on October 17th for the trustees to review and discuss.

B. Present And Discuss Five-Year Capital Improvement Park Projects To Be Presented To Galveston City Council (Reuben Trevino, 15 Minutes)

Reuben Trevino shared that this is the first attempt for the Park Board at a five-year plan and that they used the format from City on the development. He stated that this has been a good tool for the strategic planning for the parks. He reviewed each park's plans for the upcoming fiscal year, highlighting the items that would require approval from the City Council based on the current ordinance. He also reviewed the items being considered for future years. Mr. Trevino asked for guidance on any other items that should be included or considered for the City Council presentation. Dave Jacoby asked about the miniature golf idea at Seawolf Park and the group that was going to meet to discuss. Mr. Trevino shared that the idea was put on hold until the interlocal was completed but now that the agreement is almost done, the group could meet and discuss. David Collins also recommended looking at the RV Park idea at Seawolf but Carla indicated that at this time, there are some

legal issues with a previous agreement that was never fulfilled and the City would need to provide direction on this.

C. Present And Discuss 2019-2020 Federal Emergency Management Agency (FEMA) Budgeted Projects (Sheryl Rozier, 10 Minutes)

Sheryl Rozier asked the Trustees if there were any projects they wanted to review specifically. David Collins asked about the pavilion at Seawolf park and Mrs. Rozier gave a history of the project and shared that it is currently waiting for final FEMA approval for the demolition of the pavilion. She then reviewed the list of projects approved in the 2019-2020 budget.

D. Discuss And Consider The Payment Of An IRS Assessed Penalty (Mike Moser, 10 Minutes)

Michael Moser explained that the Park Board received a penalty notice stating that the electronic transmittal of the W2s to the IRS for 2017 were not submitted by the due date of January 31, 2018. Mr. Moser explained that these are done using a third party software program and that the transmittal date was incorrectly selected as February 26, 2018. Mr. Moser stated that the W2s were ready and distributed on time and that this was a mistake. He reported that the penalty was paid in August so that no additional interest was added and that a letter had been sent requesting forgiveness of the penalty. Maureen Patton asked if this was the first time this has happened. Mr. Moser stated that it was and that he is hoping that the IRS will take this into account when deciding whether to forgive the penalty.

**Motion:** Maureen Patton motioned to approve the payment made to the IRS for the penalty.

**Second:** Dave Jacoby seconded.

**Vote:** Approved (9-0).

E. Discuss Park Board Of Trustees Bylaws (Carla Cotropia)

Carla Cotropia gave an overview on the Park Board bylaw revision process. Spencer Priest asked for open dialogue and mentioned that there are updates needed, specifically for the committee appointment process and the responsibilities of the appointments. Marty Fluke recommended that the Finance and Operations committee review the bylaws and bring back recommendations to the Board. David Collins would like to see the information in the Bylaws for the Finance and Operations Committee the same as the other committees with more specific details on membership. He also shared that he believes some of the committees are too large and that decisions are made by the majority that show up for the meetings which is not always a quorum of the committee. Steven Creitz recommended that the Parks and Amenities Committee and the East End Lagoon Advisory Committee be combined into one committee. It was decided that the trustees should submit their recommendations to Schel by October 8th for her to compile and put into the packet for the Finance and Operations Committee to begin discussing at their meeting October 16th.

F. Legal Counsel Review Of Board Meeting Policies (Carla Cotropia)

Carla Cotropia shared that annually she likes to review some of the Board meeting policies as a reminder to all of the trustees. Ms. Cotropia discussed how to put an item on the Board meeting agenda, the meeting decorum policy, Robert's Rules of Order, remotely attending a meeting, attendance requirements, meeting minutes and public information. She also shared that actions taken in the Boardroom as a trustee are covered by an immunity clause so that individually they cannot be sued for a decision. She also shared that on other Boards she has represented, well meaning members have been in the middle of lawsuits for getting involved outside of their role as a trustee and cautioned the trustees to be very careful about not letting this happen to them.

VII. Consent

**Motion:** Maureen Patton motioned to approve the consent agenda items.

**Second:** Jan Collier seconded.

**Vote:** Approved (9-0).

A. Discuss And Consider Approval Of 2018-2019 Revenue Share Payment To City Of Galveston From Seawolf Park (Michael Moser)

B. Discuss And Consider Approval Of Membership In Experience Galveston Coalition (Michael Woody)

- C. Discuss And Consider Special Event Incubator Funding For 2019 Fall Flounder Classic (Bryan Kunz, 10 Minutes)
- D. Discuss And Consider Special Event Funding For 2019 Galveston Fishing Rodeo (Bryan Kunz, 10 Minutes)
- E. Discuss And Consider Downtown Holiday Lighting Expenditures (Melody Smith, 10 Minutes)
- F. Discuss And Consider A Resolution Of Support To Authorize A Submission To The Coastal Management Program Cycle 25 For Drainage Improvements At Stewart And R.A. Apffel Parks (Sheryl Rozier, 5 Minutes)

VIII. Future Agenda Items

- October 15, 2019 Board meeting
- October 17, 2019 Joint meeting with Galveston City Council to discuss Interlocal Agreement
- October 22, 2019 - Regular Monthly Board meeting

IX. Announcements

X. Adjournment

The meeting was adjourned at 3:16 p.m.

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Schel Heydenburg  
Board Reporter

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Maureen M. Patton  
Board Secretary