



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

5/21/2019 - Minutes

I. Call Meeting To Order

The meeting was called to order at 1:01 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, Craig Brown, Jan Collier, Steven Creitz, Victor Viser, Will Wright, Jason Worthen, Maureen Patton (1:15 p.m.) and John Zendt (1:42 p.m.)

Staff Present: Kelly de Schaun, Mike Moser, Jacquelyn Helton, Kimberly Danesi, Dan Fundrum, Schel Heydenburg, Jaree Fortin, Sheryl Rozier, Peter Davis, Jesse Ojeda and Carla Cotropia, Legal Counsel.

IV. Conflict Of Interest Declarations

There were no conflicts declared.

V. Requests To Address The Board

There were no requests to address the Board.

VI. Presentation Of Bicycle Lights From Moody Foundation (Peter Davis, 5 Minutes)

Gerald Smith with the Moody Foundation presented Chief Peter Davis with bicycle lights for staff that ride their bicycles to work. Chief Davis thanked the Foundation and shared that these would be available to all of the departments.

VII. Operations

A. Discussion On Stewart Beach Projects (Sheryl Rozier, 15 Minutes)

Sheryl Rozier shared that this item is being brought to the Board to get consensus on the next steps for Stewart Beach. Mrs. Rozier explained that staff is currently working with the engineering firm to finalize the designs for the drainage project at Stewart Beach and once received will be reviewed by staff and sent to the City for their input. She stated that staff is looking for the funding for this project and will have the cost once the plans have been finalized. Mrs. Rozier stated that the next step in the process for the pavilion is to discuss the needs for the pavilion such as size, amenities and staff needs.

Spencer Priest stated the Board needs to give direction on the next steps. He shared that the chairs of the Parks and Amenities Committee, East End Lagoon and Beach Maintenance Advisory Committee met to discuss the comfort stations discussed previously. Victor Viser shared that they had looked at a

modular design and the possibilities that this would bring. Kelly de Schaun eminded the Board that the initial design was based on the programming wants and needs. She stated that in the current budget is the siting study together with the updating of the Master Plan and that staff could instruct Rogers Partners to look at the siting as well as fitting in the needs with the least built footprint on the sand and getting the amenities closer to the users with mobile facilities which would would result in a more realistic price than what was originally estimated.

Craig Brown stated that his feeling is that the City Council does not wish to proceed with anything at Stewart Beach except for the drainage and asked about the funding to address this. Kelly de Schaun shared that the drainage plan was broken into several pieces and that one of these included the City working on redirecting the drainage coming onto the property which they are still working on. In addition, she explained that they discussed with the City a plan to asphalt the internal road but there were some logistical issues that did not allow for the Park Board to work under the City's contracts this year but hopefully next year. The other area was dunes which she believes can be accomplished next year. Mrs. de Schaun stated that the biggest expense will be putting sand back in the area which could take years to locate and fund. She stated that the projects should run parallel and that waiting for the completion of the drainage to proceed on work for a new pavilion would delay this for many years. Spencer Priest proposed that this be on the agenda to discuss with City Council at the June joint meeting. Sheryl Rozier stated that she would bring back to the Board a proposal that would include siting, modular ideas, and master planning.

- B. Discuss And Consider Approval Of Items Related To The Park Board's Submissions To The Coastal Erosion Planning Response Act (CEPRA) Cycle 11 Grant Program Due July 1, 2019 (Reuben Trevino, 10 Minutes)

Reuben Trevino shared that the Park Board would like to submit three grant applications for the CEPRA Cycle 11 program and have the Board also approve a Resolution of Support for these grants. Mr. Trevino gave an overview of the three grant requests the Park Board would like to submit:

1. Galveston Beneficial Dredge - Babe's Beach - the project would establish a dedicated funding source to recapture potentially lost sediment to enhance the beach
2. West Galveston Seawall to 8-Mile Road Engineering and Design - this would provide 1 mile of shoreline stabilization along the Islands West End
3. Sediment Bedload Collector Full Scale Demo Phase 3 - This would be for the installation of the pilot project that the Park Board has been working on with the U.S. Army Corps of Engineers to capture and redistribute sediment to eroding areas

**Motion:** Maureen motioned to approve the submission of the three grant requests and the Resolution of Support for these grants.

