

**STATE OF TEXAS**

**COUNTIES OF POTTER  
AND RANDALL**

**CITY OF AMARILLO**

On the 9th day of August 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:

<b>MEMBERS PRESENT</b>	<b>TOTAL NO. MEETINGS HELD</b>	<b>TOTAL NO. MEETINGS ATTENDED</b>
Kathi Clift	9	8
Cheryl Orman	6	6
Richard Drake	3	3

**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  
Jessica Valenzuela, Finance, City of Amarillo  
Magali Moralez, Finance, City of Amarillo

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

Cheryl listed a change to the minutes prior to the minutes being approved. Cheryl moved to approve the minutes as corrected. Kathi Seconded the motion. The Minutes were approved with the correction unanimously.

ITEM 2: Discuss ongoing PID operations and maintenance

Richard brought his three estimates from three different companies for the brick repointing. He went over the three bids, and how much they had given as an estimate, and stated that it did not include the cost of the insurance that the city requires, and that would make the cost go up. Cheryl asked if Richard had contacted Joe Soliz, a contractor suggested as he'd done work with other PIDs. Richard stated that he had left several messages for him with no response. There was some discussion on insurance, and how for this type of work, the job was too small for a larger company who might have insurance already to come out to look at and give an estimate. There was some discussion on a contractor named Gomez that had done some work in the PID area before, in which Mr. Drake stated that he did not receive a call back on. Cheryl asked if they had to have insurance before they submitted a bid from a contractor to the city, because she was fairly certain that's what she'd been told before.

Justin stated that with the minimum bid at \$13,000 it was quite a large expense, and they'd want to make sure it would fit into the budget. He asked if they were wanting to spread the repair out over a few years, or if they wanted to do it all at once. Cheryl stated that she felt they shouldn't raise the assessment if they weren't sure they'd even have anyone to do the work. Kathi stated she felt it needed to be done all at once, and the board agreed. Mr. Drake asked if there was any way that purchasing could review the estimates and approve one, and then the contractors could get the

insurance. After reviewing one of the estimates, Leslie stated that it would have to show on their estimate that they understood the scope of work, otherwise Purchasing wouldn't be sure they were comparable to the scope of work. After some minor discussion it was determined that Mr. Drake would need to attach the scope of work with the estimates to show that each contractor looked at the same scope of work and include a statement that insurance would be obtained once they knew they would be taking on the bid. It was not guaranteed, but it was stated that they could submit that to Purchasing for review. Justin stated that Mr. Drake could package everything up and get it over to him in order to contact Purchasing about it so that he could explain the issues that they were having. He also stated that there may be some minor tweaks needed to be made on wording, but it shouldn't be much.

Cheryl asked about the progress on the Landscape Maintenance contract, and Devin stated that she had spoken with Purchasing and was working on getting a requisition in, and that she was going to training soon.

Richard mentioned that Mitchell Landscaping was putting their lawn clippings in the Tutbury Dumpsters. Cheryl suggested that the homeowner contact Mitchell Landscaping, and Richard stated that it wasn't the resident's job to contact the landscaping company, and that the residents didn't know who all to contact. Kathi offered to contact them about the tree trimming and the lawn clippings.

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

Justin asked Finance to explain the way that the revised estimate worked on this 5-year service plan. Magali explained that the revised estimate was a way to determine where they thought that the budget would end up by taking the last six months of actual spending, and the rest from the previous year's actual expenditures to come up with an estimate. Magali went over the numbers they had listed for the revised for the current fiscal year.

The board decided to change the budgeted amount for the landscape maintenance to \$9,000 in order to cover a raise in costs. Richard Drake asked for verification that the Assessments had been raised \$75, and it was shown in year 23/24 to raise that assessment. When discussing the brick wall, it was decided to add \$13,000 in the Repair and Maintenance Improvement line in order to anticipate that cost. With adding these things, the budget balanced.

Richard Drake brought up a cost of \$1,000 that the HOA paid for that was something that the PID would be responsible for. Cheryl stated that she could speak to that. She stated that they were trying to keep to a budget for their landscape maintenance, and they requested a few different bids, excluding certain parts of their needs. The ultimately selected contract excluded trees, but they still needed someone to take care of the trees. Kathy Bailey stated that for one year, the HOA could take care of it as a one-time thing, and it was over. Richard asked if legally they could reimburse the HOA for this tree care cost. Leslie stated that a letter would be needed from the HOA requesting reimbursement for this cost. Richard stated that they came to him and made the request, and Leslie asked if the HOA voted on it. Richard stated that he didn't know. Leslie stated that the HOA Board needed to get together and hold a vote, and decide, and then, they can give them a letter. Cheryl stated the board was the one who voted to pay for this. Leslie stated especially if they voted to approve it, they needed to vote to have the reimbursement. Richard stated that he didn't think it was voted on, he thought that the president at that time just agreed to pay it. Leslie stated that he

needed to find out the history.

Richard Drake motioned to approve; Kathi Clift seconded. The budget was approved unanimously.

ITEM 4: Discuss Future Agenda Items

There was no future agenda items.

ITEM 5: Adjourn Meeting

With no other business the meeting was adjourned.