

STATE OF TEXAS

**COUNTIES OF POTTER
AND RANDALL**

CITY OF AMARILLO

On the 5th of December, 2022, the Quail Creek Public Improvement District (PID) Advisory Board met at 1:00 P.M. in room 203 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
Trena Santee	Yes	3	3
Steve Akeroyd	Yes	3	3

CITY OF AMARILLO STAFF

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

ITEM 1: Approval of Minutes from the November 4, 2022 Advisory Board meeting

Steve motioned to approve the minutes, Trena Seconded. Motion passed unanimously to approve the minutes as written.

ITEM 2: Discuss ongoing PID operations and Maintenance

Justin stated that a few weeks ago they met to look at the park, and Justin asked if they had been able to find anything. Trena stated that it was difficult to get three bids, but she was able to get some. Everyone suggested resodding the area, but only two of them gave her a bid for seeding. There was some discussion on whether they would be able to seed due to preemergence being applied, but ultimately they decided that with the time they are looking at, seeding would be fine. The board decided that resodding the area was out of their budget.

Steve asked if this would be considered a maintenance item, and what they had in the budget for things like that. Justin stated that it was considered a maintenance item, and that for Contract labor, they had \$3,300 and in Repair and Maintenance there was \$1,000.

Trena stated is that her worry with the yard barber bid, was that this happened while they were providing service. Steve stated that without the contract in place to stipulate what was to be done and when, once that contract is in place.

Justin explained the purchasing process for a landscape maintenance contract. The board decided to get more quotes on hydroseeding rather than just slit seeding. Steve also stated he would look into a fix for the timer box on the watering.

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

Trena asked if Justin would be able to help them get the specs ready to submit in January. He stated that he felt the bid information that was provided from another PID would be a good basis to start from. Trena asked if it was billed on an as needed basis, or if it would be a monthly payment. Justin stated that it would

be a monthly payment. Steve asked if a contractor would have to provide insurance to the city in order to install the timer box. Justin stated no, all Steve would need to do is provide three quotes, and give it to the city.

ITEM 4: Discuss future agenda items

The date for the next meeting was set for January 17th at 2 PM.

ITEM 5: Adjourn Meeting

There being no further action, the meeting was adjourned.