



## Park Board of Trustees of the City of Galveston

9/28/2021 - Minutes

### I. Call Meeting To Order

The meeting was called to order at 1:33 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, Will Wright, Dave Jacoby, David Collins, Steven Creitz, Marty Fluke, Jason Hardcastle, Maureen Patton and Jason Worthen.

### IV. Conflict Of Interest Declarations

Jason Worthen declared a conflict with agenda item X-C and submitted a conflict disclosure statement.

### V. Requests To Address The Board

Sam Collins addressed the Board regarding Agenda item X-F -Presentation of African American Cultural Heritage Plan. Comments were also submitted electronically and read on this item by Alice Gaston, Sharon Batiste Gillins, Mallory Laurel - Texas Historical Commission and Lauren Henry - Rosenberg Library.

Peter Davis and Maria Quevedo addressed the Board regarding an incident in Beach Patrol.

### VI. Employee Spotlight - Jose "Tony" Martinez-Barron (Susan Keeble, 5 Minutes)

Susan Keeble recognized and thanked Tony Martinez-Barron for his 25 years of service to the Park Board and the Coastal Zone Management department.

### VII. East End Lagoon Advisory Committee Recognition (Steven Creitz, 5 Minutes)

Steven Creitz thanked and recognized the members of the East End Lagoon Advisory Committee since it became a part of the Park Board in 2015.

### VIII. Open Public Hearing

The public hearing on the FY2022 Park Board Operating Budget was opened at 2:33 p.m.

## IX. Close Public Hearing

There were no comments regarding the Park Board FY 2022 Operating Budget and the public hearing was closed at 2:33 p.m.

## X. Administration

### A. Discuss And Consider Approval Of The Fiscal Year 2022 Budget And Fiscal Year 2022-2026 Five Year Capital Improvement Plan (Bryson Frazier And Sheryl Rozier, 20 Minutes)

Sheryl Rozier reviewed the top projects included in the Capital Improvement Plans (CIP). Bryson Frazier shared that the approval of the CIP will need to be delayed until October due to a recent development with the waste water treatment plant at Seawolf Park. He shared that the City recently notified him that this project would most likely not be moving forward with FEMA. It is currently showing as a contingency item on the plan and in the budget and he recommends removing it from the budget and CIP. Jason Hardcastle agreed.

Mr. Frazier then reviewed all of the changes made to the proposed budget since the draft was presented at the August Board meeting.

Motion: Marty Fluke motioned to approve the FY 2021-2022 Park Board Operating Budget with the removal of the funds listed in Seawolf Park as contingency as related to the removal of the waste water treatment plant.

Second: Dave Jacoby seconded.

Vote: Approved (9-0).

### B. Standing Committee Monthly Updates (Committee Chairs, 10 Minutes)

The advisory committee chairs provided updates on the activities and initiatives being undertaken in their committees. These included reviews and approvals of the budgets and workplans for 2021-2022 fiscal year.

### C. Discuss And Consider Approval Of Second Reading Of Proposed Bylaw Amendment Concerning Article XVIII - Concessionaire Policy (Carla Cotropia, 5 Minutes)

Carla Cotropia reviewed the proposed change to the bylaws which removed the requirement that concessionaire agreements be put out for bid after the first renewal option has been exercised by the current concession partner.

Motion: Will Wright motioned to approve the proposed bylaw amendment.

Second: David Collins seconded.

Vote: Approved (8-0, Worthen abstained).

### D. Discuss And Consider Approval Of Committee Appointments (Spencer Priest, 5 Minutes)

Spencer Priest made the following recommendations for committee appointments:

- Beach Maintenance Advisory Committee: Hal Needham, Willis Gandhi, Craig Vance, John Machol and Kris Benson.
- Parks and Amenities Committee: Lisa Carnes, Alyson Poston, Mary Branum, Joe Zdunek, Anna Deichman, Diane Olsen, Lauren Scott and Len Waterworth.
- Tourism Development Advisory Committee: Claire Reisweg, Willis Gandhi, Richard See, Shane Cantrell, Jim O'Neill, Theresa Elliot, Lisa Shaw and Sherril Hilton.

