

STATE OF TEXAS

**COUNTIES OF POTTER
AND RANDALL**

CITY OF AMARILLO

On the 4th of November, 2022, the Quail Creek Public Improvement District (PID) Advisory Board met at 2:00 P.M. in room 208 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	2	2
Steve Akeroyd	Yes	2	2

CITY OF AMARILLO STAFF

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

ITEM 1: Approval of Minutes from the June 21, 2022 Advisory Board meeting

Trena motioned to approve the minutes as written, Steve seconded. The minutes were passed unanimously.

ITEM 2: Discuss ongoing PID operations and Maintenance

Justin started off by apologizing for the mix up with Potter County about notifying the residents of PIDs in Potter County that the PID assessment would be listed with their property taxes. He stated that he was speaking with Sherri at the board meeting. They both thought the other was notifying the residents. He stated that they've posted a clarification on the Development Services website and that they were drafting a letter to be sent out Monday explaining everything. Steve asked what the letter was about. Justin explained that now the Potter County Tax Office would be collecting the assessments for the PID areas in Potter County, and it would be much more efficient. He explained the process before, and how it would be January or February before the residents received their bill for the PID assessment, simply due to the nature of how many residents there were, and how cumbersome the process was. However, with the new software that Potter County has, that Randall was able to get a few years back, they are now able to add it onto the tax bill and make it a far more efficient process.

Devin stated that at the last meeting the board had asked about a pet waste station, and she had e-mailed the parks department to find out where they purchased the pet stations from. She stated that they sent over the website that they purchase those pet waste stations from, and the two most cost-effective options are one that comes with a post, and a sign that says, 'pick up after your dog', and it is \$175 and comes in a choice of four colors. Or, one that's just the box that can be attached to an existing post, and those are \$89. She stated that they will have to obtain three bids for the cost of the installation of these stations, as the parks department will not do an installation on a park they don't maintain. Devin stated that both options did include a lock and key to be able to replace the bags. Trena asked if she would be able to obtain those quotes, Devin said that yes, she could, but she would need to obtain an on-paper quote from them so that purchasing could be sure that they were comparable. Steve stated that he thinks that they need two, one on each end of the park.

Trena motioned that they approve that cost for the \$350 for the pet waste stations in green. Steve seconded the motion, and it was approved unanimously.

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

Trena found a contract from 2008, but it was not a real binding, or legal contract, and only stated work for twelve months. She stated that they are not doing very many mowings, and a lot of times, especially during the winter they don't do anything at all, including snow removal on the sidewalks. She stated that the park is in the worst shape it's ever been in. If they lose the whole park it will be extremely expensive, and they've already lost the crown of the park, where it's dead. She stated that she thinks it's time that they open bids. Steve stated that they need to define the specifications. Steve asked if someone from the city parks could come out and advise them on what they needed and see if they can help them figure out a contractor that might be interested, or if the city parks department could take care of the park. Justin stated that typically they would not, but he would check with the Director of Parks and Rec to see if he would come out to look at their park and give his opinion.

Trena asked how the bidding process worked. Justin stated that it depended on how much the contract was going to be for. He stated that if it was over \$50,000, it went through a whole three-month process. However, theirs would clearly not be a \$50,000 contract. He stated that it was typically a 30-45 day process through purchasing. He also stated that what his staff would need to get it started, would be the specifications for the bid, and then they could start that process. Justin went on to further explain the contract terms, and the pitfalls that might come with the amount of time that contract was for. Trena asked if she could make some of the contractors she knew aware that the bid was out there ready to be bid on. Justin confirmed that yes she could. Trena asked if they had some flexibility on whether they went with the low bid or perhaps a bid in the middle. Justin explained the two options that the city had for procurement, and that was the low bid, or a best value bid, and he talked about the pros and cons of both.

Trena asked how other PIDs handled their contracts, if they spread it out over twelve months, or if they only paid the months they mowed. Devin explained that for some of the larger PIDs, they do maintenance of some sort during the winter months, and they still take care of the landscape, so they were paid monthly. Justin stated that there are PIDs that do give out a monthly bill, and there are others the list is itemized. Trena stated that she had asked for the 5 year financials, and she could see that Yard Barber wouldn't bill for several months, and then they would bill all at once.

Devin provided an example for a comparable PID in size to Quail Creek, and their bid specifications that they used along with a schedule for when they would want their maintenance. Justin then went further to explain the way the evaluation went for Colonies, and how the scores were handled.

Steve asked what the budget was currently for Landscape Maintenance. Justin explained that it was \$3300 for the year. Steve was worried that the cost would come in higher than their budgeted amount. There was some further discussion on this. Ultimately Steve asked if there was a possibility in sitting down with Yard Barber, and negotiating a contract. Justin stated that he wished that they could do it that way, but because it was with public funds, they had to go through the purchasing process.

Justin did offer that if they wanted to reseed it right now they could get three bids on their own, and show that to the purchasing department to compare the bids. Steve stated that he didn't think there was any point reseeding right now with the clay at the crown of the park, and it being winter.

Trena motioned to table the approval of the bid specification. Steve seconded. The motion passed unanimously.

ITEM 4: Discuss future agenda items

There were no future agenda items.

ITEM 5: Adjourn Meeting

There being no further action, the meeting was adjourned.