STATE OF TEXAS

COUNTIES OF POTTER
AND RANDALL

CITY OF AMARILLO

On the 28th 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:

VOTING MEMBERS	MEMBERS PRESENT	TOTAL NO. MEETINGS HELD SINCE APPOINTMENT	TOTAL NO. MEETINGS ATTENDED SINCE APPOINTMENT
Perry Williams	No	17	6
Seth Williams	No	17	13
James Bentley	Yes	17	16
Aaron Johnson	Yes	13	13
Tolk Persons	Yes	7	7

CITY OF AMARILLO STAFF:
Carrie Roberts, Development Services
Devin Jones, Development Services
Blair McCurdy-Snow, Finance
Magali Moralez, Finance

OTHERS IN ATTENDANCE:

ITEM 1: Approval of the February 13, 2023 Heritage Hills Advisory Board Minutes

Tolk motioned to approve the minutes as presented. Aaron seconded. The motion was approved unanimously.

ITEM 2: Discuss and Consider for recommendation 2023-2024 Budget and 5-Year Service Plan.

Blair talked about the way the budget sat currently for the Heritage Hills PID. Tolk asked how much surplus was required by law to be kept, and Blair answered at least three months' worth of standard operating expenses needed to be kept in reserve. Tolk suggested for the board to come back in May, closer to budget time so they would have a better number for their revised estimates, and a better understanding of where they would need to adjust for the budget. Aaron Motioned to table the discussion, and Tolk seconded. The motion was approved unanimously.

ITEM 3: Discuss and Consider the award of Contractor for Phase III Construction Improvements

Carrie gave out the information on the Contractors for Phase III that had bid for the construction improvement project. She explained that one of the contractors was not bonded so they weren't able to be considered. James stated that he didn't see any reason to deny their bid. Tolk moved to approve the Phase III Construction bid, Aaron seconded. The motion passed unanimously.

ITEM 4: Discuss and Consider the approval of Change Order #3 for Phase II Construction Improvements

The board was frustrated that this change order was not a part of the previous change orders that they had discussed before. Aaron asked if there was someone who reviewed these change orders for clauses like the one about the meters. Carrie explained that should have been taken care of in the designing phase. Aaron asked if that meant it was somewhere between the developer, the contractor, and the city. Carrie confirmed. Tolk stated that the fault was partially on the board too for changing the plans on top of the original change order that was discussed about the pavement and baseline equipment changes. With some discussion, it was brought up that this work would have been a part of Phase III, it was just something the board had elected to do early, while the contractors were already at the site and prepared to do the job. Aaron motioned to approve Change Order #3. James seconded the motion. The motion passed unanimously.

ITEM 5: Discuss Bond Issuance

Aaron asked if they could pay off the bond in a few years so long as they kept their reserves. Blair stated that usually they could pay it off early but, there are sometimes when the bonds have restrictions, but she did not believe that theirs did, however she would double check. Aaron asked if they needed another bond in a few years if they could request another bond to pay for future improvements. Blair confirmed that they could.

ITEM 6: Discuss and Consider Bids for Management Contract

It was explained that prior to being able to vote on the management contract, the evaluation team would need to score the single applicant for their qualifications. Development Services staff gave the board a timeline of what had happened in the past, and where the mix-up on the bid openings had happened. On February 9th Purchasing sent out a bid recap e-mail showing that there were no bidders for that contract. On February 13th the board met, and were informed that there were no vendors, and staff outlined how COA staff would process invoices and verify the work, and the board accepted that plan. On February 14th Trae mentioned to Justin at City Council that there was an issue with the bid opening. On February 15th Trae's response to what occurred was "Justin, the bid recap was posted prematurely. The bid documents and our purchasing website stated that the RFQ was set to open on February 16th at 4 PM, I was just looking, and we still so far have not received any submittals, I will let you know if we do. I believe there may have been a communication breakdown within purchasing, and we delayed the RFQ opening through an addendum and the message did not get relayed to everyone. I have spoken to my staff about this to ensure we don't let it happen again. Aaron asked if they would need to consider the Management Company since they had already decided to use the city. Carrie stated that since Justin and Legal both were not present, that it might be better to wait to discuss the issue. Tolk suggested in the next meeting to have a detailed breakdown of services for the management company and the city providing this management service. Aaron motioned to table the discussion, and Tolk seconded. The motion passed unanimously.

ITEM 7: Discuss Long-Term Landscape Maintenance Bid

Carrie gave the timeline of where the Landscape Maintenance bid would go from here, and what had been done. Unfortunately, the bid would need to take the full 60-90 days to be processed, however the short-term contract with Ramirez Lawn & Sprinkler would cover the period it would take for the long-term contract to be bid and put in place. Development Services Staff stated that the goal date for completion of the long-term landscape maintenance would be July 1st.

ITEM 8: Discuss and Consider Placement of decorative rocks in landscape area.

Carrie showed the board the two bids she had obtained for the decorative rocks to be placed in the landscaped roundabouts. She showed them pictures of the rocks both vendors had to offer, and the board much preferred the moss-covered rocks from the Rock Ranch. They requested 12 rocks, placed in groups of three, with two on the bottom, and one between the two on top like a pyramid. The board discussed costs, as it was only itemized for delivery, not for placement, and they requested Carrie ask about that when she called to order them for the PID. The board discussed extra funds just in case the placement would have an additional fee, and it was a consensus to request Carrie to purchase them, with the expectation not to exceed $7500. Tolk motioned to approve the purchase of these decorative rocks from the Rock Ranch. James seconded the motion. The motion was approved unanimously.

ITEM 9: Discuss ongoing PID operations and maintenance

The board is looking to replace a tree in the roundabout that had been damaged. Tolk stated that he purchased a 4 year old tree a few years ago for around $500. It was stated that others may be near $1,000, for the removal and replacement. The board decided to give Carrie a $5,000 not to exceed amount, and to go with the low bid, the board would be notified if it was a higher cost.

ITEM 10: Discuss future agenda items.

The board requested that the future items be to discuss and look over the budget with better numbers for the year, discussing and considering the long-term maintenance contract once it had been processed through purchasing, and to review and discuss the Management Bid once it had gone through the proper steps from the evaluation committee.

ITEM : Adjourn Meeting

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