

STATE OF TEXAS

**COUNTIES OF POTTER
AND RANDALL**

CITY OF AMARILLO

On the 3rd day of June 2022, the Tutbury Public Improvement District (PID) Advisory Board held an Advisory Board meeting at 2:00 P.M. 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	8	7
Cheryl Orman	5	5
Richard Drake	2	2

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
Stephen Cross, Finance, City of Amarillo

ITEM 1: Approval of Minutes from the May 2, 2022 meeting

Richard Drake motioned to approve the minutes as presented, Cheryl Orman seconded. Motion passed unanimously.

ITEM 2: Discuss ongoing PID operations and maintenance

Justin stated that he had heard from the Greenways that they are doing a very similar repair, and they are having a hard time getting contractors. Richard Drake stated that he could understand that issue, as he is having a very similar issue. He also asked for those contractors from the Greenways, so they didn't waste their time. Justin stated that he could get that information to Richard. He also suggested that these repairs wait a year or so, and in fact raise assessments in order to have some built up surplus in order to pay for that repointing and not completely deplete their surplus. Cheryl stated that there had been some discussion on raising their assessments from \$679 to \$700 at the previous meeting.

Richard believes should have a legitimate cost estimate before verifying the need to raise assessments. Cheryl agreed that she felt that was fair to the residents to prove why they need to raise assessments. Richard asked if he could have the contact for the PID Manager for Greenways to see if he could contact her to discuss the difficulties, they were both having so that they weren't doubling up on efforts and doing the same work twice. Justin stated that that information would be provided to him after the meeting.

Richard asked to go over the scope of work that he had written to make sure that it was good, he just wanted all the contractors he contacted to have the same specs to look at for their estimates. Justin stated he would get with the Purchasing Department to make sure that the specs would be fine since usually those specs are done with an architect. The comment was made that Cheryl had

asked if they could put in weepholes for the tree planters if they ended up being repaired instead of replaced. Richard stated that if the planters had to be replaced, they would have to find a new brick to rebuild the planters, and it would not match the current brick wall.

There was discussion on the Lawncare Maintenance Bid. Leslie stated that whatever they have can be submitted to the Purchasing Department. They want to have plenty of time to work on bid documents before the contract is up. Justin stated that yes, we can get that ball rolling. Cheryl stated she wanted purchasing to know how much they really liked their current landscaper. She also spoke about the situation that had happened when their last landscaper had helped them out of a bind, while a new contract had not been approved with the city yet and didn't want to go through that again.

Richard asked if purchasing would add dates for the specs, to show when they expected things like fertilizing to be done. Cheryl stated that each contractor that she spoke with last year had a certain schedule that they went by. Richard commented that they needed to go by the PID's schedule. Cheryl stated that the contractors were the experts and likely knew best. Justin stated that purchasing would not set those dates, it would fall on whoever did the landscape specs.

Justin then explained the way that PID Boards work, and the way City Council viewed their budgets and recommendations for contractors as well. He stated that City Council typically went with the PID's recommendation. He also went over the purpose of the PID Board, and how the HOA, PID board, and the City interacts.

ITEM 3: Discuss and Consider for Recommendation 2022/23 Budget and 5-Year Service Plan

Justin discussed the City Administrative fee that would be staying the same as last year's cost and explained that the budget's projection was figured in with a 2% inflation for the next year. Stephen stated that the 2% was the standard estimation through the City as a inflation. Richard asked if that 2% inflation rate was working well for the PID groups so far. Stephen stated that yes from what he's seen it is.

In discussing the Lawn Maintenance fee, Justin asked if they should increase that number, and Richard stated that they shouldn't until they have gotten their three bids for the new Landscape Maintenance. It was mentioned that the budget would need to be approved before those bids were placed, and Richard asked if it could be changed afterwards. Stephen stated that it would take a budget amendment and that would not be an easy process. He explained that it was best to estimate more than they needed just to stay under budget. Richard asked what some of the other bids were that they had gotten that were higher than what Mitchell Landscape had bid for their current contract. Cheryl stated that one was \$12,000 and one was \$10,500. It was decided to raise the budget for the Lawn Maintenance fee to \$9000, however this put the budget in the negative at year 5. Richard asked what it would do to their budget if they were to raise it to \$755 for assessments. Justin stated that with that increase that put them in the positive. Richard asked if they could have a few weeks to look into bids so that they could have a few weeks to see if they could get a better idea of the landscape costs and the brickwork repointing costs before they actually approved a budget. Justin explained that the purchasing department did not calculate those costs, they simply made sure that bid processes followed procurement law. Richard then asked if the brick repointing would have to be done the same way as the maintenance contract. Justin stated that it just depended on how much it was going to cost, as there was different requirements for different levels of cost. Justin then went over the process of scoring the bids, and how they could

shift the values for whether price or performance is more important for them.

Richard asked to see if having \$9000 in one year for the Repair and Maintenance Improvements line in order to take care of the brick repointing in one single year. After some calculations and adjusting the budget, it stayed positive. It was determined that without increasing the assessment with the changes that were made, they would still be positive through the fifth year.

Richard asked about the surplus, and what the purpose was and what an acceptable level was. Justin explained that the surplus was for if an emergency or unexpected expense popped up, they would be able to financially handle it. He also stated that their surplus had gone up quite a bit recently, as their expenses had been low. Richard stated that they needed to start planning for the eventuality of the sprinkler system failing. Stephen explained that with the quality of materials they use, that they may have to replace portions of it, but as a whole the sprinkler system should go quite some time without needing to be replaced.

The board decided to hold off on approving the budget until they had some time to investigate the costs of the brick repointing. Richard asked about being able to make copies of the forms prior to sending them in to purchasing. Justin said that would be fine. Richard stated that it was when it came to having the city approved insurance is where most contractors fell through. Justin stated that part of the Purchasing Department's job was to ensure they were insured prior to awarding the bid.

Cheryl moved to postpone the approval of the budget until the next meeting. Richard Drake seconded. The motion passes unanimously.

ITEM 4: Discuss Future Agenda Items

Cheryl asked if Development Services staff would be coming to the HOA meeting, Justin stated that yes, he could come.

ITEM 5: Adjourn Meeting

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