9/2/2020 - Minutes

I. Call Meeting To Order
   The meeting was called to order at 1:01 p.m.

II. Roll Call And Declaration Of A Quorum

   Roll was called and a quorum declared.


   Staff Present: Kelly de Schaun, Bryson Frazier, Schel Heydenburg, Michael Woody, Ann Hobing, Kimberly Danesi and Carla Cotropia, Legal Counsel.

III. Conflict Of Interest Declarations
   There were no conflicts of interest declared.

IV. Request To Address The Board
   There were no requests to address the Board.

V. Operations

   A. Discuss And Consider The Award Of Contract For The Public Private Partnership (PPP) Advisory Work At Stewart Beach Park (Dave Jacoby/Ann Hobing, 15 Minutes)

      Ann Hobing gave an overview of the Request for Proposal for the consulting services on the potential Public Private Partnership at Stewart Beach. She reported on the selection process shared that the task force is recommending the approval to accept the proposal submitted by JLL for the advisory work at a cost not to exceed $85,000.

      **Motion**: Marty Fluke motioned to approve the award of contract to JLL for the advisory work on the Public Private Partnership at Stewart Beach.

      **Second**: David Collins seconded.

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

VI. Administration

   A. Presentation Of Draft 2020-2021 Park Board Of Trustees Operating Budget (60 Minutes)
a. Presentation Of Organizational Chart (Kelly De Schaun)
Kelly de Schaun gave an overview of the changes to the organizational chart. These changes include the title change from Executive Director to CEO, the addition of the CFO position and the elimination of the Deputy Director position. In addition, Mrs. de Schaun reported that the Project Manager position would now be in Operations and the Human Resources position has been changed to a non-executive level position. She also announced that Kimberly Danesi had been promoted to the Chief Operations Officer position and that Ann Hobing has been hired from her temporary position to the newly created Guest Experience Manager position.

b. Programmed Usage Of Reserve Funds (Bryson Frazier)
Bryson Frazier reviewed the status of the reserved funds based on the current draft of the 2020-2021 budget. A significant draw on these are the expenses related to FEMA projects. Kelly de Schaun stated that both the expenses and reimbursements should be re-evaluated. Spencer Priest suggested that staff should go back and look at making further reductions, 7-10%, to ease the draw on the reserve funds.

c. Draft Of Department Budgets (Bryson Frazier)
Bryson Frazier presented and provided an overview of the draft budgets for each department. The budget will be presented one more time to the Finance and Operations Committee before being presented for final approve by the Board which is scheduled for September 22, 2020.

B. Discuss And Consider For Approval Merit Increases And Incentive Programs (Kimberly Danesi, 10 Minutes)
Kimberly Danesi presented an overview to the Board on the current staffing levels and reviewed how the merit increase and incentive programs work. She shared that the Finance and Operations committee approved a 3% Merit Increase bucket along with the incentive program presented.

Motion: Marty Fluke motioned to approve a 3% Merit Increase Bucket and the incentive program as presented for the 2020-2021 Fiscal Year.

Second: Dave Jacoby seconded.

Vote: Approved (9-0).

C. Discuss And Consider Second Reading Of Proposed Bylaw Amendment: Article XV-Agents And Employees (Carla Cotropia, 5 Minutes)
Carla Cotropia reviewed the recommended amendment to the Bylaws which changes the title of the Executive Director to the Chief Executive Officer.

Motion: Maureen Patton motioned to approve the proposed amendment.

Second: Will Wright seconded.

Vote: Approved (9-0).

VII. Consent

Motion: Steven Creitz motioned to approve the Consent Agenda Items.

Second: Maureen Patton seconded.

Vote: Approved (9-0).

A. Discuss And Consider Approval Of Meeting Minutes
B. Discuss And Consider Approval Of Park Board Plaza HVAC Project With Johnson Controls (Sheryl Rozier)

C. Discuss And Consider Approval Of USPS Lease Renewal Alternate Proposal (Sheryl Rozier)

D. Discuss And Consider Approval Of Change Order 01 For Seawolf Pavilion Demo Project PW 14510 (Sheryl Rozier)

E. Discuss And Consider Approval Of Bid For Parking Lot Work At Seawolf Park (Corey Holcomb)

F. Discuss And Consider Approval Of Final Payment Of VendX - The Data Driven Vending Machine (Michael Woody)

G. Discuss And Consider Approval Of May 2020 Unaudited Financial Statements (Bryson Frazier)

VIII. Executive Session
The meeting entered Executive Session at 2:25 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 Conflict With This Chapter - Legal Matters Concerning Agreement With Galveston.com

IX. Action Item (S) Resulting From Executive Session
The Open Meeting resumed at 3:20 p.m.

A. Discuss And Consider Action For Any Executive Session Item Listed On The Meeting Agenda
There was no action taken.

X. Future Agenda Items

XI. Announcements

XII. Adjournment
The meeting was adjourned at 3:22 p.m.

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Schel Heydenburg                                           Maureen M. Patton
Board Reporter                                               Board Secretary