**Second:** Victor Viser seconded.

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

## VIII. Administration

- A. Discuss Executive Annual Review Process And Deadlines (John Zendt/Kimberly Danesi, 10 Minutes)  
Kimberly Danesi shared that she has incorporated all of the recommendations received for edits to the evaluations forms and that the electronic form is now ready for distribution. She will email these to the trustees after the meeting and asked for them to be returned to her not later than June 17, 2019 to allow time to compile for the discussion at the June Board meeting.
- B. Park Board Chair Update (Spencer Priest, 10 Minutes)

Spencer Priest updated the Board on the following:

- Interlocal Agreement - City and Park Board staff are scheduled for meet again on May 29, 2019 to work on finalizing the agreement. Craig Brown shared that the City would be using the last version that was created by Carla Cotropia and has some recommendations for changes to discuss at the meeting. Kelly de Schaun stated that the hope is to get this done prior to the new Trustee appointments and she asked to get a copy of the City recommendations prior to the May 29th meeting so that staff has time to review.
- Joint Meeting with Galveston City Council - Meeting set for June with items to discuss being the Interlocal agreement, Stewart Beach and Seawolf Park.
- Joint Meeting with the Port of Galveston - The meeting will be scheduled once the Wharves Board has had a chance to review and discuss the Port Master Plan.
- City of Galveston Debt Management Policy - Mike Moser and Mike Loftin with the City have discussed and there is no negative impact to the Park Board.
- Chief Tourism Officer Search - None of the candidates interviewed panned out and the search will continue.

#### C. 2018-2019 Business Plans Mid-Year Update

Mid-year business plan updates were presented for the General Fund, Tourism Development and the Parks.

Kelly de Schaun and Kimberly Danesi presented the update for the General Fund. They shared several accomplishments which included the continued advocacy, both community and at the State and Federal levels, recruitment for the summer season, upgrading of office systems and Mrs. Danesi's completion of the Leadership Galveston program. They presented on several items in progress such as the third party analysis of transfers, evaluation of organizational systems, development of operational standard operating procedures, inter-institutional discussions on the interlocal between the City of Galveston and the Park Board, Port of Galveston Master Planning and a compensation study. They also shared several areas for future plans such as grant opportunities through the National Endowment of the Arts, the cultivation of State and Federal funding opportunities, succession planning across the organization, leadership development programs and the development of a Spring job fair in conjunction with local non-profits.

Jacquelyn Helton updated the Board for Tourism Development. She shared several statistics including paid advertising of 42M digital impressions, 6K TV and radio commercials and 275K clicks to Galveston.com. In addition she shared that social media engagement has increased, earned media generated 4.7M in positive media coverage and that 9 citywide conventions have been secured surpassing their goal of 6. Mrs. Helton reported on several goals and their progress and that the department is working on finalizing the Save our Shores campaign and the Tourism Market Research study. Mrs. Helton also shared the results of the 5th Annual Tourism Summit which recorded 464 in attendance and showed a short video highlighting many of the activities of the day.

Dan Gundrum presented the updates for the Parks. He shared the YTD revenues and car counts, several improvements including the installation of new BBQ pits and additional landscaping at Dellanera RV Park, new LED lights on the pier at Seawolf Park, refurbishment of the restroom walls at Stewart Beach Park and a new shade structure at RA Apffel Park. Mr. Gundrum also reported on several works currently in progress including the installation of new Pay by Phone signage on the Seawall, the installation of new picnic shelters at Seawolf Park and the implementation of a Point of Sale system at Stewart and RA Apffel Parks. Looking ahead for 2020, Mr. Gundrum shared that the parks plan to purchase some additional ticket booths, have the ability to purchase tickets online and booking more large-scale events in the parks.

#### D. Discuss And Consider Babe's Beach Loan Payoff For 2019-2020 Fiscal Year (Mike Moser, 10 Minutes)

Mike Moser reviewed the terms of the loan through Texas First Bank that was taken out in 2015. He shared the history of the interest rate increases and reviewed the reserve funds and what the impact of paying off the loan would be to these.

