

STATE OF TEXAS

**COUNTIES OF POTTER
AND RANDALL**

CITY OF AMARILLO

On the 23rd of May 2022, the Heritage Hills Public Improvement District (PID) Advisory Board met at 1:00 PM in Room 203 on the second floor of the Jim Simms Building, 808 S. Buchanan, Amarillo, TX with the following people present:

VOTING MEMBERS	MEMBERS PRESENT	TOTAL NO. MEETINGS HELD SINCE APPOINTMENT	TOTAL NO. MEETINGS ATTENDED SINCE APPOINTMENT
Perry Williams	No	12	5
Seth Williams	Yes	12	11
James Bentley	Yes	12	11
Aaron Johnson	Yes	8	8
Tolk Persons	Yes	2	2

CITY OF AMARILLO STAFF:

Justin Oppel, City of Amarillo
Blair Snow, City of Amarillo
Devin Jones, City of Amarillo

OTHERS IN ATTENDANCE:

Seth Skelton, Tri-State General Contracting
Oscar Ramirez, Ramirez Lawn and Sprinkler

ITEM 1: Approval of the November 22, 2021, Heritage Hills Advisory Board minutes.

Justin Oppel opened the meeting and introduced himself and the new Development Services staff and Blair Snow from Accounting, before turning it over to James Bentley as the chair of the board. Aaron Johnson asked if they could comment now, or if they had to approve first and then comment. Justin stated that they could make their comments now for any corrections. Aaron stated that the only correction he had he'd already e-mailed and had already been corrected, however he wanted to bring up what he had mentioned about the entryway and weed issue last meeting, and it's not been taken care of. Justin stated that they could speak about that under item 4. Aaron Johnson motioned to approve, Tolk Persons Seconded, this was approved unanimously.

ITEM 2: Discuss and Consider action on change order for Bid 7106 for phase 2 landscape improvements.

Justin stated that since it was a larger change order, he wanted to get the approval of the board, and invited Seth Skelton and Oscar Ramirez for the change order for phase 2. Seth Skelton explained the difference between the base bid and the optional bid. The base bid only called for what they needed to do today boring and putting in sleeves. However, the optional bid was to do the boring and sleeves for the future development as well. Seth explained that he was under the impression that these sleeves were existing, as was the architect, Green

Plains Design, and it was even mentioned in the Preconstruction meeting that they hoped they were there. He stated that he'd gotten with a professional boring company to come through and bore those sleeves for them for the water to go beneath the concrete. Seth also went on to explain that seeing where the meter is, and that meter is supposed to service this whole area with water. He stated that there were some concerns on water pressure as well as the zones for the sprinkler system. Oscar explained that his suggestion was to add another source as the friction loss would cause a lack of pressure and watering around the clock. He explained that it would work the way it was, but he would never do it that way. He explained that he was wanting to bring in a second water source right in the middle. James asked if they would be tying into the waterline at John Thomas, and Oscar agreed that yes that's what he was talking about. Aaron asked if the Base bid was for what was already decided, and the optional bid is extra. Seth explained that all of it is on top of what was already bid. He explained that the base bid is what needs to be done, the optional bid was for having their boring company do the work to put in the sleeves for the other islands for the other areas that have not been developed yet, so they can do the work without having to rip anything out later.

