



GALVESTON
PARK BOARD OF TRUSTEES

HELLO HOA/POAs,

The Park Board is pleased to provide the seaweed permit program to the island's HOAs/POAs. We understand that it may seem complicated and a lot of forms to complete. However, for those of you that have attended our board meetings where this has been discussed, you know the Park Board's permit has specific requirements mandated by the USACE and FWS. There are many ways it can be violated with the risk of fines and possible loss of the permit. Therefore, we are stringent on our requirements. We want this to be a successful program for everyone.

The insurance requirements are to protect everyone (you, the City and PB). The Park Board is available to discuss this seaweed program with you. We look forward to working with you all.

Please submit the completed registration application packet to:
Park Board of Trustees of the City of Galveston Administrative Offices
601 Tremont Street, Suite 200
Galveston, Texas 77550
Phone Number: (409) 797-5107

BEFORE THE SEAWEED AGREEMENT CAN BE EXECUTED AND SEAWEED RELOCATION CAN OCCUR THE FOLLOWING MUST BE COMPLETED AND PROVIDED TO THE PARK BOARD

1. Copy of a valid Beach and Dune permit to conduct beach maintenance activities from the City of Galveston. Your agreement will not be fully executed until a valid permit has been provided.
2. A completed Registration Form. This form is attached as Exhibit A.
3. A Service Area Delineation Form. This form is attached as Exhibit B.
4. A board approved resolution agreement to comply with guidelines as set out in USACE Beach Cleaning Permit Number SWG-2014-004488. The Resolution form is attached as Exhibit C.
5. An original certificate of general liability insurance from the HOA/POA in the amount of \$1,000,000 naming the Park Board and City as additional insureds. In addition, an original certificate of general liability insurance in the amount of \$1,000,000 from the vendor naming the Park Board and City as additional insureds. Two policies are required. One certificate from the vendor in the amount of \$1,000,000 and one certificate from the HOA/POA in the amount of \$1,000,000 for a total amount of \$2,000,000. Both must include the Park Board and City as additional insureds.
6. A completed Self Provider Seaweed Relocation Form. A copy of the Self Provider Seaweed Relocation Form is as Exhibit D.
7. A copy of the current agreement/contract between the vendor and HOA/POA.
8. Two recent color photographs of the vehicles or equipment applicant proposes to be used for seaweed relocation, showing all sides of the vehicle/equipment-the driver's side, the passenger's side, and the license plate number of any vehicle/equipment and the front and back of any structure.
9. Documentation of the wildlife training completion for all employees involved with operations.

Exhibit A

SELF PROVIDER SEAWEED RELOCATION REGISTRATION FORM

1. Please complete as indicated:

HOA/POA Name	Authorized Representative	Email	Phone

2. Address where official correspondence is to be mailed: _____

3. Two point of contacts (POC) to act as representatives for the Community:

NOTE – Community understands and agrees that all communications with the Park Board must be done through their identified POC’s. If the POC’s changes, the Community must notify the Park Board POC in writing of the change.

Name	Street Address	Phone Number	Email

4. Date of expiration of City of Galveston Beach and Dune permit to conduct beach maintenance: _____

OR

Date expected to receive City of Galveston Beach and Dune permit to conduct beach maintenance: _____
(no agreement will be executed until a valid permit has been provided to the Park Board)

Exhibit B

**PARK BOARD OF TRUSTEES OF THE CITY OF GALVESTON
SEAWEED RELOCATION PROGRAM
SERVICE AREA DELINEATION FORM**

Please provide the specific location (including eastern and western limit GPS coordinates) for the specific geographic area you are submitting this Seaweed Relocation Delineation as requested below. *(Please Print Clearly)*

1.) **Service Area Location** (HOA Name/Local name/or other): _____

2.) **Cross Street Reference** (Nearest Beach Access Point): _____

3.) **Western Service Area Boundary GPS (lat/long):** _____

4.) **Eastern Service Area Boundary GPS (lat/long):** _____

5.) **Measured Length of Service Area Beach Frontage** (In Linear Feet): _____

6.) **Please provide the following:**

- **Attach Map**
- **Narrative detailing proposed methodology**
- **Proposed equipment to be used**
- **Documented Wildlife Monitor training.**

Park Board staff verification of service area distance: _____

	Distance	Signature / Date
--	----------	------------------

Photo baseline:

Date stamped directional photographs of the proposed area prior to any beach cleaning or seaweed relocation activities taking place. Minimum of four (4) color photographs facing north, south, east, and west.

