

**STATE OF TEXAS
COUNTIES OF POTTER
AND RANDALL
CITY OF AMARILLO**

On the 16th of November 2023, the Heritage Hills Public Improvement District (PID) Advisory Board met at 10:00 A.M. in Room 305 on the third floor of the City Hall Building, 601 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 | 22 | 6 |
| Seth Williams | Yes | 22 | 14 |
| Aaron Johnson | Yes | 18 | 18 |
| Tolk Persons | Yes | 12 | 12 |

CITY OF AMARILLO STAFF:

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

OTHERS IN ATTENDANCE:

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

- **ITEM 1: Call to Order**
- **ITEM 2: Approval of Minutes**
Carrie explained the minutes will be presented at our next PID Board Meeting
- **ITEM 3: Items for Discussion**

3.A. Discuss and Consider Long-term Maintenance Bid Documents

Carrie stated she and Calandra talked about the Specifications and Calandra has made a few edits. Carrie turned over the discussion to Calandra. Calandra asked what type of bid this will be; a Best Value Bid or Low-Cost Bid and asked Trent to explain the differences. Seth stated Low Responsive Bid, Trent then went through bidding criteria of bid packets. Calandra stated that bidders need to be qualified Base Line Irrigation Systems - 2 wire system, Calandra also asked who had access or password for monitoring the Base Line Irrigation System. Seth stated the management company has access and, he does, Calandra then stated that they would need access and the password plus log-in information, Seth said he would get her the log-in information. Calandra also said that going forward the Landscape company would also need access. Calandra asked if the Contractors would be required to submit a Performance Bond, Seth stated that they would be. Casandra then asked if a clause should be put in the bid stating that they don't have to award the bid submitted bid exceeds a certain percent of the budget, that the bid won't be considered, Seth stated that at any given point or time they did not have to award the bid, but if it is over what they are estimating for the budget, that they can go in and amend the estimate, Aarron then stated that they were new and bringing on a bunch of area, Seth

then stated that if the budget was underestimated they could amend and make changes as needed.

Calandra, then spoke about during their inspection they noticed that several flower beds were just dirt, and if this needed to be addressed in this contract, or separately, maybe next year having this go out for bid so they could get the plants they originally wanted and the Granit, or Pea Gravel.

Aarron then asked where the beds were located, was it at the first part of entry, Calandra replied yes, Seth, stated they needed to re-address Phase 1 because there was so much missing that needed to be looked at along with several bald spots, Seth stated that this should be addressed separately from the maintenance contract. Calandra then stated that this was all the questions she had for the contract, Calandra then spoke and stated she made some edits., she felt the edging needed to be done with the mowing weekly instead of bi-weekly, on the bedding aeration grub and weed control pre-emergent herbicides be applied early Spring March thru April and late Summer September. Also, turf should be monitored for grub infestation and treated in July end of August,

Seth stated that instead maybe they should modify that to maintain the beds that are there due to them getting washed out in heavy rain and gutted out. Seth suggests just changing the language, to state that they maintain it, Aaron then stated instead of specifying the material just say we maintain it. Calandra speaks misc. ground maintenance she added one and two, one being pick up litter and trash in all common area's record any observed damage. Calandra added in incidental on tree care maintenance below pruning up to six feet height done as per day additional services items sod replacement, irrigation repair, tree removal and tree replacement. Mulch installation to maintain three-inch depth.

Tolk stated he is good with all of it. Tolk moved to approve Contract specs and long-term maintenance for bid. Aaron second the motion.

3.B. Discuss Phase III with Tri-State

Seth with Tri-State discusses bedding work, the Seth with Tri-State states the trees are mostly planted except for the nineteen that were discussed going down Legacy, signs are upright on Legacy and Runabout, concrete is complete, joint sealant complete, ramps added in, irrigation in, and it is just down to landscaping. Seth with Tr-State stated that he talked to Oscar Ramirez about good firm date for finishing, Oscar stated December 09 as completion date. Punch list inspection unless everyone wants to go out there and punch all that is complete. Tolk asked when Phase I was completed. Seth stated he wasn't sure. Tolk mentioned a few trees that were dead, and Seth with Tri-State stated he will look into replacing them. Seth with Tri-State states they have all Bollards installed down Soncy and up Legacy, but on his plans, this did not include any sign lighting. Light on Wood sign on Soncy. Tolk. states he would like to add this to future bid piece. Seth with Tri-State stated he would work on a bid for the lighting. Tolk states that decorative rock needed to be added at Tradition & Heritage Hills Parkway.

3.C. Discuss Ongoing Bid Operations and Maintenance

Tolk stated that one of the light bollards on Legacy and West Heritage Hills Parkway, soil was dug out and pole was lying on ground. Seth with Tri-state stated he would go look at it.

3.D. Discuss Future Agenda Items

Tolk wants to get a list of things to be addressed, specifically on Phase I. Seth talks about doing a change order with this contract or wait for the next one to look into the additional landscape that's on the South side of that fence North on Heritage Hills Parkway.

- **ITEM 4: Adjourn Meeting**

There being no further action, this meeting was adjourned.