

STATE OF TEXAS

**COUNTIES OF POTTER
AND RANDALL**

CITY OF AMARILLO

On the 16th of July, 2024, the Quail Creek Public Improvement District (PID) Advisory Board met at 10:30 A.M. in room 306 at the City Hall Building, 601 S Buchanan St., Amarillo, Texas, with the following people present:

| BOARD MEMBERS | MEMBER PRESENT | TOTAL NO. MEETINGS HELD | TOTAL NO. MEETINGS ATTENDED |
|----------------------|-----------------------|--------------------------------|------------------------------------|
| Tammy Swartz | Yes | 6 | 6 |
| Trena Santee | Yes | 9 | 8 |
| Steve Akeroyd | Yes | 9 | 9 |

CITY OF AMARILLO STAFF

Carrie Roberts, PID - Finance
Justin Blackstock, Finance
Elizabeth Baker, Finance
Trent Davis, Purchasing

ITEM 1: Call to Order

Carrie called the meeting to order. Due to a schedule conflict for Room 306, this meeting moved to room 305.

ITEM 2: Approval of Minutes

2.A. Approval of Minutes from the May 25, 2023 meeting

A motion was made to approve the minutes. Motion passed unanimously.

ITEM 3: Items for Discussion

3.A. Discuss and Consider 2024-25 Budget and 5-year Service Plan

Carrie introduces Justin Blackstock, the new Treasurer, and Liz Baker with Finance. Justin presented the 2% inflationary adjustment for expenses, with a 3% increase for water and electricity.

The Administration fees dropped from \$4,500 to \$2,100 due to cost allocation changes. Temporary Contract Labor is proposed at \$3,400, up from \$3,366. Justin changes the proposed amount to \$4,500 to cover the new estimate rec'd by Stan's Lawn Care.

Trenea makes a motion to approve the 2024-25 Budget and Five-year service plan. Motion passes unanimously.

3.B. Discuss and Consider Landscape Maintenance Specifications

The specifications discussion reflected in 3C.

3.C. Discuss and Consider Landscape Maintenance Contract and Estimates

Carrie presents the two estimates (1. Stan's Lawn Care @ \$4,500 and 2. Ramirez Lawn & Sprinkler @ \$6,965.75).

A motion was made and passes unanimously.

Theresa confirms that Stan will agree to a three year contract.

Theresa said that Stan prefers payment by check vs direct deposit.

Carrie requests that Stan's future invoices reflect work being done to maintain a record of services provided and that the specifications are being followed.

3.D. Discuss and Consider Ongoing PID Maintenance

N/A

3.E. Discuss Future Agenda Items

N/A

ITEM 4: **Adjourn meeting**

There being no further action, the meeting was adjourned.