Service Area Calculation

Length of beach frontage (measured in linear feet)	-,---- LF
Multiplied by the cost per linear foot as established by the Park Board	x\$ <u>0.77</u>
Calculated annual cost for program activities at the above described location:	

Certification by Self Service Provider:

I certify the above information is true and correct and understand that all activities conducted within this service area must be in compliance with the terms and conditions of the Park Board of Trustees of the City of Galveston's and it's U.S. Army Corp of Engineers permit #SWG-2014-00448. Failure to comply with this permit can result in ejection from the program, the forfeiture of any previously paid funds, and potential penalties to correct irregularities due to non-conformance.

For Authorized Representative:

Received by Park Board of Trustees

Print Name / HOA/POA

Print Name / Title

Signature

Date

Signature

Date

Exhibit C

SAMPLE BOARD RESOLUTION

Whereas, _____(HOA) on _____day of _____, 2019, at _____location held a duly called and properly posted board meeting as required by the HOA’s bylaws; and

Whereas, this Board Resolution was discussed; and

Whereas, a majority of the Board of the HOA voted in favor of this Board Resolution; and

Whereas, the HOA desires to enter into the Agreement to Participate in Self Provider Seaweed Relocation program (Agreement to Participate).

Therefore, IT IS RESOLVED that _____, as _____(title) of the HOA shall have the full authority to enter into the Agreement to Participate on behalf of the HOA; and

IT IS RESOLVED that _____and _____have been appointed as the two points of contact (Points of Contact) for interacting with the Park Board in the Self Provider Seaweed Relocation Program Agreement; and

IT IS RESOLVED that the two Points of Contact are the only two representatives of the HOA authorized to interact with the Park Board in the Self Provider Seaweed Relocation; and

IT IS RESOLVED that the HOA is in agreement with the requirements of the Agreement to Participate and are willing to comply and accept all guidelines established by the Self Provider Seaweed Relocation program; and

IT IS RESOLVED that any and all damages or fines under the Self Provider Seaweed Relocation program due to the actions of its staff or vendor the HOA agrees to be responsible for any and all mitigation costs; and

IT IS RESOLVED that the HOA agrees to hold the Park Board HARMLESS from any all claims or damages connected with the placement of seaweed under the Extreme Inundation Contingency Plan.

APPROVED: _____(DATE)

(NAME)
CHAIR, BOARD OF DIRECTORS

(NAME)
TITLE: _____
BOARD OF DIRECTORS

Exhibit D
SELF PROVIDER'S VENDOR INFORMATION

1. Provide Vendor Point of Contacts:

Name	Mailing Address	Email	Phone #

2. Any and all, vehicle(s) / trailer(s) or other beach cleaning equipment to be used in concession activities described as follows (attach additional pages if necessary):

NOTE – Throughout the duration of the concession period, changes to the license plate numbers must be in writing and approved by the manager. The vehicle/trailer/equipment listed on the application will be the vehicle/trailer/equipment assigned to the concession.

Name	Equipment Type	Year/Model	License / TX No.	Color / Description

3. Furnish names, addresses, current valid driver license numbers, and copy of each individual's drivers license that will be operating seaweed relocation vehicle / equipment (cars, trucks, tractors, or other mechanized equipment) that are to be used to provide services within this registration application:

NOTE: Employees or staff listed below shall be identified by name on the Wildlife Monitor Training documentation letter provided by a US Fish & Wildlife Service certified instructor.

Name	Address	Driver's License Number / State	Wildlife Monitor Training Date