



Park Board of Trustees of the City of Galveston

11/16/2021 - 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, Will Wright, Dave Jacoby, David Collins, Steven Creitz, Marty Fluke, Jason Hardcastle and Jason Worthen.

IV. Conflict Of Interest Declarations

Jason Worthen declared a conflict for agenda item IX-A.

V. Requests To Address The Board

There were no requests to address the Board.

VI. Employee Recognition And Introductions

A. Employee Spotlight - Amada Salinas (Susan Keeble, 5 Minutes)

Susan Keeble introduced Accounts Payable Clerk Amada Salinas to the Board. She reported that Ms. Salinas started with the Park Board in 2016 as the receptionist. Mrs. Keeble shared that Ms. Salinas moved to the accounting department in 2019 and was recently promoted to the accounts payable clerk when the position became available in May of this year.

B. Introduction Of New Tourism Development Staff Member- Alex Thomas (Michael Woody, 5 Minutes)

Michael Woody introduced Alex Thomas as the new Product Development Manager for the Tourism Development department. He gave an overview of Mr. Thomas' career and reminded the Board that he was an integral part of the development of the recently approved Cultural Heritage Plan.

VII. Cavalla Historical Foundation Update (Brian Abugel, 10 Minutes)

Brian Abugel, Chairman and CEO of the Cavalla Historical Foundation, presented an update on the programs and activities of the Galveston Naval Museum. Kelly de Schaun shared that the draft of the agreement between the Park Board and the Cavalla Historical Foundation is close to being finalized and she hopes to bring it to the Board in January.

VIII. Administration

- A. Discuss And Consider Approval Of Short Term Rental Consulting Agreement With The Smart City Policy Group (Bryson Frazier, 10 Minutes)

Bryson Frazier reviewed a history of the short term rental registration process and the changes recently made by the City of Galveston ordinance requiring annual registration fees. He reported that the current system used by the Park Board is not sufficient to allow for enforcement of the ordinance changes or future changes anticipated. Mr. Frazier shared that Smart City has worked closely with corporate and community leaders and staff is recommending hiring them to assist in the upgrade of the software.

Motion: David Collins motioned to approve the agreement with Smart City Policy Group.

Second: Jason Hardcastle seconded.

Vote: Approved (7-0, Fluke not present at time of vote).

- B. Discuss And Consider Approval Of Calendar Year 2022 Employee Health Insurance Premium Contribution Rates (Bryson Frazier, 15 Minutes)

Bryson Frazier reported that employee health insurance contributions remained flat for 2016-2018, were slightly increased in 2019 and then again remained the same for 2020 and 2021. He shared that with the expected increases in the overall rates, staff is seeking approval to increase the amount employees contribute while maintaining the percent of cost at 14% with the company contributing the remaining 86%.

Motion: Dave Jacoby motioned to approve the 2022 Employee Health Insurance contribution rates.

Second: Will Wright seconded.

Vote: Approved (7-0, Fluke not present at time of vote).

- C. Update On Board Development Recommendations And Approval To Assign Adjustment Of Meeting Governance Policy To The Finance And Operations Committee (Kelly De Schaun, 10 Minutes)

Kelly de Schaun updated the Board on the progress made on the Board development recommendations. She shared that one item still pending is the adjustment of the governing rules for the Board and Committee meetings. Mrs. de Schaun stated that currently the bylaws stipulate the use of Robert's Rules of Order however these are very formal and stringent and are not being used completely. The recommendation is to implement a policy more in line with current meeting operations. She shared that staff is working on a policy and is recommending sending this item to the Finance and Operations Committee for their review and recommendations before Board approval.

Motion: Spencer Priest motioned to assign the task to review and recommend an adjusted meeting governance policy to the Finance and Operations Committee.

Second: Jason Hardcastle seconded.

Vote: Approved 6-0, Fluke and Jacoby not present at time of vote).

- D. First Reading Of Proposed Bylaw Amendment Concerning Article XI - Committees (Carla Cotropia, 5 Minutes)

Carla Cotropia read the proposed bylaw change which would remove the Ad Hoc committee language from the standing committee section.

- E. Advisory Committee Updates And Approval Of The FY21-22 Committee Work Plans (Committee Chairs, 15 Minutes)

Motion: Spencer Priest motioned to approve the 2021-2022 work plans for the Beach Maintenance Advisory Committee, Parks and Amenities Committee and the Finance and Operations Committee.

Second: Will Wright seconded,

Vote: Approved (6-0, Fluke and Jacoby not present at time of vote).

