

**STATE OF TEXAS**

**COUNTIES OF POTTER  
AND RANDALL**

**CITY OF AMARILLO**

On the 25<sup>th</sup> of May, 2023, 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:

<b>BOARD MEMBERS</b>	<b>MEMBER PRESENT</b>	<b>TOTAL NO. MEETINGS HELD</b>	<b>TOTAL NO. MEETINGS ATTENDED</b>
Tammy Swartz	Yes	3	3
Trena Santee	Yes	6	6
Steve Akeroyd	Yes	6	6

**CITY OF AMARILLO STAFF**

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

Matt Trujillo, Finance

ITEM 1: Call to Order

ITEM 2: Approval of Minutes

**2.A. Approval of Minutes from the February 9, 2023 meeting**

Tammy moved to approve the minutes as presented. Steve seconded the motion. The motion passed unanimously

ITEM 3: Items for Discussion

**3.A. Discuss and Consider 2023-24 Budget and 5-year Service Plan**

Carrie explained that when the Board had approved the budget prior, that the City Administrative fee had not been calculated yet. Matt Trujillo also explained this and went over what the City Administrative fee was paying for. Trena pulled information from the PID's resolution, explaining that the money was listed in the resolution to go to the maintenance of the park, and asked why the city could charge them for this when it was not outlined in their resolution. Trena stated that she felt there should be further discussion on this and that the item should be tabled for the time being. Jusitn explained that there was a time when the PIDs were fluctuating with their level of service, and that was why previously the administration fees had been going up and down.

Tammy asked Matt to finish his explanation. Matt then went on to explain the breakdown of the City Administrative fee and what all it paid for further. Steve asked if every PID was being charged the same. Matt explained that no, they were being billed based on the time spent on the PID. Trena was very adamant that they should not have to pay for the city administration fee.

Trena stated that she would not approve the budget the way it was presented. Steve agreed.

Justin explained the only way to negate the city administrative fee would be to dissolve the PID and turn it over to the HOA. Then the city would not be involved. Steve stated that he did not believe he would be willing to do that as he did not have the time to establish an HOA. Trena stated that the HOA was already established, and Steve argued that it would still be a lot of time and effort that most of them did not have.

Justin further explained the City Administrative fee to help the board understand why the fees were going up. Trena asked if a letter could be sent to the homeowners letting them know about the increase in assessments. Justin stated yes, they would be drafting a letter to send out to the homeowners.

Trena motioned to approve the amended budget. Tammy seconded. The motion passed unanimously.

### **3.B. Discuss and Consider Ongoing PID Maintenance**

Steve mentioned that the rain sensor is not working, and that the slit seeding for the park did not actually germinate appropriately. Keith suggested that the homeowners could purchase seed and scatter it to help. Steve stated that the clay was too hard, and the seeds were not deep enough to reach the good soil to grow.

### **3.C. Discuss Future Agenda Items**

Trena asked if they could please get the letter out to the homeowners about the rate increase. Justin stated that he would send the letter out once the budget had been approved by City Council to make certain that the budget that was approved is the one he referenced.

#### ITEM 4: Adjourn meeting

There being no further action, the meeting was adjourned.