

**PORT OF GALVESTON  
REQUEST FOR DISCUSSION AND  
TRUSTEES ACTION**

**MINUTES**

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**PREPARED BY:** Angelina Ramirez      Secretary, Board of Trustees      September 26, 2023

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**SUBJECT:** Minutes – Regular Monthly Meeting of the Board of Trustees of the Galveston Wharves held Tuesday, August 22, 2023

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**BACKGROUND:** Attached are the minutes of the Regular Monthly Meeting of the Board of Trustees of the Galveston Wharves held Tuesday, August 22, 2023.

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**RECOMMENDATIONS:** Port staff respectively requests Board approval of the minutes from the Regular Monthly Meeting of the Board of Trustees of the Galveston Wharves held Tuesday, August 22, 2023.

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**Respectfully Submitted By:**

  
\_\_\_\_\_  
Rodger Rees, Port Director/CEO

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**DATE ACTION TAKEN:** \_\_\_\_\_

Approved: \_\_\_\_\_  
Disapproved: \_\_\_\_\_  
Deferred To: \_\_\_\_\_  
Incorporated into Minutes: \_\_\_\_\_

Motion By: \_\_\_\_\_  
Seconded By: \_\_\_\_\_  
Unanimous: Yes \_\_\_\_\_ No \_\_\_\_\_  
By: \_\_\_\_\_

**Minutes of the Regular Monthly Meeting of the  
Board of Trustees of the Galveston Wharves  
Tuesday, August 22, 2023**

Minutes of the Regular Monthly Meeting of the Board of Trustees of the Galveston Wharves held Tuesday, August 22, 2023, in the offices of the Port of Galveston on the 8<sup>th</sup> Floor of the Shearn Moody Plaza, 123 Rosenberg, Galveston, Texas.

The Regular Monthly Meeting of the Board of Trustees of the Galveston Wharves was televised live on the Port of Galveston's website.

Chairman Maxwell called the meeting to order at 10:17 a.m., Tuesday, August 22, 2023.

The Board's Secretary called roll.

Presiding Officer: Harry D. Maxwell, Jr. Chairman, Board of Trustees

Present:	Chairman Harry D. Maxwell, Jr	Vice Chairman Victor Pierson
	Trustee/Mayor Craig Brown	Trustee Willy Gonzalez
	Trustee Sheila Lidstone	Trustee Jeff Patterson
	Trustee James D. Yarbrough	

Others:	Rodger Rees	Anthony P. Brown
	Brett Milutin	Mark Murchison
	Jeffrey Thomas	Angie Ramirez
	John Willis	Julio DeLeon
	Laura Camcioglu	

Chairman Maxwell declared a quorum of the Trustees present for the meeting.

The Trustees, visitors, and Port Staff recited the Pledge of Allegiance.

Chairman Maxwell called for the declaration of conflicts of interest on today's agenda items. No items were declared by the Trustees.

Chairman Maxwell called for public comments.

Comments were voiced by Councilman Michael Bouvier, and Charlotte O'Rourke.

Chairman Maxwell called for the Port Director's Report.

The Port Director briefed the Trustees on the details of his report noting financials, cargo, cruise, lay-dockage, and priority projects. All other information was provided to the Trustees in their briefing materials and was reviewed and discussed in detail. After all meaningful discussion was heard and questions answered, Chairman Maxwell thanked the Port Director for his report. The presentation of the Port Director's Report can be viewed on the Port's website.

Chairman Maxwell announced that the Trustees were going to recess into Executive Session pursuant to Texas Government Code Section 551.071 – Consultation with Attorney, Section 551.074 – Personnel, Section 551.072 – Real Estate, Section 551.076 Security Matters, and Section 551.087 – Economic Development Negotiation. The time was 10:53 a.m., Tuesday, August 22, 2023.

Chairman Maxwell convened the Executive Session at 10:59 a.m., Tuesday, August 22, 2023.

Chairman Maxwell adjourned the Executive Session at 12:17 p.m., Tuesday, August 22, 2023.

The Trustees recessed for a quick lunch.

Chairman Maxwell reconvened the Regular Monthly Meeting of the Board of Trustees at 12:45 p.m., Tuesday, August 22, 2023.

Chairman Maxwell called for Agenda Item D.1.

**D.1 Discuss and Consider Action, if any, On Specific Matters Discussed in Executive Session Which Were Listed on the Agenda in Sufficient Detail to Provide Notice to the Public as Required by the Texas Open Meetings Act: No formal action was taken on this agenda item.**

Chairman Maxwell called for Business Items.

**E.1 Consider and Approve CFO Report/Consent Agenda: Finance Committee Chairman Patterson moved, with the second of Trustee Lidstone, to approve the CFO Report and Consent Agenda Items, E.a. Board and Staff Expense Report, E.b. Financial Statements, E.c. Port Investments Report, E.d. Bank Reconciliation Report, E.e. Cash Flow Projections, E.f. Monthly Delinquent Accounts Receivable, and E.g. Vendor Check Register Report. No items were submitted under E.h. Trade Development. Motion unanimously carried.**

**E.2 Discuss and Consider Board Approval to Move Forward with CT16: Trustee Yarbrough moved, with the seconded of Vice Chairman Pierson, to defer this item.** Trustees Yarbrough stated that he is comfortable that his concerns are going to be met to look at all options. Trustee Yarbrough stated that there won't be any construction or material on monies spent on CT16. If there is one contract out there for preconstruction due diligence, and if there is more money going to be spent, then the Port Director is requested to bring that information to the Trustees as quickly as possible. ***Motion to defer unanimously carried.***

**E.3 Discuss and Consider USS Texas Lease:** *Chairman Maxwell moved, with the second of Trustee/Mayor Brown, to defer this item. Motion to defer unanimously carried.*

