

**STATE OF TEXAS** §  
**COUNTIES OF POTTER** §  
**AND RANDALL** §  
**CITY OF AMARILLO** §

On the 6<sup>th</sup> day of August 2019, the Vineyards Public Improvement District (PID) Advisory Board met at 1:00 P.M. in Room 203 Jim Simms Bldg, 808 S. Buchanan, Amarillo, Texas, with the following individuals present:

<u>MEMBERS</u>	<u>TOTAL NO. MEETINGS ATTENDED</u>	<u>TOTAL NO. MEETINGS HELD</u>
Thomas Nielsen, Sr. Chairman	7	9
Thomas Nielsen, Jr.	6	6
Kent Meyer	4	4
Larry Teague	3	3
Jason Henry	2	4

**CITY OF AMARILLO STAFF**

Kelley Shaw, PID Administrator for City of Amarillo

ITEM 1: Approval of the July 25, 2018 meeting minutes.

Mr. Shaw opened the meeting and briefly went over the last meeting topics and asked if there were any corrections to the meeting minutes. Hearing none, Mr. Meyer motioned to approve the minutes as presented, with Mr. Teague seconding the motion, and the minutes were unanimously approved.

ITEM 2: Discuss PID operations and maintenance.

Mr. Shaw asked if there were any changes to maintenance contract with US Lawns to which Tom Jr. replied that he did not believe there were. Mr. Shaw reminded the Board that the contract he had on file expired March 2019 and wondered if the agreement was renewed? Tom Jr. replied that he would need to check on that. Mr. Shaw stated that the Board could roll over the current cost of the current contract in the FY 19/20 budget and amend that if needed.

Mr. Shaw asked if there were any other M&O issues. Maintenance of TXDOT ROW was brought up by Board members and thought it might be a good idea to add some money in the budget for maintaining TXDOT's ROW by the wall. Mr. Shaw stated they could do so and moved on to item number 3.

ITEM 3: Consider for recommendation 2019/20 Budget and 5-Year Service Plan.

Mr. Shaw began reviewing the 2019/2019 budget and 5-year service plan by starting with the actual FY17/18 numbers and then explained the revised FY 18/19 estimates. Mr. Shaw then went over the proposed budget beginning with the expense portion of the budget including administrative fees. Mr. Shaw pointed out the increased expenses took into account a 2% inflationary factor but that was all as there didn't seem to be any reason to change anything other than the maintenance contract cost since it was a known \$2,400. The Board discussed adding \$2,000 into the repair and maintenance line item for possible repairs or possible maintenance within the TXDOT ROW and was recommended to be incorporated into the expense budget. Mr. Shaw then went over the lot assessments. Tom Jr. stated that another 52 lots would be coming on-line in FY 20/21. Mr. Shaw said he would make that change which would increase the already healthy fund balance.

Mr. Shaw stated the current \$50 assessment would be sufficient to cover projected expenses not only for the proposed FY19/20 budget but for the entire 5-Year service plan. Mr. Shaw stated that for the FY 19/20 budget, the total expenses, noting the contract change and additional \$2,000 in the R&M line item would equal \$6,598 with assessment revenue totaling \$7,950. He then went over the 5-Year Service plan and explained the inflationary increase staff incorporates into expenses and with the additional 52 lots coming, the budget was in good shape.

Mr. Teague moved to approve the 2019/20 budget and 5-year service plan as presented with the changes discussed. Mr. Meyer seconded the motion and the budget was approved unanimously.

ITEM 4: Discuss future agenda items

Mr. Shaw asked if there were any other discussion items for future agendas? Tom Jr. mentioned that Mr. Henry would need to be replaced as a board member since he is moving. Mr. Shaw stated he would make a note of that and get that process started.

ITEM 5: Adjourn Meeting

There being no further action, the meeting was adjourned.