Tolk asked if the plan was to extend the waterline out to John Thomas, if they wouldn't have that issue again in phase III. Oscar stated he couldn't say for sure. Seth Williams explained that he would recommend against this, because the designer stated that with that 3-inch line, everything should work just fine. Aaron asked to clarify, that the original designer for the project stated that it should be fine, but Oscar, the contractor was stating that it would not be. Oscar reiterated that he would never design it this way. Seth Williams stated that he would go with the Designer. Oscar stated that he sees this kind of issue all the time. Seth explained he felt like it was something that could be taken care of later. Oscar explained that it would be much more difficult to do later, that they would have to rip out grass and trees and things like that. Seth Skelton explained that he felt like Oscar wasn't saying it wasn't possible to do, but that it would just make things more difficult if done as currently planned. He explained that it impacts their ability to expand with how much they are watering. James stated that in phase III there was going to be a connection put in at Legacy and asked if they would be able to do that then. Oscar stated he didn't know the way the other phases were set up but explained that he had a similar issue at the Greenways and explained that it was a little over a mile long, and about 200 feet wide, and they have three water sources and once he put in a third water source it works perfectly, but down to two and it struggles. Without it, they were having to water during the day which is the worst time to water. Aaron asked to verify that they were doing more watering than that. Oscar explained they would be doing a lot more with all the green spaces they had planned. Aaron verified that the bid to do it currently was \$7,950 and asked what it would be to have him do it later. Oscar explained it would be quite a bit more because they would have to rip up and replace things that would already be existing at that point. Aaron asked how much more, a 15% increase? He explained that he could understand Seth William's point, because if they were having to go back in and tunnel, they were going to tear out a 4x4 or 6x6 square. Oscar stated if he was to put a number on it, probably around \$4000.

Seth stated that usually the boring is a 10x10 in his experience, but as it stands, they were having to bore into existing already because there was not a sleeve existing that they've already done. Aaron verified that they were going to be tearing out flatwork anyway right now. Seth Skelton said potentially and explained that he was hoping he could stay out of the concrete work. Seth stated that they have left the caps off the islands so that they could bore in and get the sleeves in without having to rip up the work they had already done.

Seth Williams asked about the additional 525sq feet of concrete, and if that was shown to be

existing and is not. Seth Skelton stated that yes, that was the way he was reading the plans. He stated that it shows all the ribbon concrete as new but shows the sidewalk connecting the ADA ramps on the back of the curbs as existing.

James Bentley asked if they could go line item by line item to make sure they address everything fully. He asked about the three proposals within the \$7950, they talked about the meter, which would require the back flow preventer. James stated that he felt like they had thoroughly explored the first two portions of that bid thoroughly. He asked about the third portion that talked about the irrigation controllers. Oscar stated that the plans said that there was a Hunter system over in that area, however it was not, it was a Baseline system. Oscar stated that when they bid the project, they bid it with the Hunter system cost, not the Baseline cost, and explained they had to return all the Hunter system parts and exchange them for the Baseline products. Seth Skelton explained that it was reflected both on the drawing, and in the specs that it was Hunter products that were installed. James verified that it wasn't a product increase or anything, it was just the cost difference of the brand.

Seth Skelton went to the next item, which was the boring necessary for the sleeves. He stated that Turkey Creek was a very good contractor that he works with often, that they do very good work, and that they have very good pricing compared to others, and stated this cost in the base bid, was just for the two places they need for this scope of work. Seth Williams stated that it did not say that the sleeves were existing on the plans. Seth Skelton agreed that it doesn't say that it's existing, but he believed everyone was of the same thought that it had been existing, because it doesn't tell him to install it either. Seth Williams, and Seth Skelton then had a very thorough discussion on whether it was in the scope of work already or not. They went on to discuss the concrete, and Seth Williams stated that to expand on that, they didn't need the wings on that extra sidewalk. Seth Skelton stated he wasn't sure if they would want them or not given that they were on a previous piece of the project.

Aaron asked if the Turkey Creek portion of the change order was to facilitate the suggestions of the landscaper, or if it was due to the misunderstanding in the plans. Seth Skelton stated that the Turkey Creek portion of the base bid was just to bore and put in the sleeves in the two islands in the current scope of work that Tri-State is contracted for, the optional bid from Turkey Creek was to go past the boundaries of the current scope of work and get sleeves in so that when they do come back and develop those other islands on Arlo West, and the North Run on Tradition, they would already be there and wouldn't have to have the contractor bore them in on the future project. Aaron asked if these were in addition to what they had already bid out, not what was included. Seth Skelton confirmed and stated that Turkey Creek was not currently on the team to work on this project and explained where the additional bores were on the optional bid.

Tolk Persons asked for clarification on where Oscar was suggesting the additional meters for water. Oscar then showed where he was suggesting it. There was further discussion on whether to put in another meter, including the expectation that there would be another meter put in at some point in Phase III.