**E.4 Consider and Approve First Phase of a Project to Expand the Express Parking Lot at Cost of \$700,000.00 and Delegate the Authority to the Port Director to Enter into Agreements Necessary within the Project Budget:** After briefing the Trustees on the expansion of the Express Parking Lot, Mr. Thomas stated that staff is requesting an approval of the first phase of the Express Parking Lot expansion, and to delegate authority to the Port Director to enter into agreements equal to, or not to exceed \$50,000, up to the projected budget amount of \$700,000.00. Moving forward an update of the projects will be provided to the Trustees in the Port Director's Report monthly. *Trustee Lidstone moved approval of the First Phase of a Project to Expand the Express Parking Lot at Cost of \$700,000.00, and to Delegate the Authority to the Port Director to Enter into Agreements Necessary within the Project Budget. Trustee Gonzalez seconded the motion.*

Trustee Patterson questioned if the \$700,000.00 would come out of the 2023 Operating Funds, and questioned which line item or budget item that this would come out of. Mr. Thomas stated that this was presented to the Board and identified in the Capital Improvements Plan, and nothing was approved at that time. At that time the project was listed as a \$3,000,000.00 project. Mr. Murchinson stated that the project will be funded out of Operations, General Funds.

Trustee Yarbrough stated that he didn't see the \$700,000.00 in the capital budget. Trustee Yarbrough noted that he is supportive of this project, but as a capital project it should be on the capital project list and amended in the capital budget as previously discussed. Trustee Yarbrough questioned if these projects will be outsourced or in-house. Mr. Thomas stated most of the projects will be in-house. Trustee Yarbrough stated that there should be a detailed budget of the \$700,000.00, and would like to see all costs associated with the capital project. After further discussion, *motion unanimously carried.*

**E.5 Consider and Approve First Amendment to the Professional Services Agreement Between the Board of Trustees and Lloyd Engineering, Inc. for Pier 39/40 T-Head Engineering at No Additional Cost:** Mr. Thomas briefed the Trustees on amending the agreement with Llyod Engineering to reprogram the construction phase engineering support, additional design to take phase III up to 100% design, and move forward bidding out the phase III, with the closures of I and II. *Trustee Yarbrough moved, with the second of Trustee Patterson, to Approve the First Amendment to the Professional Services Agreement Between the Board of Trustees and Lloyd Engineering, Inc. for Pier 39/40 T-Head Engineering, at No Additional Cost. Motion unanimously carried.*

**E.6 Consider and Approve Disposal of Asphalt Paver:** *Trustee Patterson moved, with the second of Vice Chairman Pierson, to approve the Disposal of the Asphalt Paver. Motion unanimously carried.*

**E.7 Consider and Accept Grant Award from the Federal Highway Administration (FHWA) Which is Supporting the Office of the Secretary of Transportation in Administering the Safe Streets and Roads for all (SS4A) Grant in the Amount of \$340,000:** Ms. Camcioglu briefed the Trustees on the grant awarded from the Federal Highway Administration in the amount of \$340,000, which will allow the port to develop a safety action plan. *Trustee Lidstone moved to accept the grant award from the Federal Highway Administration (FHWA) which is supporting the Office of the Secretary of Transportation in administering the Safe Streets and Roads for all (SS4A) Grant in the Amount of \$340,000. Motion was seconded by Trustee Gonzalez.* Trustee Patterson suggested coordinating with the City when moving forward with the safety action plan. *Motion unanimously carried.*

**E.8 Discuss and Consider Board Attendance to the American Association of Port Authorities Annual Convention in Aurora Colorado October 22-25,23:** Trustee Gonzalez stated that he is interested in attending the Annual Convention of the American Association of Port Authorities. *Trustee Lidstone moved to approve Board attendance to the American Association of Port Authorities Annual Meeting in Aurora, Colorado. Motion was seconded by Trustee Patterson, and unanimously carried.*

Chairman Maxwell called for comments from the Trustees.


Trustee Lidstone stated that she continues to be impressed with how much work is being done in-house with the construction and maintenance crew. Trustee Lidstone referred to all the parking spaces and all the other projects going on, stating that it is phenomenal. Trustee Lidstone also thanked and recognized IT, Administration, Finance, Police Department, and the whole team for getting the work done.

Trustee Patterson thanked staff for the tour of Cruise Terminal 25 and all the good work going on at the terminal. Trustee Patterson congratulated Mr. Thomas and his team for all the work moving forward, and thanked Hensel Phelps and their team for all their work on the terminal. Trustee Patterson noted all the good discussion between the Board on the future of the Port, and important key decisions being made on the direction of the Port. Trustee Patterson appreciated the good dialog and sharing of ideas from the Trustees and Staff, and thanked all for the good discussions.

Trustee Gonzalez thanked the Port Director for the article he shared by email which put Galveston in a good light and would like to see the Daily News print more articles like so, and to see the paper write more articles as to the programs for the youth coming up in the port system.

After all meaningful comments were made by the Trustees, Chairman Maxwell stated that it's a great month financially, for the first seven months of the year, and noted that it's going to be a record year. Chairman Maxwell expressed how exciting this year has been, and appreciates all that staff does, and encouraged staff to keep up the good work. Chairman Maxwell announced that the next Regular Monthly Meeting of the Board of Trustees will be held on Tuesday, September 26, 2023, in the Port's offices at 9:30 a.m. following the Board's Finance Committee Meeting at 9:00 a.m. on Tuesday, September 26, 2023.

*Chairman Maxwell adjourned the Regular Monthly Meeting of the Board of Trustees of the Galveston Wharves at 1:08 p.m., Tuesday, August 22, 2023.*



Angelina Ramirez, Secretary  
Board of Trustees of the Galveston Wharves