

**STATE OF TEXAS**

**COUNTIES OF POTTER  
AND RANDALL**

**CITY OF AMARILLO**

On the 5<sup>th</sup> of January 2024, the Heritage Hills Public Improvement District (PID) Advisory Board met at 10:00 AM in Room 105 on the first floor of the City Hall Building, 601 S. Buchanan, Amarillo, TX., with the following people present:

<b>VOTING MEMBERS</b>	<b>MEMBERS PRESENT</b>	<b>TOTAL NO. MEETINGS HELD SINCE APPOINTMENT</b>	<b>TOTAL NO. MEETINGS ATTENDED SINCE APPOINTMENT</b>
Perry Williams	No	22	6
Seth Williams	No	22	15
Aaron Johnson	Yes	19	19
Tolk Persons	Yes	13	13
Scott Walton	Yes	1	1

**CITY OF AMARILLO STAFF:**

Carrie Roberts, Purchasing  
Kimberley Dillard, Purchasing  
Trent Davis, Purchasing

**OTHERS IN ATTENDANCE:**

Seth Skelton, Tri-State General Contractors  
Calandra Randolph, FIMC  
Andrea Vance, FIMC  
Brandi Parker, FIMC

ITEM 1: Call to Order

ITEM 2: Approval of Minutes

**2.A. Discuss and Consider Minutes from our August 23, 2023 Meeting.**

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

**2.B. Discuss and Consider Minutes from our November 16, 2023 Meeting.**

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

ITEM 3: Items for Discussion

**3.A. Discuss and Consider Approval of Vendor for Bid No. 7777 Heritage Hills Long-term Landscape Maintenance**

Carrie opened discussion naming the five vendors that sent in bids. Advisory Board reviews bid packets. Tolk asked how Rafter B Landscaping is considered an accepted bid when they didn't give estimates for all services. Carrie agreed and stated Rafter's bid is incomplete and

disqualified. Aaron acknowledged that Green Plains is the “low bidder” and Carrie verified they were the “low bidders.” Aaron asked if Green Plains bid packet is complete and Carrie confirmed that Green Plains bid packet was a 100% complete.

Tolk motions to approve Green Plains Bid for the long-term maintenance. Aaron seconded the motion. The motion passed unanimously.

Carrie stated that the approved bid and contract is scheduled for City Council January 23<sup>rd</sup> and will keep everyone updated.

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

Tolk mentioned a previous discussion in our August 2023 meeting of replacing the trees in the Spring that didn’t survive the winter in Phase II. Andrea stated they have a pretty good idea on which trees need to be replaced and will be taken care of in the Spring.

Tolk asked about the decorative rocks that was also discussed in our November meeting. Andrea said they are scheduled to be delivered next week.

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

ITEM 4: Adjourn meeting.

**There being no further action, this meeting was adjourned.**