

**STATE OF TEXAS**

**COUNTIES OF POTTER**

**AND RANDALL**

**CITY OF AMARILLO**

On the 29<sup>th</sup> of August 2022 The Colonies Public Improvement District (PID) Advisory Board met at 1:00 PM in room 203, second floor of the Jim Simms Bldg., 808 S. Buchanan St., Amarillo, Texas, 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>
Clark Damon	Yes	7	7
Tracy Byars	Yes	48	46
Allyson Flaming	No	7	2
Jason Burr	Yes	13	13
Josh J Langham	Yes	7	7

**CITY OF AMARILLO STAFF:**

Justin Oppel, Development Services  
Leslie Schmidt, Legal  
Blair Snow McCurdy, Finance

**OTHERS IN ATTENDANCE:**

Andrea Vance, FIMC  
Calandra Randolph, FIMC  
Bill Chudej, FIMC  
James Shelton, TLA  
Cleve Turner, TLA

**ITEM 1: Approval of Minutes from the August 12, 2022 Meeting**

Jason Burr called the meeting to order and asked the board to look over the minutes. Tracy Byars made a motion to approve the minutes as presented. Clark Damon seconded. Motion passed unanimously.

**ITEM 2: Discuss ongoing PID improvement maintenance items.**

Calandra wanted Cleve to give an update on the Valcour lighting and things like that. Cleve stated that they've been keeping an eye on the area where the board was requesting an end cap on Spartanburg, and it didn't look like anyone was jumping the curb. Cleve stated that they had solicited bids with updated prices but asked if the board wanted to continue through with it, since it seemed like there was no longer an issue. Jason stated that he felt if it wasn't necessary to do right now, then it could be kicked on down the road until/if it becomes a problem again. The board agreed.

On the Valcour lights, they just needed to solicit bids to do pedestal lighting with extra concrete around the base, James stated that he could get those along with the irrigation repairs. Cleve then mentioned a complaint about a tree that Jason had talked with him about, to make sure the resident got the information he'd given. Cleve stated that everything looked fine, and that was just a part of the tree's natural life cycle.

Calandra asked about the Tree Maintenance Specs and the Flower Beds, which she believed TLA was still working on. Jason stated that he felt that the flower beds could wait for right now, and that the trees should come first. Jason asked when Cleve thought he could have something for the board to review. Cleve stated probably within the next month, and Jason verified that by October 1<sup>st</sup> they could have something to

review as far as the tree care specs went. Cleve stated he would make this his top priority. Jason stated that even if they were ready to go with the tree specs today, that it would still be three months before a bid would be awarded. He asked if there was anything they needed to do in the meantime about the trees. Cleve said no that some minor things are addressed in the turf maintenance contract. Calandra stated that there was no turf maintenance contract currently and wouldn't until November or December. Jason said that the only thing that he knew that really needed to happen was the trees at Hillside and Aberdeen that have died. Calandra stated there were some others that have died since as well. Cleve stated that the removal of that shouldn't go over the threshold for public bid and should be easy enough to manage. Jason asked for Cleve and Calandra to work together on getting those trees removed.

Cleve stated that the writing the turf maintenance specs had not been that difficult, but the trees needed to be more specific, and that was why it was going to take him longer to do.

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

Jason asked what amendments had been made so far on the Bid Specs. Justin stated the following changes that were made. 1. A performance bond would be added. 2. A mandatory pre-bid meeting would be added. 3. Change the statement of qualifications currently in the bid to match the bidder's statements of qualifications that was e-mailed to city staff in an e-mail request from Luke Austin on Monday August 29, 2022 and 4. Change the scoring system in the bid to match the evaluation criteria document also submitted by e-mail.

Jason asked where the points got reallocated in the changing of the score for price from 30% to 20%. Justin showed him in the bid document where it showed that, and Jason asked for a copy for everyone there.

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

ITEM 5: Discuss future agenda items

ITEM 5: Adjourn meeting

There being no further business, the meeting was adjourned.