

STATE OF TEXAS

**COUNTIES OF POTTER
AND RANDALL**

CITY OF AMARILLO

On the 2nd day of May 2022, the Tutbury Public Improvement District (PID) Advisory Board held an Advisory Board meeting at 1:00 P.M. by video conference at the Jim Simms Building, Room 203, 808 S. Buchanan, Amarillo, Texas, with the following people present:

MEMBERS PRESENT	TOTAL NO. MEETINGS HELD	TOTAL NO. MEETINGS ATTENDED
Kathi Clift	7	7
Cheryl Orman	4	4
Richard Drake	1	1

CITY OF AMARILLO STAFF

Justin Oppel, Development Services, City of Amarillo
Leslie Schmidt, City Attorney, City of Amarillo
Devin Jones, Development Services, City of Amarillo

ITEM 1: Approval of Minutes from the Approval of Minutes from the May 18, 2021 meeting

Cheryl stated that some things had changed since the last meeting as far as the budget was concerned. Cheryl stated that the landscape committee used to be the bidding process, however that is changed, and now the PID takes care of that. Richard made a motion to approve the minutes, Kathi seconded. Unanimously approved.

ITEM 2: Discuss ongoing PID operations and maintenance

Justin brought up Cheryl’s question on whether they would be able to renew their contract with Mitchell Landscaping, or if they would have to rebid the contract. He stated that they would have to rebid, however he suggested putting in a clause that would enable them to renew in the future. Cheryl stated that Mitchell Landscaping would be able to do all their needs as far as trees, flowers, lawn care and irrigation.

Richard talked about 1000 linear feet of brick wall, and it is currently deteriorating very quickly. Justin asked if they had spoken to a contractor about it at all. Richard stated that it’s very labor intensive to fix it, but if it was not repaired, he was afraid they would lose the wall. If it had to be replaced, it would be about 5-6 times more expensive. He stated that he has a few people in mind, but he needed to know exactly what the limitations are for contractors. He is in the process of creating a scope of work for all the contractors that he was talking to would be looking at the same thing. Justin stated that he would reach out to the City’s Purchasing department and send it out to the PID board. Richard stated that the repair of the brick at the front entrance was likely to need to be completely redone. He also stated they might have to incorporate an arborist to look at the trees as well. Cheryl stated a lot of the issues with the trees in the brickwork were likely because the planters were built without seep holes. Richard stated that the repair was to start around \$15 a foot

to repair. He stated that it was better to repair than to wait for it to fall apart and needed to be replaced. Leslie suggested the brick layer who did work over in the colonies. It was stated that brick mason was Joe Soliz.

Richard had a few questions about the Open Meetings Act, and what they could and couldn't do within the parameters of the open meetings act. Richard asked about meeting together outside of these meetings with the city, and Leslie stated that they could not meet and discuss PID business or e-mail each other about PID business as that would be in violation of the Open Meetings Act. There were some clarifications for the board on Open Meetings Act.

ITEM 3: Consider for Recommendation 2021/22 Budget and 5-Year Service Plan

Justin explained that the accounting department started with a 2% inflation rate, however some other PIDs were plugging in a 7-8% inflation rate. It was also noted that the assessment cost has not gone up in quite some time, since 2015 at least. Justin plugged some numbers into the budget for raising the assessment cost from \$679 to \$700, and it was deemed it wasn't much of an increase immediately, but over time it did start building up. Richard asked if raising the assessment rate was something that had to be voted on by the whole community and Justin stated that no, it was only voted on by the PID board, and then City Council.

Justin stated that with the 2% inflation, and the current budget, they are balanced out for the full 5 years. He also stated that according to most of the other PIDs, it was better to have one large increase, and then do their large project to show what they increased the PID Assessment fees for. The board members determined the brick repair to be an immediate need, not an emergency but something that needs to be addressed soon. There were some changes to the names listed on the line items. There was also concern over the landscape contractor fee going down instead of staying the same or going up, as well as the R&M Maintenance budget going up. Justin stated that looking at their actuals for the past few years that had stayed about the same. Richard stated that the contract landscape fee was a lot for only changing the flowers out a few times a year. Cheryl explained that all of their lawn care, tree care, mowing, and maintenance was done by Mitchell landscaping, which was why the number was so high. However, when there was repairs, that went in a different line item.

Justin then explained that the city administration fee should go down from what it was at currently, they were still running the numbers about the percentage, as that fee was directly related to how much time the Development Services Department spent with each PID and giving that they were a smaller PID, it was likely that would not be a very large number.

ITEM 4: Discuss Future Agenda Items

The only item on the future agenda was further discussion of the budget and bids for the irrigation and brick contract.

ITEM 5: Adjourn Meeting

Being no other business, a motion from Kathi and a second from Richard, the meeting was adjourned.