Motion: Spencer Priest motioned to approve the recommended appointments.

Second: Steven Creitz seconded.

Vote: Approved (9-0).

E. Discuss And Consider Approval Of Memorandum Of Understanding With The Galveston Island Nature Tourism Council (Kelly De Schaun, 10 Minutes)

Kelly de Schaun shared that the proposed agreement is a renewal of the agreement signed in 2015 and that it would cover the partnership with the GINTC on the trail development, environmental interpretation at the East End Lagoon (EEL) as well as the development of the marketing and promotional content for birding in general as well as for the EEL.

Motion: Maureen Patton motioned to approve the agreement with the Galveston Island Nature Tourism Council.

Second: Steven Creitz seconded.

Vote: Approved (9-0).

F. Presentation Of African American Cultural Heritage Plan (Kelly De Schaun, 10 Minutes)

Kelly de Schaun shared that the Park Board contracted with Alex Thomas for the development of a cultural heritage plan. She reviewed the process undertaken over the past several months for the development of this plan and introduced Mr. Thomas who presented the plan. Mr. Thomas shared the names of the individuals that participated in the advisory committee, several who were in attendance at the meeting. He then reviewed the plan which includes walking and driving thematic tours that will share the African American experience of the island. Mr. Thomas reviewed the strategies to implement this plan as well as the measures identified to validate the success of the program.

G. Discuss And Consider Approval To Submit For Consideration An American Rescue Plan Travel, Tourism And Outdoor Recreation Grant From The Economic Development Administration (Kelly De Schaun, 10 Minutes)

Kelly de Schaun reported that the federal government released additional resources for economic recovery due to the Covid-19 pandemic in the form of the American Rescue Plan which includes travel, tourism and outdoor recreation. She shared that she, along with Jeff Sjostrom of the Galveston Economic Development Partnership and Seth Andrews of Sustainable Solutions worked together to pitch several ideas which included the construction of a visitor center/beach patrol headquarters at Stewart Beach, the land use master plan for the East End Lagoon and the African American Cultural Heritage Plan. Submission for the Cultural Heritage Plan was recommended with a regional approach and Mrs. de Schaun shared that Houston First and the Texas Historical Commission were contacted for their participation.

Motion: Dave Jacoby motioned to approve the submittal of the grant application to the Economic Development Administration.

Second: Maureen Patton seconded.

Vote: Approved (9-0).

XI. Operations

A. Update On Stewart Beach Public-Private Partnership (Marty Fluke, 10 Minutes)

Marty Fluke announced that three responses to the Request for Qualifications on the possible Stewart Beach PPP were received. He shared that they have communicated with all three companies and they are interested in pursuing this. Mr. Fluke stated that JLL is recommending that they all come to Galveston and meet with the committee for further discussions. He also shared that the RFQ ideas need to be discussed with the City before one is chosen since all are proposing a hotel/retail space option.

David Collins suggested that this be part of a joint City/Park Board workshop meeting and requested that the Chair reach out to the Mayor to schedule.

B. Discuss And Consider Approval Of Proposal By Atkins To Conduct A Wetland Delineation At Stewart Beach (Ann Hobing, 5 Minutes)

Ann Hobing shared that as development discussions for Stewart Beach are being held, a wetland delineation is recommended so that the Park Board can understand any regulatory limitations for Parcel C which is the 9 plus acre area south of the seawall between the Sandpiper RV Park and East Beach Drive.

Motion: Marty Fluke motioned to approve the proposal by Atkins for the wetland delineation.

Second: Jason Hardcastle seconded.

Vote: Approved (9-0).

