

**STATE OF TEXAS**

**COUNTIES OF POTTER  
AND RANDALL**

**CITY OF AMARILLO**

On the 13<sup>th</sup> day of October, 2022, the Tutbury Public Improvement District (PID) Advisory Board held an Advisory Board meeting at 10:00 A.M. at the Jim Simms Building, Room 203, 808 S. Buchanan, Amarillo, Texas, with the following people present:

| <b>MEMBERS</b> | <b>PRESENT</b> | <b>TOTAL NO. MEETINGS HELD</b> | <b>TOTAL NO. MEETINGS ATTENDED</b> |
|----------------|----------------|--------------------------------|------------------------------------|
| Kathi Clift    | No             | 11                             | 8                                  |
| Cheryl Orman   | Yes            | 8                              | 8                                  |
| Richard Drake  | Yes            | 5                              | 5                                  |

**CITY OF AMARILLO STAFF**

Justin Oppel, Development Services, City of Amarillo  
Devin Jones, Development Services, City of Amarillo

ITEM 1: Approval of Minutes from the September 12, 2022 meeting

Cheryl moved to approve the minutes as written. Richard seconded the motion. The motion passed unanimously.

ITEM 2: Discuss ongoing PID operations and maintenance

Cheryl stated that she had been thinking about going with a one-year contract with an option to renew for two. With no further discussion needed the board moved to the next item.

ITEM 3: Discuss and Consider approval of Landscape Maintenance specifications

Cheryl talked about the only changes to the bid would be the term limit, and she asked about raising the cost paid when renewing. It was explained that it would be taken care of during the time of renewal through an addendum. Richard asked what the total contract was for Mitchel's previous terms with the Tutbury PID. Cheryl stated that it was \$7,113 for the year. There was some discussion on the procurement process. Cheryl motioned to change it to a one-year contract with the option to renew for two years. Richard Seconded. The motion passed unanimously.

ITEM 4: Discuss Future Agenda Items

Cheryl stated she would like to have their bid discussions at the same meeting that they had their budget discussions for, so that they could have their single meeting a year.

ITEM 6: Adjourn Meeting

With no other business the meeting was adjourned.