Aaron asked if they could approve the change order line by line. Seth Williams stated that they would likely have to approve with a 'not to exceed' cost limit. James stated that he thought they would likely have to approve or not. Tolk stated he felt like even though those things would be addressed in a future phase, that might be a year or more before that goes in, so he was more inclined to have it done now rather than later.

Justin stated that he had heard back from Leslie, the city attorney, and she stated that the change order would be best to either be approved or tabled pending changes. The board understood.

Oscar then expressed that he felt it was best to do this now, adding in another water source, and he just wanted to make sure that they had a good irrigation system given all the future development they had planned. James Bentley proposed not to do it in the center of John Thomas. There was further discussion about water friction loss, watering around the clock, and the need for the meter, as well as a better location for it.

It was determined that Seth Skelton would reach out to the developer about the boring cost, to see if that was a developer responsibility since it wasn't done in the initial development.

Tolk Persons motioned to table, Seth Williams Seconded, motion massed unanimously to table the Item until the next meeting.

ITEM 3: Discuss and Consider for recommendation 2022/23 Budget and 5-year Service Plan.

Blair went over the budget with the board the way it currently was set up by the accounting department. Blair stated that she believed the reason the collections was less, was because the county might have had issues with collection. The board asked for the Park Improvement cost to be updated to reflect the cost of the bid to Tri-State, \$595,313. Blair stated that they budgeted their water for \$30,000, however year to date was only \$9,000. It was determined with the new project coming online in 2022 that it would be best to leave the water budgeted for \$30,000. The board decided to leave the Contract Labor line item at \$86,000. Repair and Maintenance for Improvement was decided to be left at \$10,000 and Repair and Maintenance for Irrigation was decided to leave at \$3,500.

Justin made the board aware of a new position coming online within the next year or so that would increase their administrative costs through the city. They were looking at creating a position that would be the contract manager for the PIDs that would handle all PID business and contractual obligations. He also stated that the cost would be proportionate to the time spent with each PID.

Seth Williams asked for the \$595,313 to be moved over for Parks Improvement as a baseline to prepare for phase III. Justin also made the board aware that other PIDs were factoring in a 7% inflation rate. The board said because they are coming in under on everything they budgeted for, they felt the 2% increase was fine for this year. Blair mentioned that moving over the full \$595,313 cost put them in the negative for one of the five listed years, and they did need to be in the positive for the full 5 years. The board discussed perhaps having to do Phase III in different sections. They decided on budgeting \$336,017 for Parks Improvement to keep a \$10,000 remainder for the year that was in the negative.

It was also determined that their square footage was not what they thought it would be, and that was likely due to new development not taking effect until the next calendar year.

Aaron Johnson Motioned to table the item and Tolk Persons Seconded the motion to table, and it was unanimously approved.

ITEM 4: Discuss ongoing PID operations and maintenance.

Aaron spoke about the weed issue and some leaning trees at the entrance; and showed some photos of the issues he was speaking of. He stated that it's W Real Estate's job to make sure that it looks nice, and currently it just doesn't look good at all. He also stated that this has been an ongoing issue they've been discussing for about a year. Seth Williams said he would talk to the landscaper and W Real Estate and make sure this got taken care of.

ITEM 5: Discuss future agenda items.

Justin suggested that it might be best for the board to wait until they heard from Tri-State with the new change order before setting the next meeting. The board agreed and decided to still meet at the Simms Building downtown. There was some discussion on whether having the Budget on the next meeting or not, and it was decided that the change order took precedence, and if there was not time to review properly, they would simply have the meeting to approve the change order.

Tolk stated that it might be best to have the designs for Phase III to look at when they have the budget meeting so they could look at what was realistically able to put in. The possibility of a bond through the city was mentioned, and Justin said he would check on the bond process for them.

Justin asked if they had raised assessments at all, and the board answered no and that they didn't want to. Tolk stated that once they got through their improvements, they would be cash flow positive in a very good way.

ITEM 5: Adjourn Meeting

There being no further action, Tolk Persons motioned to adjourn, James Bentley seconded, and the meeting was adjourned.