

**STATE OF TEXAS**

**COUNTIES OF POTTER  
AND RANDALL**

**CITY OF AMARILLO**

On the 10<sup>th</sup> of July, 2024, the Tutbury Public Improvement District (PID) Advisory Board held an Advisory Board meeting at 10:00 A.M. at the City Hall Building, Room 307, 601 S. Buchanan, Amarillo, Texas, with the following people present:

<b>MEMBERS</b>	<b>PRESENT</b>	<b>TOTAL NO. MEETINGS HELD</b>	<b>TOTAL NO. MEETINGS ATTENDED</b>
Cathy Bailey	Yes	4	4
Richard Drake	Yes	8	7
Theresa Cruz	Yes	3	3

**CITY OF AMARILLO STAFF**

Carrie Roberts, Finance – PID Coordinator  
Nick Bonner, Finance  
Bryan Cortez, Finance  
Elizabeth Baker, Finance

**ITEM 1: Call to Order**

Carrie called the meeting to order.

**ITEM 2: Approval of Minutes**

**2.A. Approval of Minutes from the December 7, 2023 Meeting**

Richard moved to approve the minutes as presented. Theresa seconded the movement. The motion passed unanimously.

**ITEM 3: Items for Discussion**

**3.A. Discuss and Consider 2024/25 Budget and Five-year Service Plan**

Carrie introduces Nick with Finance who will be going over the Tutbury budget. Nick explains the breakdown of the budget per item category.

Expenditures Total \$26,373.00.

Electricity and Water increased by 3%,

City Admin Fee decreased by \$200.00,

all other expenditures increased by 2%,

Assessment Fees went up by \$100.00.

The Board discuss' possible options to increase the budget; increase assessment fee's, etc.

Carrie and Board discussed possibly dissolving the PID as an option and turning it over to the HOA.

Cathy motions to approve increasing the assessment fees to \$1,200.00 in order to cover any major expenses that may arise.

Theresa seconded the motion.

The motion passed unanimously.

Cathy makes a motion to approve the budget as presented.

Theresa seconded the motion. Motion passes unanimously.

**3.B. Discuss and Consider Removing Box Woods in Front 2 Planter Box's and Replacing with different type of shrubbery**

Cathy would like Ornamental Grass or Fountain Grass in place of the Box Woods.  
Carrie will get estimates from Mitchell and other vendors.

**3.C. Discuss and Consider ongoing PID Operations and Maintenance**

Carrie spoke with David with Mitchell Landscaping in reference to the "Scale" on the trees. David stated he believes it isn't scale, but "heat stress." Mitchell will monitor the tree's and if they do not improve, he will send over an estimate to treat the trees.

Board discuss' the option of replacing the irrigation box.

Theresa makes a motion to approve duplicating the keys to the irrigation box and only Board members and Mitchell be key holders.

Richard seconds the motion.

Motion passed unanimously.

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

Landscape Maintenance Contract and Vendor Estimates

Removal of Boxwoods and installing Ornamental Grass

Keys to irrigation box

Tree Trimming

**ITEM 4: Adjourn Meeting**

With no other business the meeting was adjourned.