

STATE OF TEXAS

**COUNTIES OF POTTER
AND RANDALL**

CITY OF AMARILLO

On the 17th of January, 2023, the Quail Creek Public Improvement District (PID) Advisory Board met at 2:00 P.M. in room 208 at the Jim Simms Building, 808 S Buchanan St., Amarillo, Texas, with the following people present:

BOARD MEMBERS	MEMBER PRESENT	TOTAL NO. MEETINGS HELD	TOTAL NO. MEETINGS ATTENDED
Tammy Swartz	Yes	1	1
Trena Santee	Yes	4	4
Steve Akeroyd	Yes	4	4

CITY OF AMARILLO STAFF

Justin Oppel, City of Amarillo
Carrie Roberts, City of Amarillo
Devin Jones, City of Amarillo

ITEM 1: Approval of Minutes from the December 5, 2022 Advisory Board meeting

Justin took a moment to introduce Carrie Roberts, the new PID Manager. From there, he went on to ask if there were any questions or concerns about the minutes. Trena motioned to approve, Tammy seconded, and the minutes were approved unanimously.

ITEM 2: Discuss ongoing PID operations and Maintenance

Justin stated that this discussion would likely dip into Item Three on the agenda as well. He explained that staff had brought the specifications that Heritage Hills recently voted on, as it was the most closely related to the needs of the Quail Creek PID. Trena stated she felt like they needed to get moving on this, as she wanted to make sure everything was in place for the spring. Justin explained that the legal team was working on a way to empower the PIDs and empowering the advisory board. He stated that what had happened over the years, it got tied up in other things, and they were trying to get back to that. However, without being able to locate a contract, it was decided they would not be able to pay Yard Barber for work any longer. Trena asked how they needed to proceed. Justin stated that they could draft a letter to them and speak to them about the situation. Justin stated that with the empowerment of the PIDs with the contract being less than 10K, they would be able to go out there and solicit bids for their specs, providing that they could show that they were comparable as apples to apples. Trena asked how they could discuss that if they wouldn't be able to talk given the Open Meetings Act. Justin explained that what another board like theirs had done, was select one member to go out and solicit those bids and bring them back for the board to view in a public meeting.

The board discussed the sprinkler box, and that it needed to be fixed before they spent any money on fertilizing until it was fixed. It was decided that Steve would speak to Yard Barber about fixing the sprinkler box and verifying if it had a temperature sensor or just a moisture sensor. Justin stated that before they could get that fixed, they would need to solicit two more bids and bring it back to the board for approval.

The board then began discussing the reseeding of the park, and the bids. There was discussion on the price points of the bids, and that Amarillo Integrated was much lower than the others. It was stated that the thought was to put the seeding down in March so as to give the post emergent time to wear off so that it didn't kill the new seeding.

There was more discussion about letting Yard Barber know that the city would no longer be able to pay their invoices without a contract, and Justin stated that he would call Yard Barber first, but would also be sending them a letter. Trena mentioned that they would be happy to stay with them if there was a contract in place denoting what would be done yearly.

ITEM 3: Discuss and Consider landscape maintenance specifications and contract details.

The board looked at the specs provided from another PID and went through talking about what they did and did not want in the specs. There was discussion about weekly, or biweekly mowing, and what months they would not need mowing services for the wintertime. Steve stated he believed that edging and trimming could be brought down to every other mowing. Trena asked if staff would be able to help them build their specs and contract, and Justin stated that yes, the staff could work on the specifications for them based on their needs and wants and have it ready for them at the next meeting.

Trena asked about the timeline for the contract and bids. Justin stated that one member from the board would be able to solicit those three bids with the specifications they would vote on at the next meeting. Once they had their three bids back, they would be able to call another meeting to vote on the specifications to approve or deny the low bid.

Devin asked for some clarification of their desires based on the specifications that they were looking at. The board went through the provided specs and made changes based on their needs for the PID.

ITEM 4: Discuss future agenda items

The next meeting date was set for February 9th at 2PM.

At the next meeting they will vote on the bid specifications.

ITEM 5: Adjourn Meeting

There being no further action, the meeting was adjourned.