



Park Board of Trustees of the City of Galveston Finance and Operations Committee

2/14/2023 - 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.

Committee members present: Dave Jacoby, Jason Hardcastle, Jeff Ossenkop and Spencer Priest.

IV. Conflict Of Interest Declarations

There were no conflicts declared.

V. Requests To Address The Committee

There were no requests to address the committee.

VI. Discuss And Consider Approval Of The January 10, 2023 Finance And Operations Committee Meeting Minutes (Schel Heydenburg)

Motion: Jason Hardcastle motioned to approve the January 10, 2023 Finance and Operations Committee meeting minutes.

Second: Jeff Ossenkop seconded.

Vote: Pass (4-0).

VII. Discuss And Consider Approval To Award A Contract To Flamingo Landscape For Upgrades At Dellanera RV Park (Vince Lorefice, 5 Minutes)

Vince Lorefice shared photos of the current landscaping at Dellanera RV Park and reported on the proposed upgrades for the park which include planting shrubs, trees and plants more resilient to the coastal conditions. He shared that TXDOT is removing some of the palm trees by the ferry and the Park Board is expected to receive these which will result in savings for this project.

Motion Spencer Priest motioned to approve awarding the landscaping upgrade contract to Flamingo Landscape.

Second: Jason Hardcastle seconded.

Vote: Pass (4-0).

VIII. Discuss And Consider Approval To Award A Contract To Immaculate Painting For Retiling The Restrooms And Laundry Room At Dellanera RV Park (Vince Loreface, 5 Minutes)

Vince Loreface presented the current tiling at the park in the restrooms and laundry room and shared that the new tiling would tie in to the flooring of the recent remodel of the building.

Motion: Jason Hardcastle motioned to approve awarding the retiling contract to Immaculate Painting and Construction for the retiling project at Dellanera.

Second: Spencer Priest seconded.

Vote: Pass (4-0).

IX. Discuss And Consider Approval To Purchase Access Matting From AccessRec (Vince Loreface, 5 Minutes)

Vince Loreface shared that this purchase is part of the recent grant received for mobility as East Beach from the National Environmental Education Foundation. He reviewed the plan which includes the purchase of 300 feet of access matting, use of 200 feet of existing access matting, installation of 10 handicapped spaces near the beach template, installing signs and painting the bollards.

Motion: Dave Jacoby motioned to approve the purchase of the access matting from AssessRec.

Second: Jeff Ossenkop seconded.

Vote: Pass (4-0).

X. Discuss And Consider Approval Of A Budget Amendment To Nourished Beach For The Dellanera Beach Repair (Sheryl Rozier, 10 Minutes)

Sheryl Rozier reported that this amendment is being requested due to the contract awarded by the Texas General Land Office coming in at a higher rate of almost \$2 million more than was estimated by FEMA for this Hurricane Harvey related nourishment project. She shared that the overage was reported to FEMA via the Texas Division of Emergency Management (TDEM) and they are currently reviewing the cost change request. The request is supported by TDEM and it is expected to be approved. The budget adjustment is needed due to the significant amount of the overage.

Motion: Spencer Priest motioned to approve the budget adjustment.

Second: Jeff Ossenkop seconded.

Vote: Pass (4-0).

XI. Discuss And Consider Approval To Dispose Of Park Board Vehicle 3704 (Bryson Frazier, 5 Minutes)

Bryson Frazier shared that this vehicle was involved in an automobile accident on November 11, 2022 which resulted in heavy damage beyond repair per the insurance carrier, TML. He reported that TML has offered two options: (1) TML Takes possession of the vehicle salvage and pays us a settlement of \$27,233.24 or (2) the Park Board keeps the vehicle salvage and TMP pays \$22,225.93. Staff does not believe that they could get a higher salvage to cover what TML offers in the first option and recommends accepting that option in the amount of \$27,233.24.

Motion: Jason Hardcastle motioned to approve accepting option 1 from TML.

Second: Spencer Priest seconded.

Vote: Pass (4-0).

XII. Discuss And Consider Approval Of Addition Of Professional Services And Legal Services Procurement Procedures To The Park Board Purchasing Policies, Procedures And Controls Manual (Bryson Frazier, 10 Minutes)

Bryson Frazier reported that as requested, procedures for procuring professional and legal services have been drafted for inclusion into the Park Board Purchasing Policies, Procedures and Controls Manual. He reviewed these procedures which include requiring a written contract before proceeding. This contract must include a scope of services, deliverables, and description of services rendered including a summary cost of all fees including hourly rates as applicable for individuals performing services. A draft of the proposed procedure was included for the committee to review.

Motion: Jason Hardcastle motioned to approve the addition professional services and legal services procurement procedures to the Park Board Purchasing Policies, Procedures and Controls Manual.

Second: Jeff Ossenkop seconded.

Vote: Pass (4-0).

XIII. Discuss And Review Process For Requesting Hotel Occupancy Tax Funds From The City Of Galveston (Bryson Frazier, 15 Minutes)

Bryson Frazier reported that the exact process is unknown currently but will be delineated in the interlocal agreement currently being discussed with the City. At this time, it is expected that the requests will be made on a quarterly basis and will include a report on the previous quarter's actual revenue and expenditures. Mr. Frazier shared that staff is hoping to have the request ready for the Board meeting at the end of the month but that future requests will be reviewed by the Finance and Operations Committee before taking it to the Board. He stated that he believes this request would then go to City staff for review and then to council for final approval.

Jason Hardcastle expressed concern over the time consumed by this process and the timing of approvals as it relates to the Park Board's cash and believes this is a completely unrealistic process. Jeff Ossenkop also shared his concern over the possibility of cash flow issues.

XIV. Discuss And Consider Approval Of Coastal Zone Management Facility Loan Term Renewal (Bryson Frazier, 15 Minutes)

Bryson Frazier reported that the loan for the Coastal Zone Management facility will be maturing on February 22, 2023 with a balance still due of \$312,638.42. He stated that the original loan was on a twenty-year amortization schedule with a maturity of 15 years and a renewal option for the last five. Mr. Frazier is recommending exercising this option and renewing the loan for the last five years of the loan.

Motion: Jason Hardcastle motioned to approve the renewal of the loan for the last five years of the amortization schedule.

Second Jeff Ossenkop seconded.

Vote: Pass (4-0).

XV. 2022-2023 Committee Work Plan

Bryson Frazier reported that there are several items on the schedule that will need to have the dates amended due to the additional work that has been required with the new City ordinances related to the Park Board funding.

XVI. Future Agenda Items

There were no requested future agenda items.

XVII. Announcements

There were no announcements.

XVIII. Adjournment

The meeting was adjourned at 2:10 p.m.