

**STATE OF TEXAS**

**COUNTIES OF POTTER  
AND RANDALL**

**CITY OF AMARILLO**

On the 14th day of July 2020, the Heritage Hills Public Improvement District (PID) Advisory Board met at 11:00 AM by video conference in Room 203 on the second floor of the Jim Simms Building, 808 S. Buchanan, Amarillo, TX with the following people present:

<b>VOTING MEMBERS</b>	<b>MEMBERS PRESENT</b>	<b>TOTAL NO. MEETINGS HELD SINCE APPOINTMENT</b>	<b>TOTAL NO. MEETINGS ATTENDED SINCE APPOINTMENT</b>
Perry Williams	Yes	7	5
Seth Williams	Yes	7	7
James Bentley	Yes	7	6
Aaron Johnson	Yes	3	3
Kris Roberts	Yes	3	3

**CITY OF AMARILLO STAFF:**

Kelley Shaw, City of Amarillo  
Kim Conley, City of Amarillo  
Leslie Schmidt, City of Amarillo

**OTHERS IN ATTENDANCE:**

James Bentley, Pega Development  
Matt Poston, City of Amarillo

**ITEM 1: Approval of Minutes from the August 14, 2019 meeting**

Mr. Shaw opened the meeting by establishing a quorum with all board members present. Mr. James Bentley motioned to approve the minutes from the August 14, 2019 meeting. Mr. Aaron Johnson seconded the motion and it was approved unanimously.

**ITEM 2: Discuss ongoing PID operations and maintenance contract**

Mr. Shaw requested an update on operations, the establishment of a management and maintenance contract, and the first project. Mr. Bentley stated the project was about 95% completed, it has not had an inspection yet, but all plants and irrigation are in place. He stated the last few signs that are not in will take about 2 or 3 weeks. Mr. Shaw stated this would be a good time for a walk-through now and a final walk-through when signs are completed. Mr. Shaw asked for any other comments from the board.

Mr. Aaron Johnson stated there are still drainage issues and low spots on the first round-about. He stated that there is constantly water puddling in this area, that trees were removed and never replanted, and that there is a sign that has been driven over and there is nothing in place to keep this from happening. Mr. Perry Williams stated that there would need to be adjustments on the drain and suggested placing a boulder and reflectors to deter further driving over the signs. The board discussed the possibility of placing a boulder and other precautionary measures in the area. Mr. Shaw stated he would get with the city's traffic engineer to see if he had further suggestions for traffic control in the area.

The board discussed the maintenance contract and the bid process. Mr. Johnson asked if there is a completion date for the project. Mr. Shaw stated that the completion date was extended due to COVID. He stated that originally the estimate was 180 days but it was extended to 600 days. Mr. Johnson asked who grants extensions and who requests extensions. Mr. Shaw stated the contractor has to request through the City's Purchasing department any change order. He stated he is not sure what the specific criteria is, however, to have a change order approved. A Purchasing agent can sign off or the City Manager can sign off on it. He stated that any change from the original contract must go through the City's Purchasing department or the City Manager.

ITEM 3: Consider for recommendation 2020/21 Budget and 5-Year Service Plan

Mr. Shaw explained that the values included in the 2018/19 column are actual, while the numbers in the 2019/20 column are revised estimates, and the numbers in the 2020/21 column are budgeted numbers for this upcoming fiscal year. Mr. Shaw then went on to review the 2020/21 column by line item with a total of \$50,538 for expenses and \$399,678 coming in from total assessments and therefore builds the surplus.

Mr. Perry Williams stated that he would like to increase the budget by 35-40% on all numbers. Mr. Shaw stated that if the money budgeted is not spent, it goes back into the surplus. Mr. Perry Williams recommended the temporary labor double to \$32,000. He also stated that the labor, plants and tree maintenance, and replacement would not be done with \$16,000. The board briefly discussed increasing temporary labor budget and water budget. Mr. Shaw stated that another meeting could be called to discuss the placement of wells and developer reimbursement. Mr. Perry Williams suggested an increase in water and sewer by 30%, doubling contract temporary labor, rounding up to \$40,000, and \$6,000 or more on electrical. Mr. Kris Roberts suggested increasing repair and maintenance to \$10,000.

Mr. Matt Poston briefly discussed the increase in city administrative fees and the formula used to calculate the fees. Mr. Shaw input the updated numbers into the spreadsheet and stated that the total collections estimated \$400,000, the projected revenue would be \$370,000, the ending fund balance approximated \$900,000 with a surplus of \$882,563 after the 3-month reserve was removed. He also stated that the numbers increase through the 5-year Service plan with an inflationary factor of 2% annually. He stated that, even with the revised estimations provided by the board, there is still a healthy fund balance.

Mr. Shaw asked if there were any other corrections necessary for the budget or 5-year service plan. Mr. James Bentley motioned to recommend approval of the 19/20 budget with the suggested revisions and the 5-year service plan as presented. Mr. Roberts seconded the motion and the motion was approved unanimously.

ITEM 4: Discuss future agenda items

Mr. Shaw stated that a meeting could be called soon to discuss developer reimbursement. Mr. Johnson stated that the next PID Phase improvements should start. Mr. Bentley suggested adding the design and bidding for the next phase to the next agenda. Mr. Roberts also suggested discussing wells in the next meeting. Mr. Bentley stated that the wells, developer reimbursement, and landscape plan would all need to be discussed on the next agenda. The board also briefly discussed splitting the next developments into multiple phases. Mr. Bentley also stated that the next phase will be ready to review within two months and will need to be added to the agenda, as well.

ITEM 5: Adjourn Meeting

There being no further action, the meeting was adjourned.