

**STATE OF TEXAS**

**COUNTIES OF POTTER  
AND RANDALL**

**CITY OF AMARILLO**

On the 6th day of July 2011, the Quail Creek Public Improvement District (PID) Advisory Board met at 1:30 P.M. in Room 205 on the second floor of City Hall, 509 East 7th Avenue, Amarillo, Texas, with the following people present:

<b>MEMBERS PRESENT</b>	<b>TOTAL NO. MEETINGS HELD</b>	<b>TOTAL NO. MEETINGS ATTENDED</b>
Ricky Culp (Vice Chair)	4	4
Jim Luginbill (Chair)	3	3
Kris Culp	2	2

**CITY OF AMARILLO STAFF**

Kelley Shaw, Planning Director  
Michelle Bonner, Director of Finance  
Carolyn Back, PID Administrator

**VISITORS**

Alexandria Gruhlkey  
Bobby Hill

ITEM 1: Open meeting and establish quorum

Chairman Luginbill thanked everyone for attending.

ITEM 2: Approval of Minutes from the July 29, 2010 meeting

Mr. Luginbill asked if there were any changes to be made to the July 29, 2010 meeting minutes, hearing none he asked for a motion to approve. Mr. Ricky Culp moved to approve minutes as presented with Mr. Kris Culp seconding the motion and the minutes approved. Motion carried unanimously.

ITEM 3: Discuss ongoing PID operations and maintenance contract

Mr. Shaw asked if the board was content with the Landscaping contractor's operations and fees. Board members mentioned weed control needed to be addressed and the sprinkler systems needed to be reprogrammed to turn on in the evening.

ITEM 4: Consider for recommendation 2011/2012 Budget and 5-Year Service Plan

Mr. Shaw introduced Ms. Bonner to the Board members. Ms. Bonner thanked Mr. Shaw for the introduction.

Ms. Bonner explained the 2011/2012 budget by detailing the maintenance and operation costs of each line item, pointing out costs associated with each expense. Ms. Bonner noted the administrative fee for 2011/2012 would be \$238 and each lot (29 total lots) would be assessed \$237. Ms. Bonner pointed out a 6% increase in water costs which would increase the year's expenses; however, the ending fund balance was projected to be \$1,484.

When looking at the next four years projections, Ms. Bonner pointed out that an assessment increase of 2% was built in for each year, beginning in 2012/2013. Mr. Shaw equated the 2% increase to the City's rate of inflation.

Ms. Bonner recommended additional funding to be transferred from the surplus line item to the "Botanical & Agricultural" line item if the Board saw the need to replace trees in the near future. The board agreed to increase this line item to \$500 from the previous \$250 proposed. Ms. Bonner assured the board that the money not spent would remain in the account and show as a surplus for the next year. Mr. Shaw requested that a motion be made to approve the proposed budget and the 5-year service plan with the \$500 modification. Mr. Kris Culp moved to approve such motion and Mr. Luginbill seconded the motion. Motion carried unanimously.

ITEM 5: Consider extending board member terms to September—standardize

Ms. Back explained that several Advisory board member terms currently do not expire in September. In an effort to synchronize PID Board member terms, Ms. Back requested that the current terms be extended through September of the year in which their term ended. Everyone present was in favor of this extension.

ITEM 6: Adjourn Meeting

There being no further action, meeting was adjourned.