

STATE OF TEXAS

COUNTIES OF POTTER

AND RANDALL

CITY OF AMARILLO

On the 27th of September 2023 The Colonies Public Improvement District (PID) Advisory Board met at 1:30PM in room 306, on the third floor of City Hall, 601 S. Buchanan St., Amarillo, Texas, with the following people present:

VOTING MEMBERS	MEMBERS PRESENT	TOTAL NO. MEETINGS HELD SINCE APPOINTMENT	TOTAL NO. MEETINGS ATTENDED SINCE APPOINTMENT
Clark Damon	Yes	13	13
Luke Austin	Yes	6	5
Allyson Flaming	Yes	13	5
Jason Burr	Yes	19	19
Josh J Langham	Yes	13	12

CITY OF AMARILLO STAFF:

Justin Oppel, Development Services
Carrie Roberts, Development Services
Matt Poston, Finance
Matt Trujillo, Finance
Trent Davis, Purchasing

OTHERS IN ATTENDANCE:

Calandra Randolph, FIMC
Andrea Vance, FIMC
Jason Habeger, TLA
James Shelton, TLA
Matt Griffith, Rockrose

ITEM 1: Call to Order

ITEM 2: Approval of Minutes

2.A. Approval of Minutes from the June 20, 2023 meeting

Jason motioned to approve the minutes as presented. Luke Austin seconded the motion. The motion passed with a unanimous vote.

ITEM 3: Items for Discussion

3.A. Discuss Utility Water Usage

Jason motioned to start with item 3.D. (Discussion of the 2023/24 Budget) due to it being the item that would most likely take the most amount of time. The other items would be visited after 3.D. is discussed.

At 17:00 into the meeting, Utility Water Usage was discussed.

Jason Burr mentioned the water usage and advised there is a plan and that it is being monitored. James Shelton advised that he did not agree with the water bill that was received due to lack of usage on his part. Jason Burr asked if there were any concerns of issues that could have been causing this bill. James Shelton advised that there was no way he used 100,000 gallons of water in June.

Jason Burr mentioned tree care maintenance bid and master flower bed planning bid. Trent Davis was brought in to discuss this. Jason Burr asked about flower bed packet and if it was completed and ready to go. Jason Habeger advised it was with final touches being

put on. Jason Habeger advised it needed to be given to Justin Oppel the following Monday for a bid number to be created and get the process to be started.

Jason Burr asked if it would be possible to get the bid packet out in December due to problems the previous year. Jason Burr advised that he was concerned with the holiday calendar for notifications being published on Mondays. Trent Davis advised that this had changed, per Amarillo Globe News, and the dates of publishing were now Tuesdays instead of Mondays. The discussion of doing it in December instead of January was brought up to provide enough time for people to read them over. Trent Davis explained how the process works within the city.

Jason Burr stated that the tree care maintenance bid packet had been approved and asked if there was any reason to hold it. Calandra Randolph stated no, James Shelton stated he was updating the map with the trees. There was then a discussion about how at one point there was confusion on the tree care maintenance, flower beds, and turf now being three separate items budget items. This was due to the three items having been a combined budget item at one point. The point was raised that there was no lawn maintenance company that knew how to handle all three issues, and it made the most sense to keep these issues itemized. Details of the budget for these three items were then discussed more in detail by Jason Burr and Luke Austin. Trent Davis raised the question as to if there was an inventory of all of the trees in The Colonies. It was affirmed that there is a list of all of the trees in the PID.

3.B. Discuss and Consider the Tree Care Maintenance Bid Packet

Jason Burr asked Calandra Randolph if the electrical contract was ready to go, and Calandra Randolph advised she had just been handed the contract. Jason Burr asked if there was an update on the wire replacement, Calandra Randolph advised there was no update to the two lights on Continental. Calandra Randolph advised that the bid from AAA Electric is what was still being waited on for this project. Jason Burr then asked if there were any other questions about tree care, flower beds, or electrical. Calandra Randolph asked if the tree care packet would also be turned in on Monday, James Shelton said he would get it out when he was able to, as well as the flowerbed planting packet.

James Shelton is concerned about the flower beds packet being released to the public during the holidays, and believes it needs to be done sooner. Trent Davis advised that during the holidays there would not be an impact from the city's side in regards to getting things published, but also advised that bidders were not likely to look at things during the holidays, and advised the publishing be pushed to either the end of October or beginning of January. Jason Habeger advised his concern with waiting until January and there being a shortage of the plants that are available for purchase. Carrie Roberts is asked by Luke Austin to get it done sooner. Luke Austin advised that it be done as soon as possible instead of waiting.