**Motion:** Jan Collier motioned to approve the loan payoff for the 2019-2020 Fiscal Year budget.

**Second:** Victor Viser seconded.

**Vote:** Approved (8-0, Creitz not present at time of vote).

- E. First Reading Of Proposed Amendment To The Park Board Of Trustees By-Laws To Remove Article XVIII - Fund For Beach Nourishment (Carla Cotropia, 5 Minutes)

Kelly de Schaun shared with the Board that the current \$1-\$2 per beach user fee does not make a significant impact to the Beach Nourishment fund but would be very beneficial if kept in the park budgets for improvement and the build-up of their reserves.

Carla Cotropia explained that this section of the By-laws would be removed. The second reading of the change will be done at the June Board meeting and put up for a vote.

#### IX. Tourism Development

- A. Discuss Alternate Support For City Of Galveston Cultural, Historical And Arts (Kelly De Schaun, 15 Minutes)

Kelly de Schaun thanked Craig Brown for his role in the communication between the City and the Park Board on the Arts penny. She shared that the City will be keeping the allocation of these funds at this time and will be working to ensure that the allocation meets the guidelines for the Hotel Occupancy Tax. She directed the trustees to the agreement in the briefing packet recently signed by the Texas Hotel and Lodging Association and Texans for the Arts about different ways the association at the state level endorses the use of Hotel Occupancy Taxes for the arts. Mrs. de Schaun shared that Anne Graham with Texans for the Arts is currently working under a grant from the Houston Endowment doing research on how do the best communities in Texas use their Hotel Occupancy Tax to cultivate the arts and historic. She stated that Ms. Graham spoke of this at the recent Tourism Summit and the article in the Galveston Daily News was picked up around the state indicating this is an important topic statewide. Mrs. de Schaun also shared that both she and Victor Viser met with the National Endowment of the Arts in Washington DC and they shared their belief that Galveston would be a great testing ground for a grant they offer called "Our Town". She said this would fund community discussion on how to invest community resources for the business of arts, culture and history. Mrs. de Schaun explained that the Park Board would like to partner with the National Endowment of the Arts on a 50/50 grant program to fund the development of a cultural master plan for Galveston. She asked for support to work with Texans for the Arts to submit the grant in August, to ask for resolutions of support from both the Board of Trustees and the City of Galveston and to put in the 2019-2020 budget, the matching funds for this grant. If this is supported, she would bring back the items to the next June meeting for a vote. Craig Brown shared that he believed that this should be done with the City since they have funding set aside for the arts. Dr. Brown stated that it might be that the Park Board directed the efforts, but it should be done by the City. John Zendt agreed that it should be a joint effort between the two entities but that the Park Board should "carry the weight". Spencer Priest recommended that this could be discussed at the joint meeting with the City scheduled for June. Mrs. de Schaun stated she would bring back the information to the Board as well.

#### X. Consent

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

**Second:** Will Wright seconded.

**Vote:** Approved (8-0, Creitz not present at time of vote).

- A. Discuss And Consider Approval Of March 2019 Unaudited Financial Statements (Mike Moser)

- B. Discuss And Consider A Proposal From J W Hauling, LLC For Demolition Services At 2507 Postoffice (Sheryl Rozier)
- C. Discuss And Consider An Invoice From Johnson Controls For Emergency HVAC Repairs (Sheryl Rozier)
- D. Discuss And Consider Approval Of Repairs To Coastal Zone Management Wheel Loader #3525 (Jesse Ojeda)
- E. Discuss And Consider The Emergency Purchase Of A New 10 Ton Air Conditioning Unit For Beach Patrol Headquarters At Stewart Beach (Dan Gundrum)

XI. Future Agenda Items

- Board Evaluations of Executive Director, Controller and Legal Counsel
- Stewart Beach Project Scope
- Arts Project Scope
- Repairing the skirting around the pavilion at Seawolf Park
- Business Plan Updates from Coastal Zone Management, Beach Patrol and Projects/Operations
- The 2nd Reading of the By-law change

XII. Announcements

- The Tourism Pays event rescheduled to coincide with the Beach Patrol BBQ Fundraiser
- World Oceans Day is June 8, 2019
- Vision Galveston Launch is June 6, 2019.

XIII. Adjournment

The meeting was adjourned at 3:27 p.m.

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Schel Heydenburg  
Board Reporter

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Maureen M. Patton  
Board Secretary