

## STATE OF TEXAS

### COUNTIES OF POTTER AND RANDALL

### CITY OF AMARILLO

On the 14<sup>th</sup> day of July, 2020, the Town Square Public Improvement District (PID) Advisory Board met at 1:00 PM by video conference in the Jim Simms Building at 808 S. Buchanan, Amarillo, Texas, with the following people present:

| VOTING MEMBERS  | MEMBERS<br>PRESENT | TOTAL NO. MEETINGS<br>HELD SINCE<br>APPOINTMENT | TOTAL NO. MEETINGS<br>ATTENDED SINCE<br>APPOINTMENT |
|-----------------|--------------------|-------------------------------------------------|-----------------------------------------------------|
| Seth Williams   | Yes                | 4                                               | 4                                                   |
| Noah Williams   | Yes                | 5                                               | 2                                                   |
| Chris Rhynehart | Yes                | 2                                               | 2                                                   |
| Kevin Golden    | No                 | 1                                               | 1                                                   |
| Tiffany Hooker  | Yes                | 1                                               | 1                                                   |

#### CITY OF AMARILLO STAFF:

Kelley Shaw, City of Amarillo  
Matt Poston, City of Amarillo  
Kim Conley, City of Amarillo

#### OTHERS IN ATTENDANCE:

James Bentley, Pega Development  
Leslie Schmidt, City of Amarillo

#### ITEM 1: Approval of minutes from August 19, 2019 Advisory Board meeting

Mr. Shaw opened the meeting gave a brief recap of the August 19, 2019 Advisory Board meeting. Mr. Shaw then asked if there was any questions or comments. Hearing none, Mr. Seth Williams motioned to approve the minutes with Mr. Noah Williams seconding the motion. The minutes were approved unanimously.

#### ITEM 2: Discuss ongoing PID operations and maintenance contract

Mr. Shaw began by stating that the PID does not currently have any service plans, they are just waiting for something that needs maintenance. He stated that for now, they are plugging in numbers as placeholders. Mr. Seth Williams stated that the plans are currently being put together and another board meeting would need to be called when the plans were ready for a review. Mr. Shaw asked if there was anything that needed maintenance now. He stated that once PID improvements are put in, they can be dedicated and accepted by the city. The collections go toward paying maintenance and operation costs and he stated that the PID is still currently in a holding pattern. Mr. Seth Williams stated that there is a preliminary plan for the entire subdivision, and it has had its first review. He also stated that once the plan is approved, new units will begin.

ITEM 3: Consider for recommendation 2020/21 Budget and 5-Year Service Plan

Mr. Shaw explained that the numbers shown in the FY 2018/19 revised column were actual numbers and the spreadsheet showed there were no maintenance and operation costs during that time. Mr. Shaw briefly discussed the assessment rate, stating the current assessment rate is \$0.11 multiplied by the square footage of the PID, the revenue is approximately \$166,735 due to the collection of 100.34%. Mr. Shaw then explained that, due to the PID having no maintenance and operations costs yet, in order to avoid a potential budget amendment, the numbers plugged into the spreadsheet are placeholders that are typical of a PID this size. Mr. Shaw then went on to review the 2019/20 column by line item with a total of \$83,175 for expenses and \$166,164 coming in from total assessments and therefore continues to build the surplus. Mr. Shaw stated that the fund balance would increase to approximately \$645,688. When the 3-month Operating reserve is removed, the surplus is about \$624,894.

Mr. Shaw asked if there were any questions with the annual budget or 5-year projections? Mr. Shaw stated that if the budget changes are done during the annual budget meeting, there would be no need for an amendment, but if budgets need to be changed during the fiscal year, a budget amendment would be needed. Mr. Seth Williams motioned to approve the 2020/21 budget and 5-Year Service Plan as proposed. Mr. Chris Rhynehart seconded the motion and the it was approved unanimously.

ITEM 4: Discuss future agenda items

Mr. Shaw asked if the Board had anything they needed to meet to discuss in the future. Mr. Seth Williams stated that when plans are finalized, the board could call another meeting to review the plans and approve them. Mr. Shaw stated that the city would only need 72 hours' notice if a board meeting is planned.

ITEM 5: Adjourn meeting

There being no further action, the meeting was adjourned.