

STATE OF TEXAS

**COUNTIES OF POTTER
AND RANDALL**

CITY OF AMARILLO

On the 8th of December 2022, the Heritage Hills Public Improvement District (PID) Advisory Board met at 10 AM 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	15	6
Seth Williams	Yes	15	13
James Bentley	Yes	15	14
Aaron Johnson	Yes	11	11
Tolk Persons	Yes	5	5

CITY OF AMARILLO STAFF:

Justin Oppel, City of Amarillo
Devin Jones, City of Amarillo
Leslie Schmidt, City of Amarillo

OTHERS IN ATTENDANCE:

ITEM 1: Approval of the October 12, 2022, Heritage Hills Advisory Board minutes.

Tolk moved to approve, Aaron Johnson seconded. The motion passed unanimously to accept the minutes as written.

ITEM 2: Discuss and Consider Approval of short-term landscape maintenance contract

Justin discussed that there were several different contracts that the Development Services department was working on with Purchasing. He presented the bid that came in which was from Ramirez Lawn and Sprinkler. James verified that this was for the short-term bid. Justin confirmed that yes this was for the 6-month contract. James asked what they were paying before with The Landscape Company. Justin started looking that up in order to answer that question.

Aaron asked if this included the second phase. Justin stated that this should be everything that the Landscape Company was maintaining, so only the things currently out there, not the new things coming on in Phase III. Justin also explained that they were working on a way to write the bid information for the long-term maintenance to include the new areas as they came online rather than having three separate contracts. Aaron asked if Justin said how much the previous contract was for. He looked it up and stated that the monthly cost was \$3,391.15. Aaron asked if the city waived the insurance requirements, and Justin and Devin both stated

that no they did not. Aaron mentioned that Ramirez was not compliant with his auto insurance. Aaron stated that he was comfortable awarding it upon Ramirez' insurance being brought up to requirements. Tolk asked if there was any discussion or thoughts on the bid. James asked who Ramirez would be billing to. Tolk said to the city since there was not a management contract in place currently. James asked if the city was going to be managing that. Justin stated that as discussed in a previous meeting, they could meet with the board monthly to review the invoices or having one of the board members go out there.

Tolk asked what the hold up was on the management company contract. Devin stated that they were working with Purchasing on developing a scope of work for the management company. She stated that she gave them the scope of work that was discussed in the meeting, and they asked for something a little more structured. She stated that she was working closely with them, and that it should be going out early January.

Aaron asked if Tolk was volunteering to handle the management making certain that the work was being done appropriately and approving the invoices to be paid. Tolk asked if this would be in place by February 1st. Justin stated that it might take more time than that, it just depended on City Council, and that there would be an evaluation committee that met to review the bids. Tolk stated that he would volunteer to act as an agent until the Management Company contract was in place.

Tolk moved to approve the bid for the 6-month maintenance contract. Aaron Johnson seconded. The motion passed unanimously.

ITEM 3: Discuss ongoing PID operations and maintenance

Aaron asked if there was any chance that they would get the bid back for Phase III and the Management company at the same time. Justin stated that they had some turnover in the Purchasing department that was causing some delay, and that the Purchasing Director took care of it, and it would be advertised on the 12th then the 18th. There was some discussion in delaying the Phase III bid so that people had more time to bid. James stated that in his experience these things got delayed.

ITEM 4: Discuss future agenda items.

The board requested the bids on the future agenda items as they came online.

ITEM 5: Adjourn Meeting

With no further business to discuss, the meeting was adjourned.