



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

4/27/2021 - Minutes

I. Call Meeting To Order

The meeting was called to order at 1:31 p.m.

II. Introduction Of New Trustee Jason Hardcastle (Spencer Priest, 5 Minutes)

Spencer Priest introduced new trustee Jason Hardcastle. Mr. Hardcastle is replacing Joan Marshall who retired and moved out of state.

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, Maureen Patton and Jason Worthen.

IV. Conflict Of Interest Declarations

There were no conflicts declared.

V. Requests To Address The Board

Lloyd Martin submitted comments regarding Stewart Beach.

VI. Employee Spotlight - Angie Barton (Susan Keeble, 5 Minutes)

Susan Keeble introduced Angie Barton, Beach Patrol Office Coordinator and shared several of her accomplishments since joining the Park Board in 2019.

VII. Administration

A. Discuss Executive Performance Reviews And Timeline (Susan Keeble, 5 Minutes)

Susan Keeble shared that the trustees annually review the performance of the CEO, CFO and Legal Counsel. She reviewed the process and asked that all of forms be sent back to her by May 11, 2021.

B. Legal Counsel Review Of Board Meeting Policies (Carla Cotropia, 10 Minutes)

Carla Cotropia reviewed several policies for the trustees. She reminded them that while communications between them and her office are protected by attorney-client privilege, when they communicate with staff or other entities on Park Board related business, these are all subject to public information

requests. Ms. Cotropia shared that discussions and actions taken during meetings is protected by law but these are not protected when done individually, outside of meetings. She also reviewed the attendance policy for meetings, how to add items to the agenda and walking quorums. Ms. Cotropia reminded the trustees that they are the policy makers of the Park Board and to be mindful of getting involved with daily employee activities.

C. First Reading And Discussion Of Proposed Bylaw Amendment (Carla Cotropia, 5 Minutes)

Carla Cotropia read the proposed by-law change that would require officers to be voted on individually instead of in a slate. This item will be brought back to the next Board meeting for the 2nd reading and vote.

D. Discuss And Consider Approval Of Appointment Of Jason Hardcastle To The Finance And Operations Committee (Spencer Priest, 5 Minutes)

**Motion:** Marty Fluke motioned to appoint Jason Hardcastle to the Finance and Operations Committee.

**Second:** David Collins seconded.

**Vote:** Approved (8-0, Hardcastle abstained).

E. Discuss And Consider Approval Of The Park Board Of Trustees Of The City Of Galveston Purchasing Policies, Procedures, And Controls Manual (Bryson Frazier, 10 Minutes)

Spencer Priest shared that Bryson Frazier and staff worked with City staff to develop this purchasing policy and procedures manual and thanked them for their efforts. Mr. Frazier reviewed several highlights of the manual and shared that it would be a living document, updated as needed to stay current.

**Motion:** Marty Fluke motioned to approve the manual.

**Second:** Dave Jacoby seconded.

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

F. Discuss And Consider Approval Of The Budget Adjustment Related To The Payroll Protection Program Loan (Bryson Frazier, 10 Minutes)

Bryson Frazier shared that the Park Board received approval for the Payroll Protection Program loan for the Convention and Visitor's Bureau and will be using these funds for staffing several positions in the department. Mr. Frazier reported that the CVB was the hardest hit when staffing reductions were made at the beginning of the pandemic. He also stated that the Park Board would apply for loan forgiveness as allowed through the Small Business Administration but if any of this is not approved, the term of the loan would be 5 years at 1% interest.

**Motion:** Will Wright motioned to approve the budget adjustments related to the Payroll Protection Loan.

**Second:** Steven Creitz seconded.

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

VIII. Operations

A. Presentation Of Second Quarter Capital Improvement Plan (Sheryl Rozier, 10 Minutes)

Sheryl Rozier presented a status update on the Capital Improvement Plans through second quarter, fiscal year 2021. She reported that the Parks budgets account for approximately \$2.9 million dollars of funding with 86% of this total supported by project partners such as the Texas General Land Office and the Industrial Development Corporation.

- B. Update On Options For Stewart Beach Pavilion Administrative, Operational And Amenity Needs (Mario Rabago, 10 Minutes)

Kelly de Schaun thanked the trustees for their guidance from the previous meeting and shared three scenarios for consideration. Two of these scenarios consider a 5-year time frame for development of alternate spaces and demolition of the current pavilion while the third option is to make repairs to the facility and continue operations there. She also shared that the Seawall Parking call center has been relocated to the Plaza. Mrs. de Schaun stated that staff is finalizing numbers and impacts and plan to bring these to the Board in May for consideration.

#### IX. Executive Session

The meeting entered executive session at 2:28 p.m.

- A. Pursuant To Texas Government Code Section 551.071 - Consultation With Attorney Concerning Interlocal Agreement With City Of Galveston
- B. Pursuant To Texas Government Code Section 551.071 - Consultation With Attorney Regarding Threatened Litigation By The Poretos And Illegal Trash Dumping
- C. Pursuant To Texas Government Code Section 551.074 Personnel Discussion - Chief Financial Officer

#### X. Action Item (S) Resulting From Executive Session

The open meeting resumed at 4:09 p.m.

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

There were no action items from executive session.

#### XI. Consent

**Motion:** Marty Fluke motioned to approve the consent agenda items.

**Second:** Maureen Patton seconded.

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

- A. Discuss And Consider Approval Of Meeting Minutes (Schel Heydenburg)
- B. Discuss And Consider The Approval To Execute The Subgrant Reimbursement Contract With The Texas Commission On Environmental Quality For The East End Lagoon Phase 1-A Project (Sheryl Rozier)
- C. Discuss And Consider The Approval Of An Award And The Execution Of A Contract For The Stewart Beach Parking Lot Grading Project (Sheryl Rozier, 10 Minutes)
- D. Discuss And Consider Approval Of Tourism Development Expenditures
- E. Discuss And Consider Special Event Incubator Funding For 2021 Galveston Island E-Sports Summit

(Bryan Kunz)

- F. Discuss And Consider Approval Of Fiscal Year 2021 January And February Unaudited Financial Statements (Bryson Frazier)
- G. Discuss And Consider Approval To Purchase Two Yamaha Utility Side-By-Side Viking VI Vehicles (Bryson Frazier)
- H. Discuss And Consider Approval Of Hiring Seawall Ambassadors And Cash Options In Lieu Of Kiosks

XII. Monthly Report

The March 2021 monthly report was included in the meeting packet.

XIII. Future Agenda Items

1. Second reading of bylaw change
2. Stewart Beach Pavilion
3. Presentation on Juneteenth events

XIV. Announcements

XV. Adjournment

The meeting was adjourned at 4:23 p.m.