

STATE OF TEXAS

COUNTIES OF POTTER

AND RANDALL

CITY OF AMARILLO

On the 30th day of July, 2020 The Colonies Public Improvement District (PID) Advisory Board met at 10:00 AM by video conference 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	2	2
Tracy Byars	Yes	38	36
Keith Hunt	Yes	3	3
Jason Burr	Yes	3	3
Wesley Lawhorn	Yes	13	10

CITY OF AMARILLO STAFF:

Kelley Shaw, Community Development
Matthew Poston, Finance Department
Kim Conley, Development Services
Laura Storrs, Assistant City Manager

OTHERS IN ATTENDANCE:

Calandra Randolph, FIMC
Brittany Stephens, FIMC
Matt Griffith, Rockrose Development
Cleve Turner, TLA
James Shelton, TLA
Marc Franklin, Rockrose Development

ITEM 1: Appoint Colonies PID Advisory Board Chair and Vice Chair

Mr. Kelley Shaw briefly opened the meeting and Mr. Clay Allen motioned for Mr. Wesley Lawhorn to serve as Board Chair. Mr. Keith Hunt seconded the motion and it was approved unanimously. Mr. Shaw asked if there was a nomination for a Vice Chair. After a brief discussion, the board decided to appoint a Vice Chair at a later time, if the need for a Vice Chair should arise.

ITEM 2: Approval of Minutes from the March 13, 2020 meeting

Mr. Lawhorn asked the board to look over the minutes from the last meeting. Mr. Jason Burr moved to approve the minutes from the March 13, 2020 meeting and was seconded by Mr. Allen. The minutes were approved unanimously.

ITEM 3: Discuss ongoing operations and maintenance of PID improvements

Mr. Lawhorn began by stating that all the repairs to the fountain had been made except for the lettering of "Colonies". Ms. Calandra Randolph stated that she was coordinating with contractors to complete the project. Mr. Lawhorn also mentioned drinking fountain repairs. He stated that the quotes to repair the drinking fountains ranged from \$3,300 to \$15,000. The board discussed repairing the drinking fountains or removing them. It was stated that if David's Quality Contracting were used, the replacement of all three buttons would cost about \$4,300. Mr. Shaw stated that if David's Quality Contracting was who the PID Board wanted to use to repair, to send him the bids and something stating which one they have selected so that the information could be sent to Purchasing.

Mr. Lawhorn then stated that 30 cedar elms had been donated to the PID. The cost, per Custom Gardens, to place these trees is around \$6,900 and it is recommended to do the placement in the Fall. The board discussed the placement of the cedar elms and watering procedures for the trees around the Colonies. Mr. Shaw stated the City would only need an invoice if the Board decided to approve the Custom Gardens transplant of trees.

Mr. Lawhorn stated that the roses throughout the Colonies PID needs treatment. Ms. Randolph stated that the cost of \$5,750 would cover trimming rose bushes where they are diseased, the treatment for the diseased plants, and removal of those that are more than a third diseased. She also stated that a bid to replace those that would be removed would come at another time. The board discussed treatment of rosebushes or removal altogether to replace with a different plant, as this is an issue that happened last year, as well. Mr. Lawhorn suggested more research go into the options before deciding to treat the diseased plants.

The board then discussed the removal and replacement of dead trees at Westminster Circle. Custom Gardens quotes the removal and replacement at \$4,224. Mr. Lawhorn also mentioned mulch placement for beds. Ms. Randolph stated that the mulch placement was intended to be done in phases over a period of 3 years. The board then discussed the plant replacement for \$5,000. Ms. Randolph stated that that amount was a place holder to replace throughout the year.

Mr. Lawhorn also mentioned a project for the drainage to deal with sediment build up and the replacement of bike ramps with grass. The board then discussed the roofing of the bridge house and the deductibles under the City's insurance policy and the possibility of accepting a bid for \$7,673. Mr. Shaw stated if the project is not part of the general maintenance contract, it would need to be put out to bid and then forwarded to him with direction the PID wants to take, it will still need to get signed off by the Purchasing department.

