

STATE OF TEXAS

**COUNTIES OF POTTER
AND RANDALL**

CITY OF AMARILLO

On the 19th day of September, 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	10	8
Cheryl Orman	7	7
Richard Drake	4	4

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 August 9, 2022 meeting

Cheryl listed a change to the minutes prior to the minutes being approved. Cheryl moved to approve the minutes as corrected. Richard seconded. The motion passed unanimously.

ITEM 2: Discuss ongoing PID operations and maintenance

Justin stated that everything with the budget went through well, with no questions from citizens or city council, and their budget was approved. There was nothing further needed to discuss under this agenda item.

ITEM 3: Discuss and Consider approval of Landscape Maintenance specifications

Justin explained that after sending the bid specs to purchasing, they had two questions, about the term length, and the mowing schedule. He stated that we received everyone's responses, and they were a little different, so it was best to have a meeting so that the board could all be on the same page moving forward. Justin went over the information received from both present board members. Cheryl stated that she liked the idea of a two-year contract with the option to renew. Justin's suggestion was since they weren't exactly certain who would be coming on as the new landscaper, it might be best to have a one or two-year contract just in case the contractor did not meet the level of service they wanted and needed. Richard stated that there was a termination clause that could be included in the contract. Devin explained that on the opposite side of that, terminating a contract would leave them without service until another contract could be put in place.

Richard stated that there needed to be a limit on how much they could raise their annual fee with those renewals, and Cheryl asked if it was a 2% increase. Devin stated that if they needed to raise the cost mid contract, they could bring paperwork detailing why the cost needed to go up to be approved by the city. Leslie stated that normally it's going to be done with an addendum.

Richard stated that a three-year contract would enable them to build a report and relationship with

their contractor. Cheryl stated that she felt that some people may not be willing to commit to 3 years without knowing for sure about an addendum that adjusted the price. Leslie stated that usually they use an addendum for situations like if the inflation rate suddenly spiked. So far, they hadn't needed to do an addendum for anything more than time. She went on to explain that a CPI was usually used for construction, where material costs fluctuated quite rapidly.

Devin asked about the seasonal color, and Cheryl explained that they do not change out their color seasonal, and it would simply be maintaining the flower beds to their current level. Richard asked when the increase would be considered, and Leslie explained that the increase would happen after the length of the contract before the agreement to renew. Richard stated that he was fine with a two-year bid so long as they had the option to renew for three. Cheryl agreed.

With the term length decided on, the board moved on to speak about a mowing schedule. Cheryl provided a schedule she had given to Mitchell before including fertilization, grub treatment, mowing and other assorted services that were being requested in the bid. The board discussed a few specifics on the services listed on this schedule.

Justin mentioned the notations that Richard had on written warnings about unsatisfactory work, and how the PID boards already are set up to circumvent that. He explained that in other PIDs they usually sign off on the invoices, or their management company does, to approve the work for payment. If the work is unsatisfactory, they are able to hold those invoices until the work is done satisfactorily. He also mentioned that in an internal meeting, it was discussed having a monthly meeting to review invoices and approve them for payment. Richard asked about the process as it is now. Devin explained that Cheryl would receive the invoice from Mitchell, she'd sign it saying it was okay to pay, and then she would send that invoice to Devin to pay. Devin then would process it through the city's software for payment, and once it had met all the approvals double checking work, it would be paid via check and sent out via the postal service unless the contractor had filled out a form and requested a direct deposit with the accounting department.

There was some discussion on how the board wanted to handle approving the invoices. The decision was made that Cheryl would still approve the invoices; however, it would be sent out to the board for review, and if there was an issue, they could reach out as soon as possible.

The board voted for a two-year contract with the option to renew for three years, and to use the maintenance schedule provided by Cheryl. Richard motioned to approve; Cheryl seconded.

ITEM 4: Discuss and Consider tree maintenance reimbursement to Tutbury Home Owners Association

Justin stated that this item was simply a discussion for the PID Members, as he had spoken with Leslie, and she stated that if the PID voted for it, it could be reimbursed.

Cheryl stated that from what she understood the HOA board of directors would need to meet and vote on it, and the board would need to provide a letter requesting the reimbursement for that cost. Richard stated that the letter came from Russel Bailey. Cheryl stated that the HOA Board of Directors had not met to vote, since her husband Larry was on the board of directors. Richard asked if Larry would oppose the reimbursement, and Cheryl requested that this discussion be off the record since it was HOA business not PID business.

Cheryl moved to table the item for now. Richard seconded. The item was tabled unanimously.

ITEM 5: Discuss Future Agenda Items

There were no future agenda items.

ITEM 6: Adjourn Meeting

With no other business the meeting was adjourned.