

STATE OF TEXAS

COUNTIES OF POTTER

AND RANDALL

CITY OF AMARILLO

On the 12th of August 2022 The Colonies Public Improvement District (PID) Advisory Board met at 10 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
Clark Damon	Yes	6	6
Tracy Byars	Yes	47	45
Allyson Flaming	No	6	2
Jason Burr	Yes	12	12
Josh J Langham	Yes	6	6

CITY OF AMARILLO STAFF:

Justin Oppel, Development Services
Devin Jones, Development Services
Leslie Schmidt, Legal
Trae Kepley, Purchasing
Lupe Quinonez, Purchasing

OTHERS IN ATTENDANCE:

Andrea Vance, FIMC

ITEM 1: Approval of Minutes from the July 20, 2022 Meeting

Clark Damon Motioned to approve, Tracy Byars seconded. Motion passed unanimously.

ITEM 2: Discuss ongoing PID improvement maintenance items.

Jason stated that there was nothing ongoing really other than working towards approving the specs for the Landscape Maintenance contract. Jason also stated that all the landscape looked much better and Custom Gardens was working on the flowerbeds and getting those cleaned up.

ITEM 3: Discuss and Consider approval of Landscape Maintenance Specifications for Bid #7319

Jason stated the purpose of this meeting was to approve the specs, but the specs were not complete, and they would not be able to vote on them. Jason asked if there were copies that they could look at and vote on so they didn't have to bring everyone back for another meeting. Trae stated that at this time, no they could not because everything was not finished, and they couldn't vote on an incomplete Spec packet. Clark Damon asked for an update on what had happened over the last month since the last meeting. Jason stated that he didn't hear back from Cleve until after he returned from his trip on the 31st of July. Cleve told Jason that he could get the things changed that they discussed in the last meeting, asked if those were all the changes that needed to be done, and stated that they would be easy to get fixed. Jason said that they assumed he finished those changes and got them back to the city, and he then found out that the previous Wednesday or so, that the City had not yet received them. Jason then reached out to Cleve, who stated he sent them, and Jason explained

the city did not have them, and asked him to send them again. So later that day Cleve sent them to the city and purchasing turned them around and sent them back that day, asking for a few additional changes. It takes him a few days to turn those back around, and as of yesterday they asked for an additional change that needed to happen. Tracy Byars asked why that last additional change wasn't caught in one of the previous requests for changes. Jason stated that was one of his questions, is why all the changes were being requested. Lupe Quinonez explained that they pointed out a few things to Cleve, and when he changed them around it caused further issues with it not being in the right format. So it wasn't that they didn't catch the issue, it was that his changes caused additional issues with formatting.

Jason stated that he's frustrated that they've had another meeting that they can't get approval for these specs and get them out to bid. He stated that they would be another two weeks down the road, due to formatting on a spec sheet. Justin stated that it was a little more than just formatting, it was referencing bullet numbers in the pricing sheet. He stated that the reason that they're being so diligent this time around is because they want to prevent what happened before. Justin stated that he knew Cleve had been telling Jason that he had sent the specs in last week, and Justin stated that they did not receive them until the Tuesday prior to the meeting. Jason stated that he did not believe they were sent or received last week, and that he understood that a majority of this was not under the city's control. Justin stated that the Purchasing department's turn around time has been impeccable, as this is a priority. Trae stated that Lupe had most of the front-end paperwork completed, and they were just waiting on Cleve at this point. Clark asked what the front-end was. Trae explained that it was the documents that went in the front of the packet with all the state mandated information. Clark asked if that meant it was ready to go as soon as Cleve's portion was approved. Jason stated just to make sure that he understood that no one could make those changes but Cleve, because it was his stamp on the paperwork. This was confirmed by several staff members there. Clark asked if Cleve just needed to respond, and then it would be approved. Jason asked if they felt that the changes they had sent to him would be the last needed. Lupe stated that the day before it was just the one thing that needed to be fixed, and Cleve stated he would get it done, and as of leaving that morning for the meeting she had not yet received anything from him. Jason asked if he were able to get a hold of Cleve right then, if they would be able to print that off for the board to approve then, or if they would still need time to look over it. Lupe stated that she would need to go back to her office in order to look over the document properly. Leslie stated that this was not something that needed to be rushed. Jason stated that he did not want to rush it, but he also would have cancelled the meeting if he had known the specs were not yet ready. Clark asked if they could set the meeting now for them to approve, and Jason stated that was what they had tried to do with the current meeting, and that's why they were in that position now. He stated that he would much rather wait until everyone at the city was comfortable with the specs before scheduling another meeting. Jason asked just for clarity if there was any way they could approve this without having to meet again. Leslie stated no, that they would need an in person vote.

ITEM 4: Discuss and consider management contract associated with administrative responsibilities related to maintenance and operations activities associated with Colonies PID Improvements

Jason asked if they had any paperwork from FIMC for the contract. Justin stated that they had not received anything yet. Andrea explained that Calandra had sent her an e-mail that morning stating that the City does allow for a percentage to be charged on professional fees, but she doesn't know that percentage, so the contract was still in the works. Jason stated that he talked to Bill Chudej when they were preparing the budget, and he gave Jason a 2-3% cost, because Jason wanted to get it in the budget. Justin

stated that he knew each year it was raised by either 3% or CPI, but he thought it was CPI. Jason stated it sounded like they needed to renew it every year, and that there had to be a new contract every year. Jason said he really liked what he'd been discussing with Trae, about a contract with one-year options in perpetuity, and either time or money was going to break it. Leslie stated that they couldn't do a contract in perpetuity, that it would have to be for a set amount of time. Jason asked what the longest they could have the contract be for, and Leslie stated that she'd have to check on that. Jason stated that he wanted to do it as long a time period as they could do it. He asked if the rest of the board agreed, and all did agree.

ITEM 5: Discuss future agenda items

Clark had a few questions about the bond service from the budget, and Jason stated that they were probably questions for Blair, not so much an agenda item. Justin stated if they would just get him that question, he would get it over to Blair for them.

Jason asked if there was any more discussion on creating a PID Department. Justin stated that there would be additional staff in this next year.

The next meeting would be scheduled once everything had come back from Cleve and been approved by the city.

ITEM 5: Adjourn meeting

There being no further business, the meeting was adjourned.