C. Discuss And Consider Concessionaire Partner Program Financial Policies (Kimberly Danesi, 15 Minutes)

Kimberly Danesi reviewed the breakdown of the current concessionaires sharing that 23 partners hold 42 agreements for providing services. Of these, 30 are set to expire October 31, 2021. She reported that there are varied terms and fees within these and staff is proposing the following financial policy changes to the agreements to bring consistency to the program:

- Fee structure - annual administration fee and percentage of gross sales
- Payment terms - annual administrative fee paid in three equal installments due March 1st, May 1st and July 1st
- Point of Sale (POS) system and reporting requirements - ability to record all sales transactions and provide reports
- Auditing - the ability for the Park Board to review financial records as they relate to the concession agreement
- Late Fees - payment amount percentages added for late fees

Dave Jacoby agreed that a POS system is needed for tracking and shared that there are certain restrictions for the implementation of late fees. Marty Fluke asked if these policies were different for those concessionaires in facilities such as the pavilions at Stewart and East Beach and David Collins asked about the fee structure and would it be based on size of concessionaire? Mrs. Danesi responded that that staff is continuing to work out some of these details and they will also be talking to a sampling of the concessionaires about these policy changes to get their input.

Motion: Dave Jacoby motioned to defer this item until the October Board meeting to allow for staff to finalize the details.

Second: Marty Fluke seconded.

Vote: Approved (9-0).

XII. Consent

Motion: Maureen Patton motioned to approve the Consent agenda items.

Second: Jason Hardcastle seconded.

Vote: Approved (9-0).

- A. Discuss And Consider Approval Of Park Board Of Trustees Meeting Minutes (Schel Heydenburg)
- B. Discuss And Consider Approval Of Use Of Parking Lot By First Lutheran Church For Oktoberfest, October 22-24, 2021 (Schel Heydenburg)
- C. Discuss And Consider Approval Of Cultural Arts Interlocal With The City Of Galveston For The National Endowment Of The Arts Grant (Kelly De Schaun)
- D. Discuss And Consider Approval Of Galveston Economic Development Membership Fees (Kelly De Schaun)
- E. Discuss And Consider Approval Of Changes To The Employee Handbook Effective October 1, 2021 (Susan Keebles)

F. Discuss And Consider Approval To Execute A Contract With Atkins For Renewal Of The Federal Beach Cleaning Permit (Kimberly Danesi)

G. Discuss And Consider Approval Of Tourism Development Expenditures (Michael Woody)

H. Discuss And Consider Approval Of July 2021 Unaudited Financial Statements (Bryson Frazier)

### XIII. Executive Session

The meeting entered Executive Session at 4:19 p.m.

A. Pursuant To Texas Government Code Section 551.071 - Consultation With Attorney On A Matter In Which The Duty Of The Attorney To The Governmental Body Under Texas Disciplinary Rules Of Professional Conduct Of The State Of Texas Clearly Conflicts With This Chapter - Legal Matters Concerning Litigation - Sonya Poretto V The City Of Galveston Park Board Of Trustees Et Al

### XIV. Action Item (S) Resulting From Executive Session

The open meeting resumed at 4:40 p.m.

A. Discuss And Consider Action For Any Executive Session Item Listed On The Meeting Agenda

There were no action items.

### XV. Monthly Report

The monthly report for August was included in the briefing packet.

### XVI. Future Agenda Items

Fireworks - this item will be discussed at both BMAC and TDAC before coming back to the Board.

### XVII. Announcements

- Michael Woody distributed the September talking points for the Board which included the FY21 Budget, Upcoming Capital Improvements at Seawolf Park and a Cruise Industry update. Mr. Woody also distributed copies of Island Soul, the new visitor guide.
- David Collins shared that Galveston Police Chief, Vernon Hale, is leaving for another opportunity.
- The ribbon cutting for the start up of the rail trolleys is October 1st.
- Kelly de Schaun was named the new chair for the Texas Travel Alliance (TTA).

### XVIII. Adjournment

The meeting was adjourned at 4:50 p.m.

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Schel Heydenburg  
Board Reporter

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Dave Jacoby  
Board Secretary