There is then discussion with Trent Davis as to whether or not it made sense to put all of the landscape bid as one item or to keep it split up as it currently is for the bidding process. The general consensus was to keep it split up as it is at present to prevent confusion.

Board Motion to Approve

3.C. Discuss and Consider the Master Flowerbed Planting Bid Packet

Jason Burr asked if there are any more questions as to where these items discussed fall within the budgeted items. Jason Burr advised that it goes under seasonal planting. Jason Burr explains that the tree maintenance bid is a cost plus bid. Jason explains how if a tree needs to be replaced, there is going to be a cost plus item with the cost of the replacement tree plus the cost of maintenance. Jason then explains how for flower bed expenses it is

known exact plants that are needed each time. Calandra Randolph explains that there is then a second bid item for flower bed maintenance to account for maintenance expenses for the flower beds. Luke Austin asks where the money is going to come from for the seasonal expenses. Luke Austin explains that he is picky on certain things and does not like the reputation that comes along with it. Luke Austin advised he spoke to the park director and stated that there is a way to state the bid so that instead of it being an overall bid for all of the parks and mowing, they get paid per park. Luke Austin also stated that the landscape company is being paid weekly to weed the flower beds but believes that this maintenance is not being completed as agreed upon weekly to keep the flower beds cleaned out.

Luke Austin raised the idea of cancelling the contract with the landscape company at present, reissuing it, and breaking it up properly so the landscapers get paid when they work. He then advised that there are not four paragraphs explaining the expectations for how the flower beds should be maintained to the landscape company, but is an idea for future bids, even if it means spending more money on the bids due to the number of details explained. Jason Burr stated that there has been a level of neglect seen with the flower beds, but that he believes that there will be pride of ownership afterwards. Calandra Randolph advised that up until this point with the knowledge of the flower beds were going to be replaced the maintenance had not been as high of a priority. Jason Burr stated that he is more concerned with trash than anything else in the flowerbeds and stated that this year may be out of the ordinary due to the weather at the beginning of the summer. Luke Austin stated that there was a decision to choose the lowest bid for the contract, and that despite skipping several mowing's in the spring, the flower beds met approval.

James Shelton is asked about overseeding and sodding. James is asked to handle this issue and repair some of the needs. Clark Damon asks about the timing of plantings regarding the timing of sending out the notices to be published. Jason Burr explained that everything would be done next spring. Clark Damon stated that the timeframe still does not seem to account for enough time to allow for the planting to happen, in particular due to the 90-day process. There is then discussion as to the length of time of the process, with Trent Davis explaining the city council side of things.

Luke Austin states that he believes bids will be in and decided upon by January 1st, 2024. Trent Davis then explains what the normal bid time looks like from the City and Council point of view. Luke Austin states that they believe if it is released in November, and the timeframe given for through December 1st, it would be appropriate. Clark Damon asks on clarification as to whether the PID or the contractor orders the materials that will be installed. Jason Habeger explains that the bidder will order, install, and have a warranty phase for materials. Trent Davis had a mock scenario with the 17th of October being the date of posting, then having bids due the week of the 16th of November, or the 30th of November. The city council meeting on December 12th is when this item would then be discussed by the City. Luke Austin and Jason Burr then discuss if the bid packet is released earlier in November if that would change the options for the timing of the bids. The date of October 17th is agreed upon for it to be released. (40:23). There is then discussion as to if a special meeting is needed to approve the bidder to happen due to the City Council calendar being affected by the Winter holidays. (40:45).

Luke Austin stated that he is against low bid practices moving forward, James Burr explains that there is a best value and point system that he believes will work better for The Colonies. Trent Davis then states that although price is an important part of the bidding process, there should be other factors involved, especially for a best value proposition.

Jason Burr asks if there is the ability in the next two weeks to have a discussion with Trent Davis on the best way to have a scoring system on the best value bids. Trent Davis

advised he is open to the idea of having a small discussion with one or two board members to be able to explain the bid process and share his expertise in the area. There is then a discussion about the guidelines that were provided to the PID for the best value bidding process. Trent Davis explained these guidelines more in detail. There was more discussion as to the pros and cons of reweighting for the best value bid process.

Justin Oppel then mentioned how the Pinnacle PID was utilizing the scoring process for best value and believed that it would be a good fit for Greenways and their needs for the scoring issues that were mentioned in this board meeting and agreed to send out the template to the Colonies Board.

Board Motion to Approve

3.D. Discuss the 2023/24 Budget

Jason turned the discussion over to Luke Austin to lead the discussion on the budget. Luke Austin stated that he took the numbers from July, without having access to August. Stated he calculated based on where the budget should be at ten (10) months.

