



**Park Board of Trustees of the City of Galveston
Finance and Operations Committee
601 Tremont, Galveston, Texas 77550**

2/22/2019 - Minutes

I. Call Meeting To Order
The meeting was called to order at 10:00 a.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.

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 Meeting Minutes

Motion: Will Wright motioned to approve the meeting minutes from the Finance and Operations Committee meetings on October 17, 2018, November 21, 2018 and January 16, 2019.

Second: Victor Viser seconded.

Vote: Approved (4-0)

VII. Discuss And Consider 2017-2018 Park Board Financial Audit (Bill Ansell, 15 Minutes)

Bill Ansell with Ham, Langston and Brezina gave an overview of the 2017-2018 Park Board Financial Audit. He shared that the Park Board has received an unqualified audit with no material uncorrected misstatements identified. Mr. Ansell shared that the minor issues discovered were related to the timing of expenses. He also recommended reviewing the Moody Garden depreciation schedule and shared some concern over the age of some of the FEMA line items.

John Zendt requested that the contractor assisting the Park Board with the Hurricane Ike FEMA claims give an update to the Board of Trustees on the status of the items still pending.

Motion: Victor Viser motioned to approve the 2017-2018 Park Board Financial Audit.

Second: Maureen Patton seconded.

Vote: Approved (4-0)

- VIII. Discuss And Consider Award Of Contract To Immaculate Painting & Construction To Paint The Main Office At Seawolf (Larry Jackson, 10 Minutes)

Larry Jackson reviewed the request to paint the main office at Seawolf Park.

Motion: Victor Viser motioned to approve awarding the contract to Immaculate Painting and Construction to paint the main office at Seawolf Park.

Second: Will Wright seconded the motion.

Vote: Approved (4-0)

- IX. Discuss And Consider Award Of Contract To Competitive Electric To Replace The Fishing Pier Lights At Seawolf Park (Larry Jackson, 10 Minutes)

Larry Jackson reviewed the scope of work for replacement of the fishing lights at Seawolf Park.

Motion: Maureen Patton motioned to approve the award of contract to Competitive Electric to replace the fishing pier lights at Seawolf Park.

Second: Victor Viser seconded.

Vote: Approved (4-0)

- X. Discuss And Consider Award Of Contract To KiKi Landscaping And Construction To Service Dellanera RV Park Landscaping (Adam Bresnehan 10 Minutes)

This item was deferred.

- XI. Discuss And Consider Approval Of Purchase And Installation Of New Under Carriage Vehicle/Equipment Wash For Coastal Zone Management Maintenance Facility (Jesse Ojeda, 5 Minutes)

Jesse Ojeda reviewed the plan to purchase and install a new under carriage wash system for the maintenance facility. He explained that he received one bid in the amount of \$13,793.30 and notification from another vendor that they do not install stand-alone systems. Mr. Ojeda also shared that there is the possibility of one additional vendor submitting a bid.

Motion: Maureen Patton motioned to approve the purchase and installation of a new under carriage wash not to exceed \$13,793.30.

Second: Will Wright seconded.

Vote: Approved (4-0)

- XII. Discuss And Consider Extention/Renewal Of Concession Agreements (Dan Gundrum, 10 Minutes)

Dan Gundrum shared that these extensions and renewals are part of the plan to standardize all of the concession agreements to fall in line with the budget year.

Motion: John Zendt motioned to approve the extensions and renewals of the contracts presented.

Second: Maureen Patton seconded.

Vote: Approved (4-0).

XIII. Discuss And Consider Approval To Purchase One (1) 4-Wheel Drive, 12 Passenger Van For Beach Patrol (Reuben Trevino, 10 Minutes)

Reuben Trevino shared that the Fleet Committee has reviewed and approved this request. He explained that Beach Patrol had planned to purchase a replacement for the San Luis Pass Polaris and purchase a new van for the Jr. Lifeguard program. This 4-wheel drive van requested can be the used for both eliminating the need to purchase a new Polaris. Peter Davis stated that the Polaris has already been auctioned as it was non-functional. Chief Davis also stated that the purchase of this van is a cheaper and more efficient plan and that the van would be used Monday - Friday for the Jr. Lifeguard Program and then would be used to patrol San Luis pass on the weekends.

Motion: Maureen Patton motioned to approve the purchase of the van for Beach Patrol.

Second: Will Wright seconded.

Vote: Approved (4-0).

XIV. Discuss And Consider Approval Of Paid Time Off Policy To Replace The Current Sick Leave Policy (Kimberly Danesi, 10 Minutes)

Kimberly Danesi reviewed the proposed Paid Time Off (PTO) policy that would replace the current sick leave policy if approved. She shared that PTO would accrue at a maximum rate of 10 days per year compared to the current 12 days of sick leave and would start, if approved, the beginning of the next fiscal year. Mrs. Danesi said that this would not effect the current vacation policy. Dr. Viser asked for clarification of the language on the use of PTO days for the "first 40 hours of an on-the-job injury or short-term disability if that time is deemed unpaid by the provider". Mrs. Danesi explained that the provider mentioned is the insurance company that provides the coverage for these leaves and that she will make this clarification on the policy. John Zendt stated that he understands the need to be competitive in the job market but he believes this policy offers too many days off.

Motion: Will Wright motioned to approve the Paid Time Off Policy to replace the Current Sick Leave Policy beginning the fiscal year 2019-2020.

Second: Victor Viser Seconded.

Vote: Approved (3-1, Zendt opposed)

XV. Discuss And Consider Approval Of December 2018 Unaudited Financial Statements (Mike Moser, 15 Minutes)

Mike Moser reviewed the December 2018 Unaudited Financial Statements. He shared that the Hotel Occupancy Collections (HOT) are trending under budget at this time. Dr. Viser asked if it was possible for Short Term Rentals to not be paying what they fully owe? Mr. Moser said that it was and John Zendt recommended asking that the HOT audits be conducted on more of the Short Term Rentals.

Motion: John Zendt motioned to approve the December 2018 Unaudited Financial Statements.

Second: Will Wright seconded.

Vote: Approved (4-0).

XVI. Future Agenda Items

XVII. Announcements

XVIII. Adjournment

The meeting was adjourned at 11:40 a.m.