

**STATE OF TEXAS**

**COUNTIES OF POTTER  
AND RANDALL**

**CITY OF AMARILLO**

On the 13th of February 2023, the Heritage Hills Public Improvement District (PID) Advisory Board met at 3 PM in Room 203 on the second floor of the Jim Simms Building, 808 S. Buchanan, Amarillo, TX with the following people present:

<b>VOTING MEMBERS</b>	<b>MEMBERS PRESENT</b>	<b>TOTAL NO. MEETINGS HELD SINCE APPOINTMENT</b>	<b>TOTAL NO. MEETINGS ATTENDED SINCE APPOINTMENT</b>
Perry Williams	No	16	6
Seth Williams	No	16	13
James Bentley	Yes	16	15
Aaron Johnson	Yes	12	12
Tolk Persons	Yes	6	6

**CITY OF AMARILLO STAFF:**

Justin Oppel, Development Services  
Carrie Roberts, Development Services  
Devin Jones, Development Services  
Leslie Schmidt, Legal  
Blair McCurdy-Snow, Finance  
Magali Morales, Finance

**OTHERS IN ATTENDANCE:**

- ITEM 1: Approval of the December 8, 2022 Heritage Hills Advisory Board minutes.  
Tolk moved to approve the minutes as presented. Aaron Seconded. The board unanimously voted to approve the minutes as presented.
- ITEM 2: Discuss and Consider Budget Amendment  
Blair explained that the budget amendment was necessary in order to make sure that they did not go over budget for the previous fiscal year of 2021-2022. She stated that after this amendment they would also still have a positive balance at the end of the 5-year service plan. Aaron motioned to amend the budget as suggested. Tolk seconded the motion. The board unanimously approved to amend the budget as suggested by Finance.
- ITEM 3: Discuss ongoing PID operations and maintenance  
Justin gave an update on all the contracts that had been put out to bid. He stated that on the short-term 6-month contract, that Ramirez should already be working, which was confirmed by Tolk. Justin explained that the Long-Term Maintenance Bid was with purchasing and going through the purchasing process. Justin then stated that the Management contract had no bids, and that they had two options, they could put it back out to bid in hopes that someone would bid, or the City could handle it in house. It was decided that the City would handle this, and

that Development Services would send them the invoices, once they had the first approval, they would let the others know it had been approved. With the Phase III Construction, Justin explained that there had been a miscommunication between Purchasing and Development Services. Development Services had reached out to ask about these bids, and they stated that they were doing the tabulations on the bid. Then Finance reached out to Development Services about where they were with the bids too late for it to be put on the agenda. There are two bids but Purchasing asked James to take a look at them to make certain that they met all specs. James said that it was not detailed, but as far as he could tell it looked good enough for him. Aaron stated that in theory since they sent it out itemized, even with just a single number on there, they should be held to the line item needs. James explained what the change order for Phase II was for, that it was for the water meters to be installed.

ITEM 4: Discuss future agenda items.

The future agenda items requested by the board were the Consideration of the Phase III bids, to review the budget with Blair, and discuss the bond issuance and ask questions they might have on that process. Consideration for the change order for Phase II was requested, as well as the Long-Term Maintenance for discussion, and the installation of traffic deterrents in their roundabouts which Carrie would be researching.

ITEM 5: Adjourn Meeting

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