

STATE OF TEXAS

COUNTIES OF POTTER

AND RANDALL

CITY OF AMARILLO

On the 24th day of July, 2019 The Colonies Public Improvement District (PID) Advisory Board met at 2:30 PM in Room 306, third floor of City Hall, 601 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
Matt Brister	Yes	16	16
Tracy Byars	Yes	36	34
Keith Hunt	Yes	1	1
Jason Burr	Yes	1	1
Wesley Lawhorn	Yes	11	8

CITY OF AMARILLO STAFF:

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

OTHERS IN ATTENDANCE:

Calandra Randolph, FIMC
Brittany Stephens, FIMC
Matt Griffith, Rockrose Development

ITEM 1: Approval of Minutes from the August 28, 2018 meeting

Mr. Brister called the meeting to order, established a quorum and asked for comments regarding the minutes. Hearing none, asked for a motion. Mr. Lawhorn motioned for approval, seconded by Mr. Byars and the motion passed unanimously.

ITEM 2: Approval of Minutes from the August 28, 2018 meeting

Mr. Brister asked for comments regarding the minutes. Hearing none, asked for a motion. Mr. Byars motioned for approval, seconded by Mr. Lawhorn and the motion passed unanimously.

ITEM 3: Discuss and consider improvements and associated maintenance and repair items within the Colonies PID

Mr. Brister began by explaining the current contracts with FIMC and Custom Gardens, whose contract expires in March. Mr. Brister stated Mr. Turner would be helping revise scope or work related to drafting a new maintenance contract. Mr. Brister also gave the new Board members a synopsis of other maintenance items including the fountain and its past issues and what looks like will need to be done to fix said issues.

Mr. Brister also chronicled the installation and maintenance of the clock tower and associated issues that need addressing and have been accounted for within the budget. He also summarized the landscape maintenance needed and how those will be incorporated into new maintenance contract.

Mr. Griffith added his thoughts regarding the fountain and that the new design is basically going back to the original design but with knowledge of what worked and what didn't. He also mentioned that the clock tower has worked for quite awhile before the recent issues. A question was asked about any kind of a warranty with the fountain and clock repairs? Mr. Brister states there would be certain aspects of the repairs that would be under warranty such as the motor and pump.

The question of does the maintenance contract have to be bid out was asked to which Mr. Shaw stated that maintenance contracts over \$50,000 will need to be publicly bid through the City's procurement process. General comments followed that Custom Gardens had done a great job over the years and was so familiar with the grounds and systems that it would be preferred to somehow not absolutely have to go with a lower bid if Custom Gardens bid was reasonable.

Item 4 Discuss and consider for recommendation 2019/20 Budget and 5-year Service Plan

Mr. Brister, for the new Board members, went over the layout of the 5-year Service Plan and what the line items were for and what the columns were. He also stated that the newest format went several years beyond the required 5-year span.

Mr. Brister then went over the expenses, debt service payments, etc. He then explained the assessment revenue and how it is based on lot square footage. There was a lengthy discussion regarding how the school property was assessed and what revenue was generated pre and post platting. It was mentioned that this issue was not inherently easy to understand but an issue that could be explained when taking into account right-of-way the existed and then was vacated.

Mr. Brister explained specific amounts for each line item within the expense section of the proposed budget, including debt service payment expense. Mr. Burr asked about the surplus and how that was established. Mr. Brister explained it was a figure representing remaining funds once a 3-month operating reserve is subtracted.

Mr. Lawhorn had questions regarding expenses and the overspending that looked like would happen given the 2018/19 revised expenses due to the increased maintenance. He wondered that even though the end result was positive given the additional revenues coming in from the school property, should the Board make a formal recommendation to approve the expenses in case a budget amendment needed to go to the City Council? Mr. Shaw stated if the Board chose to, they could reopen Item 3 and consider recognizing the increased expenses to make it part of the record of this item. Mr. Lawhorn then asked to reopen Item 3 and made a motion to approve the revised expenses as a result of the increased maintenance. Mr. Hunt seconded the motion and it passed unanimously.

Discussion between the Board and Mr. Poston took place regarding the timing of the approval of this year's budget and any possible budget amendment needed regarding the current year's budget.

Mr. Brister then continued to go through the detailed maintenance schedule and associated expenses. Mr. Hunt had questions regarding the landscaping numbers which Mr. Brister explained contained different line items that all were associated with landscaping but were separate given what it was actually for (color maintenance, trimming, fertilizing, etc.).

Mr. Brister then went over the assessment revenue information. There was a discussion by the Board members regarding the school (Siakowski) property and assessment. Mr. Lawhorn then discussed with the Board the intent of the HOA providing funds from HOA fees to the PID, estimated to be around \$100,000 and could possibly replace an assessment increase, but was not finalized at this time. Mr. Brister finished by discussing a possible rate increase in 2025/26 but with debt service payments going down, in theory, there should be no reason for another rate increase.

Hearing no other comments, Mr. Brister asked for a motion to recommend the FY2019/20 Budget and 5-year Service Plan. Mr. Lawhorn made a motion to recommend the proposed budget with Mr. Byars seconding the motion. The motion passed unanimously.

Item 5 Discuss future agenda items

Mr. Brister stated he will be resigning his position as a Board member as he would be moving from the Colonies soon. Discussion followed related to process needed to replace Mr. Brister

Item 6 Adjourn Meeting

Mr. Brister adjourned the meeting.