

STATE OF TEXAS

COUNTIES OF POTTER

AND RANDALL

CITY OF AMARILLO

On the 13th day of March, 2020 The Colonies Public Improvement District (PID) Advisory Board met at 10:00 AM in Room 203, second floor of the Jim Simms Bldg., 808 S. Buchanan St., Amarillo, Texas, with the following people present:

VOTING MEMBERS	MEMBERS PRESENT	TOTAL NO. MEETINGS HELD SINCE APPOINTMENT	TOTAL NO. MEETINGS ATTENDED SINCE APPOINTMENT
Clay Allen	Yes	1	1
Tracy Byars	Yes	37	35
Keith Hunt	Yes	2	2
Jason Burr	Yes	2	2
Wesley Lawhorn	Yes	12	9

CITY OF AMARILLO STAFF:

Kelley Shaw, Community Development
Matthew Poston, Finance Department
Leslie Schmidt, Asst. City Attorney
Kim Conley, Development Services

OTHERS IN ATTENDANCE:

Calandra Randolph, FIMC
Brittany Stephens, FIMC
Matt Griffith, Rockrose Development
Cleve Turner, TLA

ITEM 1: Approval of Minutes from the July 24, 2019 meeting

Mr. Kelley Shaw briefly reviewed the previous meeting and discussed the need for a new Chair. Mr. Wesley Lawhorn agreed to serve as temporary Chair for meeting. Mr. Shaw advised the board that the meeting was called to discuss extending the current maintenance contract with Custom Gardens or creating a new one.

Mr. Lawhorn asked the board to look over the minutes from the last meeting. Mr. Clay Allen moved to approve the minutes from the July 24, 2019 meeting and was seconded by Mr. Tracy Byars. The minutes were approved unanimously.

ITEM 2: Discuss and consider maintenance contract renewal associated with maintenance and repair of improvements within the Colonies PID

Mr. Lawhorn explained that the current contract with Custom Gardens was for three years with two possible one-year extensions. He also stated that the fourth year of this contract expires on March 21st. The contractor is raising the cost of maintenance by 26%. Mr. Lawhorn informed he board that the contractor is adamant about the 26% increase and does not want to enter a contract for less than one year. Mr. Lawhorn stated that the increase would be about \$2,800 per month. Mr. Shaw notified the board that there is still an option to renew for one more year. He stated that Leslie Schmidt (City Attorney) had created an addendum to formalize the extension that can be changed to fit what the Board members decide.

Mr. Lawhorn stated that the current budget for Custom Gardens for the 2019/20 fiscal year is \$143,000 and that the 26% increase would raise this cost to approximately \$166,622. He stated that there is an additional \$91,000 budgeted for landscaping that can be used to pay the difference. Mr. Shaw informed the board of the Best Value Bid process and explained that the Board can create specifics for their future contract, create a committee, and compare bids based on a point value to choose the best bid for the PID. Mr. Lawhorn then recommended that the Board approve the one-year contract with Custom Gardens but also speak with them to try and lower the increase percentage, but if that didn't work, be able to move forward with approving the continuation of the contract if Custom Gardens refuses. Mr. Allen motioned to offer Custom Gardens a one-year renewal for up to 26% increase in cost. Mr. Keith Hunt seconded the motion and it passed unanimously.

Mr. Lawhorn stated that the PID Board had previously asked Mr. Cleve Turner to put together revised Bid specifications and explained that the red information on the documents handed out was new language that had been added by Mr. Turner. Mr. Lawhorn stated that he would like to have the new specifics looked over so that the it could be put out to bid in the Fall or the Winter. Mr. Turner explained the changes to the bid specifications, including quality assurance, qualifications, types of materials, and types of labors. Mr. Turner also explained that the new specifications would require certain credentials and licenses. He stated that soil testing would need to be done several times a year to ensure fertilizer is distributed based on need. He also stated that a tree-care specialist would be requested and that one third of the trees would be pruned each year. Mr. Turner mentioned adding tree-rings, as well, for growth and protection of trees. He stated that this contract would be for 3 years with 2 additional options to extend and include any inflationary escalations to avoid another 26% increase. The Board discussed including an escalation factor in the bid to plan for future expenses, possibly based on an index. They then discussed synching the contracts to the city's fiscal year by accepting a contract for two and a half years or three and a half years.

ITEM 3: Discuss and consider management contract associated with administrative responsibilities related to maintenance and operations activities associated with Colonies PID improvements

Mr. Lawhorn asked if the current FIMC contract was about to expire, Mr. Shaw informed him that the current contract is in the first year of a three-year contract with annual increases reflecting CPI increase, but the contract was never formalized. Mr. Shaw informed the Board that the contract with FIMC would need to be handled like a maintenance contract and would need to execute something. He stated that the contract cannot be backdated and the Board must decide how to move forward given that in August 2018 a motion was made and approved for a new three-year contract with annual increases that would have started March 21, 2019. The Board briefly discussed synching the FIMC contract to the city's fiscal year, as well and staggering the contracts so that the maintenance contract and the management contract would not expire in the same year. Mr. Shaw advised the board that there would need to be a motion on what the contract would be. Mr. Hunt motioned to redo the contract with FIMC for two and a half years, expiring September 30, 2022. Mr. Jason Burr seconded the motion and it passed unanimously.

Item 4 Discuss future agenda items

Mr. Lawhorn stated that the new chair for the committee would need to be appointed at the next meeting. He also stated that the HOA discussed developing the entry on

Soncy including landscaping, trees, and irrigation. This project was presented to the Board and it would be paid for by the HOA and overseen by Rockrose. He stated that the project would provide additional square footage of irrigation and sod that would need to be mowed similar to the entrance at Hillside. The project would involve the development of the Right-of-Way. Mr. Shaw stated that he believed the project would be handled like an improvement that is not requested to be reimbursed, but he would verify. He also stated that if the HOA is paying for it, the PID did not have to put it up for bid, but the project would still have to meet city standards and would be donated to the city once completed. Mr. Lawhorn stated that the Board had not approved the project yet, that it had only just been presented, but asked to put it on the agenda in the event that the project is approved and the Board wants to move forward. The board briefly discussed the repair and maintenance of four light fixtures and the upgrade of a monumental sign.

Item 5 Adjourn Meeting

There being no other business, Mr. Lawhorn adjourned the meeting.