

STATE OF TEXAS

**COUNTIES OF POTTER
AND RANDALL**

CITY OF AMARILLO

On the 6th day of July, 2015, The Colonies Public Improvement District (PID) Advisory Board met at 3:00 PM in Room 203, on the Second Floor of City Hall, 509 East 7th Avenue, Amarillo, Texas, with the following people present:

VOTING MEMBERS	MEMBERS PRESENT	TOTAL NO. MEETINGS HELD SINCE APPOINTMENT	TOTAL NO. MEETINGS ATTENDED SINCE APPOINTMENT
Matt Brister	Yes	2	2
Tracy Byars	Yes	22	22
Eric White	Yes	22	18
Craig Bryan	Yes	21	18
Lew Bradshaw	Yes	19	14

CITY OF AMARILLO STAFF:

Rebecca Beckham, Comprehensive Planner II
Kelley Shaw, Planning Director

OTHERS IN ATTENDANCE:

Matt Griffith
Bill Chudej

ITEM 1: Approval of Minutes from the January 20, 2015 meeting

Mr. Shaw opened the meeting and asked if there were any corrections to the January, 2015 meeting minutes. Hearing none, Mr. White moved to approve the minutes as presented with Mr. Bryan seconding the motion, and minutes were approved unanimously.

ITEM 2: Discuss ongoing PID operations and maintenance contract

Mr. Shaw asked the Advisory Board Members if they had any additional information or ideas regarding the transition of the PID maintenance and operations from City to HOA management. Mr. Bryan asked if a sample maintenance contract would be provided at today's meeting. Mr. Shaw stated that at this time he could only provide a copy of the contract that the City had with Reeder Landscape and Construction. He explained that he would continue to work with the City's Legal Department to develop other examples of maintenance contracts that would be appropriate for the Colonies PID.

Mr. Bryan then asked if the City's Public Bidding process would be required for all maintenance and operations of the PID improvements. Mr. Shaw explained that City's Public Bidding process was not required; however, because PID improvements are maintained by public funds, the maintenance and operation of PID improvements would need to go through the City.

Mr. White then asked how the HOA would manage the PID. Mr. Griffith explained that one option would be to hire a third party "PID manager" such as Mr. Cleve Turner, hired by the HOA, approved by the PID Advisory Board and paid by the City with the PID assessments. His job would be to put the contracts out for bid and to oversee the work of the contractors. Mr. Griffith explained that since The Colonies HOA has already hired FMIC to manage their HOA, that FIMC would also be a logical candidate to fulfill the role of "PID manger". Mr. Griffith explained that both candidates, Mr. Cleve Turner and Mr. Bill Chudej (with FIMC), were still examining the scope of work and considering the job.

Mr. Shaw explained that The Colonies current contract with Reeder Landscape and Construction would expire on September 8th, but that there was a provision in the contract that would allow them to extend the contract on a month by month basis as needed. The question was asked how the current maintenance of the PID was operated and how they proposed to operate it in the future. Mr. Griffith explained that one idea was to hire a contractor that was capable of not only maintaining the landscaping, but whose scope of work also included the maintenance of lighting, fountains, and other existing improvements. Mr. Griffith went on to explain that the first contract could include the existing phases of PID improvements, but that the contract could evolve to include new phases (new improvements) as they were constructed. The PID Board estimated that if they kept with the current budget they would have about \$130,000 dollars to contract with a PID Manager and Contractor.

ITEM 3: Consider for recommendation 2015/16 Budget and 5-Year Service Plan

Mr. Shaw reviewed the 2015/16 budget and 5-year service plan by line item. Projected total maintenance, operations and debt service equal \$533,392 and revenue will total \$608,080. He stated that they would not only have their three month operating reserve, but also they would be building up their surplus. He mentioned that as the property was platted within the PID Boundary it would be assessed in the upcoming years. Additionally, Mr. Shaw stated that property owner assessments were set at \$0.07 per square foot for the upcoming Fiscal Year, but were proposed to increase to \$0.08 per square foot for the Fiscal Year 2017/18. Mr. Bradshaw made a motion to approve the 2015/16 Budget and 5-year service plan with the previous expenses related to Labor carried over into the 2015/16 budget. Mr. Craig Bryan seconded the motion and the 5-year service plan was approved unanimously.

ITEM 4: Discuss Board member terms

Mr. Shaw stated that Mr. Eric White, Mr. Craig Bryan and Mr. Lew Bradshaw's board member terms will expire on September 30, 2015. Mr. Shaw stated that the City Council's policy for all boards is a maximum of two terms. He mentioned that Mr. White, Mr. Bryan, and Mr. Bradshaw have all served two three-year terms and that three new board members will need to be recommend to the City Council for appointment.

ITEM 5: Discuss future agenda items

Mr. Shaw asked if there were any items needed to be included on a future agenda. Hearing none at this time, he said he would follow up with Mr. Bryan at a later date.

ITEM 6: Adjourn meeting

Meeting was adjourned at 4:15 PM.