ITEM 4: Discuss and consider PID landscape maintenance consulting agreement

Mr. Lawhorn gave a quick explanation to this item, stating that TLA had volunteered to meet with the contractor every year to go over items not being handled as they should be. Mr. Lawhorn then stated that TLA is needing direction if and when to proceed. Mr. Shaw stated that the draft agreement had been gone over by him and the legal department and sent to Wesley. He then stated that Ms. Randolph spoke with Mr. Cleve Turner and Mr. Turner is still interested but had questions about who he would report to and who would have authority to enforce anything he may recommend. He indicated that Mr. Turner report to FIMC as they are the management arm of the PID.

The board discussed the specific wording on the agreement draft and mentioned adding the agreement to the bid specifications for the upcoming year to ensure the contractor is aware of the agreement with TLA ahead of time. Mr. Byars moved to accept and approve the consulting agreement with TLA to commence in conjunction with the next landscape contract in March of 2021. Mr. Burr seconded the motion and it was approved unanimously.

ITEM 5: Discuss and consider ongoing PID operations and landscape maintenance contract

Mr. Lawhorn stated that the board needed to approve the bid specifications for the upcoming landscape contract to prepare for the bid process in the Fall. He briefly reviewed the bid specifications provided by Mr. Turner including fertilization requirements, soil tests, previous experience, how the land, trees, shrubs, and ground

cover will be maintained, baseline irrigation, miscellaneous items such as trash pickup, and fountain maintenance.

Mr. Lawhorn then suggested the specifications be changed from daily trash pickup to weekly trash pickup. Ms. Randolph suggested removing the fountain from the specifications, as well, and having a separate contract for fountain maintenance. She stated that, per conversations in the past, it was recommended that a pool company take care of the fountains.

Mr. Allen motioned to accept the bid specifications with revisions, removing the fountain maintenance and to change the trash pickup from daily to weekly. Mr. Hunt seconded the motion and it was approved unanimously.

ITEM 6: Consider for recommendation 2020/21 Budget and 5-Year Service Plan

Discussion began by Mr. Lawhorn going through the expense line items and looking at revised numbers from the current fiscal year and proposed expenses for the Fiscal Year 2020/21. A lengthy discussion regarding the increase in the City's Administration fees between the Colonies Board and city employees followed. Mr. Matt Poston briefly explained the indirect cost plan formula used to account for all city employees and their time spent on the PID as well as the City's role in maintaining the PID. The board requested a second meeting to discuss in depth the change in the City Administrative fees with City employees and documentation for calculations.

Given the long-term negative fund balance being shown by the proposal budget, Mr. Lawhorn suggested two options, to either postpone the \$112,500 payment for another year or to increase PID assessments from \$0.10 to \$0.12. Mr. Hunt agreed that the payback should be moved to the 2021/22 year to provide time to see the actual changes based on the fee increase. Mr. Shaw mentioned that the PID also has the ability to do a budget amendment if the Board decided to after seeing the actual cost at the end of 2019/20. Mr. Lawhorn asked if the \$1,500,000 issuance were pushed to the 2025/26 year, how would the interest be calculated. Mr. Poston stated the interest rate would be 4 or 5%. Mr. Lawhorn asked to have the \$1,500,000 issuance pushed to 2025/26.

Mr. Burr motioned to approve the 2020/21 Budget and 5-Year Service Plan as amended. Mr. Hunt seconded the motion with Mr. Allen and Mr. Byars voting aye. Mr. Lawhorn voted no. The motion was approved.

ITEM 7: Discuss future agenda items

Mr. Lawhorn stated that the ongoing maintenance items discussed earlier would need to be put on the next agenda. He asked Mr. Shaw if there is anything else needed for the bid specifications. Mr. Shaw stated he needed the bid specifications and the City could start working with the Purchasing department to have it ready for bid. Mr. Lawhorn asked when the bid process would need to start and Mr. Shaw stated the bid process could start any time before the current contract expires, but the city would need 3 to 6 weeks.

Mr. Shaw stated that he would set up a meeting to discuss the increase in admin fee and he would get back to Mr. Lawhorn with details. He then asked if other board members had additional items to add to the future agenda.

Mr. Hunt asked what could be done regarding water usage until TLA is involved. Mr. Shaw stated that he could show monthly water usage bills. Mr. Poston stated that this could be a result of internal issues with the water bill, it could be a month calculation issue.

ITEM 8: Adjourn Meeting

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