It was noted that the Tourism Development Advisory Committee and Workforce Development Committee plans would be brought forward for approval at a future Board meeting.

IX. Operations

A. Discuss And Consider Concessionaire Partner Program Financial Policies (Ann Hobing, 15 Minutes)

Ann Hobing gave an overview of what has recently been discussed for the concessionaire program and reviewed the proposed concessionaire financial policies to put in place beginning with the 2022 season. She reviewed the fee structure and reported that based on discussions with current concessionaire partners and previous board meetings, the plan proposed uses the higher administrative fee, lower percent of sales structure.

Motion: Spencer Priest motioned to approve the proposed concessionaire financial policy.

Second: Steven Creitz seconded.

Vote: Approved (6-0-1, Worthen abstained, Fluke not present at time of vote)

B. Discuss And Consider Approval To Proceed To Solicitation Of Request For Proposals For Stewart Beach Public Private Partnership (Marty Fluke, 10 Minutes)

Motion: Jason Hardcastle motioned to instruct staff to move forward with Jones Lang Lasalle to develop a draft for the request for proposals for the Stewart Beach development.

Second: David Collins seconded.

Vote: Approved (8-0).

C. Discuss And Consider Approval Of Ad Hoc Committee To Manage Stewart Beach Private Public Partnership Request For Proposals Process (Spencer Priest, 5 Minutes)

This item was deferred,

X. Tourism Development

A. Park Board 60th Anniversary Advocacy Plan And Promotion (Caitlin Carnes, 15 Minutes)

Caitlin Carnes presented on the plans for the Park Board's 60th Anniversary Celebration. She reported that a multi-tiered advocacy plan is being developed that would begin in 2022 culminating with a celebration in May 2023, the 60th year of the Park Board of Trustees.

XI. Consent

Motion: Jason Hardcastle motioned to approve the consent agenda items.

Second: Steven Creitz seconded.

Vote: Approved (7-0, Fluke not present at time of vote).

A. Discuss And Consider Approval Of Park Board Of Trustees Meeting Minutes

B. Discuss And Consider Approval Of Fiscal Year 2021 August Unaudited Financial Statements (Bryson Frazier)

- C. Discuss And Consider Renewal Of Credit Line And The Certificate Of Deposit At Moody National Bank (Bryson Frazier)
- D. Discuss And Consider The Approval Of A Professional Services Agreement With Atkins For General Regulatory Agency Matters For FY 21-22 (Sheryl Rozier)
- E. Discuss And Consider Approval Of Tourism Development Expenditures (Michael Woody, 5 Minutes)

XII. Executive Session

The meeting entered Executive Session at 1:58 p.m.

- A. Pursuant To Texas Government Code Section 551.074 - Personnel Discussion - Beach Patrol Senior Management
- B. Pursuant To Texas Government Code Section 551.072 - Possible Lease Of Real Property And Texas Local 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 - Stewart Beach Development

XIII. Action Item (S) Resulting From Executive Session

The open meeting resumed at 3:27 p.m.

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

Agenda Item XII - A - Spencer Priest stated that Kelly de Schaun is responsible for the culture of the organization and directed her to continue to monitor.

Agenda Item XII - B - There was no action taken.

XIV. Monthly Report

The October 2021 monthly report was distributed.

XV. Future Agenda Items

- Seawolf Park Master Plan
- PPP Ad Hoc Committee
- Update on PPP
- TDAC and WDC workplans
- Beach Patrol police value
- GICC budget approval

XVI. Announcements

- The Galveston Economic Development Partnership Annual Economic Summit is scheduled for December 3, 2021. The Park Board has a table for the trustees interested in attending.
- The Port of Galveston is looking to schedule a meeting with the Park Board to discuss cruise tourism and volunteers were asked for to participate.
- Artist Boat and the Texas Gulf Surf Association both have events the upcoming weekend.
- The East End Lagoon ribbon cutting event was held November 1st.
- Downtown has started decorating for the holidays.
- The City Christmas tree previously located at the corner of 25th and Broadway has been relocated to the area between City Hall and the Fire Department. The tree lighting is scheduled to take place November 27th.
- Tickets are on sale for Dicken's on the Strand.
- Trustee talking points were distributed. These included information on the Babe's beach nourishment, Short Term Rentals and the mobile visitor center.

XVII. Adjournment

The meeting was adjourned at 4:34 p.m.

Schel Heydenburg
Board Reporter

Dave Jacoby
Board Secretary