

STATE OF TEXAS

**COUNTIES OF POTTER
AND RANDALL**

CITY OF AMARILLO

On the 28th of June 2023, the Heritage Hills Public Improvement District (PID) Advisory Board met at 1:30 PM in Room 275 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	19	6
Seth Williams	No	19	13
James Bentley	Yes	19	18
Aaron Johnson	Yes	15	15
Tolk Persons	Yes	9	9

CITY OF AMARILLO STAFF:

Justin Oppel, Development Services
Carrie Roberts, Development Services
Devin Jones, Development Services

OTHERS IN ATTENDANCE:

Bill Chudej, FIMC
Calandra Randolph, FIMC
Andrea Vance, FIMC

ITEM 1: Call to Order

ITEM 2: Approval of Minutes

2.A. Approval of Minutes from the May 11, 2023 meeting

There were no changes to be made to the minutes. Tolk moved to approve the minutes as written. Aaron seconded the motion. The minutes were approved unanimously.

ITEM 3: Items for Discussion

3.A. Discuss and Consider Management Contract associated with Administrative Responsibilities related to Maintenance and Operation Activities associated with Heritage Hills Improvements

Justin gave a small recap of the contract in question. This contract was one that had been made with another PID's attorney and FIMC, and the Development Services is now using that contract as a model for all PID's that require management companies. He stated that it's been working very well and smoothly in empowering the PID to be able to handle those purchases in a better way, rather than taking everything through purchasing, only taking things greater than \$50,000.

Justin opened the floor up to any questions or discussion. Aaron asked for clarification on the amounts and what needed to happen. Justin explained that if it was a cost of under \$3,000 then FIMC could handle it. If it was between \$3,000 to \$49,999, then FIMC would have to obtain three quotes, and utilize HUB if possible. Over \$50,000 they would have to take it through Purchasing and Procurement to take to City Council.

Justin also explained that he had been working with Laura Storrs to look at the Purchasing process for the PIDs and how what they needed was different from other city departments, as well as working on an orientation packet for new board members to hopefully help them transition smoothly.

Tolk stated that he did not see it specifically spelled out in the contract, but it was something that had been said in the past that they assisted with the budget, and asked if FIMC would help them with that. Calandra said that they could assist some, but mostly the other PIDs had board members that did most of that, but they would help if needed. Justin also stated that the Finance team would be around to help with that as would he if they needed.

James made a motion to approve the project. Aaron seconded. The motion passed unanimously.

3.B. Discuss and Consider Approval or Cancellation of Long-term Maintenance Bid No. 7492

Justin stated that there were two bids that came in for the Landscape Maintenance. He explained that one of the bidders was not eligible for review as they did not have all the necessary documents. He stated that they checked with legal, but it was very clearly stated, so they could not let him turn it in after the fact. That bid was \$30,000 less than the only other bid given. So, they had the option to either cancel the BID and send it out again, or they could accept the larger bid. Justin gave a timeline on if they wanted to cancel the bid, as well as their options on extending the short-term bid if that was what they chose to do. They could only extend the bid for up to 25% of the original cost. He stated that it would be a 2-week waiting period before they could send it back in, and then a 4-week time period before Bids would be received, and that was not counting any addendums that might happen.

There was some concern on whether this person would bid again or not. Justin stated that he feels with this contractor having bid regularly on several others and he felt that he would bid again. James asked if they decided to cancel, it sounded like they would not be able to get someone to maintain the landscape for about 2-3 weeks during the time frame of sending everything back out to bid, if FIMC would be able to contract someone for those few weeks during that time. Justin stated that if there was no contract in place, he felt it would be fine for them to do that to cover the gap between. Justin did suggest that FIMC get three quotes just in case the cost went over the \$3,000 limit.

Tolk asked if the cost covered Phase III. Carrie explained that they had the square footages of all three phases, as well as when they were coming online and out of warranty, so those bids would include those areas.

Tolk moved to cancel Bid #7492 and ask Purchasing to reissue the bid. Aaron seconded the motion. The motion passed unanimously.

3.C. Discuss and Consider Ongoing PID Maintenance

Tolk motioned to extend the existing short-term contract with Ramirez Lawn & Sprinkler to the full amount. James seconded. The motion passed unanimously.

Tolk stated that he had seen that the tubing he called about had been moved. He also told FIMC that there would be some things in Phase I that they would need to look at to bring it back up to the same standard as the rest.

3.D. Discuss Future Agenda Items

Tolk would like to put solar Christmas lights up for the Winter. He would like that on the next agenda.

Aaron was wondering if there were any plans to add a new board member. James stated that at this time the owner/developer appoints three and they appoint two residents. He stated that he believed it was an ownership percentage, but once that happens, they will be able to bring in other residents.

ITEM 4: Adjourn meeting

There being no further action, the meeting was adjourned.