

**STATE OF TEXAS**

**COUNTIES OF POTTER  
AND RANDALL**

**CITY OF AMARILLO**

On the 6<sup>th</sup> day of July, 2016, The Greenways Public Improvement District (PID) Advisory Board met at 1:30 PM in Room 208 on the Second Floor of the Simms Municipal Building, 808 South Buchanan Street, Amarillo, Texas, with the following people present:

VOTING MEMBERS	MEMBERS PRESENT	TOTAL NO. MEETINGS HELD SINCE APPOINTMENT	TOTAL NO. MEETINGS ATTENDED SINCE APPOINTMENT
Shane Brooks	Yes	10	10
Page Butler	Yes	5	5
Stephen Carter	No	7	3
Don Carthel	No	6	5
Kim Dryden	Yes	2	2

**CITY OF AMARILLO STAFF:**  
Rebecca Beckham, City of Amarillo

**OTHERS IN ATTENDANCE:**  
Muff London, Developer  
Oscar Ramirez, Maintenance Contractor

**MEETING MINUTES**  
for  
**July 6, 2016**

**ITEM 1: Approval of Minutes from July 27, 2015 meeting**

Ms. Beckham opened the meeting and asked if there were any corrections to the meeting minutes. Hearing none, Mr. Brooks moved to approve the minutes as presented with Ms. Dryden seconding the motion. Motion carried unanimously.

**ITEM 2: Update on Greenways PID maintenance contract**

Ms. Beckham asked Ms. London to update the Advisory Board on this item. Ms. London stated that Mr. Ramirez has been working to update the sprinkler systems throughout the parkways. She provided bills for sprinkler repairs. Mr. Ramirez explained that he compiled a full assessment and turned all sprinkler systems on to review each zone. He created a check list suggesting certain items be addressed right away and others that can be phased in as the budget and time allows. Mr. Ramirez noted his company raised nearly 200 sprinkler heads in the Tuscany zone, repaired small leaks in the Kingsgate zone, repaired sprinkler heads that were not turning and raised numerous heads in the zone south of Bayswater bridge, and replaced a few broken heads within the two systems along Coulter Street. He noted the sprinkler systems are approximately 80% updated. The grass is getting much better coverage that previously. He stated that sprinkler zones will be checked three times a year- spring, middle of summer, and fall-repairs will be made as necessary. Ms. London stated she notices a difference in the grass. Ms. Dryden mentioned that she walks several times a week and the areas with repairs were obvious. Mr. Butler agreed with Ms. Dryden’s comment on the parkways’ appearance.

Ms. London stated that Mr. Ramirez has recommended some big ticket items to be implemented. One item includes removal and replacing 11 dead trees, which would cost approximately \$6,070. She has held off on approving these due to the limited budget. Ms.

London recommended including this expense in the 2016/17 budget. Item two involves planting sod in a public improvement area adjacent to a new residence. Total expense for this is \$630. Several members of the Advisory Board agree that sodding of these areas should be completed in September or October when temperatures are milder.

ITEM 3: Discussion of damaged fencing and landscaping from previous flooding

Ms. London stated there is an estimated \$20,000 worth of damaged grass due to previous flooding. Ms. Dryden asked if this is a City issue? Ms. Beckham stated she had discussions with City insurance official. The deductible for such events is \$250,000 which covers structures. If a structure is damaged and landscaping is damaged as well, then the insurance would cover the event. However, if the disaster includes only landscaping, the insurance would not cover the event.

Ms. London stated the scope of work to dig out the playa lake has went out to bid. The City's Engineering department estimates this project will be awarded in 16 months due to their workload. Ms. Dryden noted that it would not be beneficial to replace the damaged grass until after the playa is dug out. Mr. Brooks asked Mr. Ramirez if he would replace the grass as sod or as seed in the future. Mr. Ramirez answered that he would recommend resodding the area. Ms. Dryden was concerned that property owners adjacent to the area where weeds are growing due to the flooding may begin to contact Ms. London, therefore she asked Mr. Ramirez when he would recommend resodding, before or after the playa is dug out. Mr. Ramirez response included the question of how often does the Texas Panhandle receive this amount of rainfall at one time? He suggested resodding either late fall or early spring, and at some point before the playa is dug out.

Mr. Butler asked how will the City rectify the flooded areas around the soccer fields? Ms. Beckham noted that she would pass this question on to the City's Parks department. Ms. London mentioned she met with Rod Tweet at the site to discuss playground equipment. His response was that there are limited funds for southwest Amarillo and there are pressures to install park amenities in other areas of town. Ms. London went on to mention that the Greenways HOA has been considering funding some playground amenities.

Ms. London stated low groundcover was planted last year at the entrance to Andover because the entry signs are low. The groundcover didn't mature properly and Ms. London has received requests from neighbors to plant flowers there. Mr. Ramirez found a heat-resistant moss that produces flower that may work for this area. The cost of installation would be \$670. Ms. London suggested that planting of this type of flower wait until a cooler part of the year and this expense also be placed in next year's budget.

ITEM 4: Discussion of PID Drainage Fee

Ms. Beckham mentioned Mr. Carter requested this item be on the agenda. She also mentioned that she has had some hesitation in obtaining an answer to the question regarding a refund of fees. She went on to say that City staff members that commented have left, leaving the question open. At this point this question has not been answered.

ITEM 5: Discuss and consider for recommendation 2016/17 Budget and 5-year Service Plan

Ms. Beckham reviewed the 5-year service plan by line item. She noted the estimated water rate for 2016/17 seemed excessive, therefore the City's Accounting department reviewed previous years' actual water expenses and lowered it to \$200,000. Ms. London, Accounting department staff, and Ms. Beckham believe there is still some cushion left in this number if there are several weeks of extremely high temperatures. Ms. London stated she has received eight water bills that total \$60,240. She questioned why the estimated water expense needs to be so high. Ms. Beckham stated she would discuss this with Accounting staff once more and recommend necessary changes. Ms. Beckham also addressed the temporary labor/contract labor cost, which are expenses for Mr. Ramirez's services. City Accounting staff included lawn maintenance service and workman's comp insurance into the temporary labor/contract labor cost. Ms. Beckham identified additional funds that are recommended for irrigation maintenance and repair. Ms. London stated there needs to be money allocated for brick repair. Ms. Beckham mentioned that assessments may need to be raised in the near future. She suggested a \$20 increase in 2017/18. Ms. Dryden recommended increasing assessments by \$25 for FY 2016/17 in order to potentially delay another assessment increase. She justified this recommendation in that Mr. Ramirez has done a wonderful job on the parkways and neighbors viewing the positive progress may be more receptive to an increase at this point. (55:00)

ITEM 6: Discuss future agenda items

Ms. London asked for help from the PID Advisory Board in addressing the square park near the north end of the neighborhood, near the commercial properties. This area of the parkway needs to be designed differently to allow for better drainage. She recommended installing some berms and possibly sidewalks to divert large amounts of fast rainfall to be directed away from the nearby homes. Ms. London stated this project as well as the half-moon common area in Greenways Unit 19 will need to be publicly bid. Ms. London also mentioned two smaller parkways in future developments will also need to be publicly bid.

Ms. London also inquired about sales tax on contract labor. Ms. Beckham spoke with the City's Legal staff regarding this question. Their answer was this type of labor should be tax exempt.

ITEM 7: Adjourn meeting

With no further business, the meeting was adjourned.