Botany and Agriculture's budget was up to date minus an expected fifty-thousand-dollar (\$50,000) bill. Otherwise, the expenditures should not only be up to date, but should be complete for the entire year. For these expenses, the budget was five thousand dollars (\$5,000) over, with an estimated total spent of fifty-five thousand dollars (\$55,000).

It was stated that Electricity was good.

Water was presented by Luke Austin. One hundred forty thousand dollars (\$140,000) was spent, with the budget being One hundred thirty-five thousand dollars (\$135,000). Luke Austin stated that considering the weather over the summer months this was appropriate.

Luke Austin stated that PID management fees were fine. Temporary Labor Line was being paid to Green Plains. Luke Austin, Matt Griffith, and Jason Burr discussed that this item was underbudget, but was appropriate due to a late start in the year for Green Plains.

For the issue of Tree Care, twenty-two thousand dollars (\$22,000), has been spent, and a fifty-thousand-dollar (\$50,000) bill for tree trimming was expected but had not yet been delivered at the time of the meeting. Jason Burr voiced his approval of the state of the tree trimming. James Shelton and Jason Burr discussed the job that had been done.

Luke Austin then stated that the tree care budget would most likely end up being between seventy-two thousand (\$72,000) and seventy-five thousand dollars (\$75,000) of the one hundred-thousand-dollar (\$100,000) budget.

Luke Austin stated that Improvements and Irrigation are under budget.

Luke Austin asked City of Amarillo representatives why Professional Fees were eighteen thousand dollars (\$18,000), while the budget through 10 months is listed at six thousand seven hundred dollars (\$6,700). Matt Poston answered the question. Luke Austin advised that the new contracts with Turner and FIMC were increased and will be over-budget. Jason Burr stated that he believed that there had not been a bill received from Turner for a long time. Calandra Randolph (FIMC) stated that the bill had been delayed, but it had been paid.

Calandra Randolph stated that there was an additional bill for the design of the new flower bed planting boxes.

Jason Burr asked if “Administrative Other” charge was the city fee. Matt Poston answered yes.

Calandra Randolph asked what the City Financials – Improvement Parks, value of four million dollars (\$4,000,000) was for. Matt Poston answered stating it was reimbursement to the developer. Calandra Randolph asked about the improvement budget, Matt Poston answered that it should be done on the improvements.

Jason Burr stated that they were two hundred seventeen thousand dollars (\$217,000) under budget. Luke Austin stated that it was due to confusion from the beginning of the year and getting things back on track. Jason Burr stated that there was an expected one hundred thousand dollars (\$100,000) in tree care expenses.

Luke Austin asked for a current budget due to previous meeting having the budget “way off”. Luke Austin asked for clarification on these budget expenses. Calandra Randolph advised that Luke Austin was not here for a meeting where the changes and revisions worked on with Blair Snow-McCurdy from the City were made and approved. Luke Austin was given a copy with the changes.

Luke Austin made the motion to not go through the budget item-by-item. Luke Austin then compared the two budgets. Luke Austin stated tree care is budgeted for seventy-five thousand dollars (\$75,000). Matt Poston stated that they did not expect the tree care expenses to be as high as initially budgeted for. The seasonal planting expenses are budgeted for two-hundred fifty thousand dollars (\$250,000); hardscape landscaping is budgeted for thirty thousand dollars (\$30,000); and irrigation is also budgeted for thirty thousand dollars (\$30,000). Lighting expenses were also discussed.

Jason Burr stated that tree care expenses seemed high. Luke Austin mentioned PID management fees were fifty-seven thousand dollars (\$57,000). Jason Habeger was asked if twelve thousand dollars (\$12,000) is accurate for expected expenses for the 2023/2024 budget. Jason Habeger advised he bills FIMC, Calandra Randolph advised she then submits it to the city for payment. Luke Austin motioned to have these expenses brought up during the subcommittee meeting for clarification.

Luke Austin asked if there were any concerns or questions. The comment was made that taxes were raised by a penny (\$0.01 cent) which will help with the one hundred and eighty-five thousand dollars (\$185,000) coming from the seasonal planting expenses.

Jason Burr asks for clarification for seasonal planting and confirming that it was not seasonal at this point, it is completely redoing old flowerbeds. Jason Burr confirmed that these expenses were designed for preliminary maintenance and then maintain upkeep over the next 7 to 9 years, with some expenses truly used for seasonal planting as needed for color.

Luke Austin advised that page 2 of the budget suggested expenses was shown through 2031 or 2032. Luke Austin advised that for the 24/25 budget fifty thousand dollars (\$50,000) was put in for seasonal planting with a 2% per year increase after that. Jason Burr asked for clarification on expenses on the beautification of the entrances for this past year.

Luke Austin stated that the two hundred-thousand-dollar (\$200,000) budget on water gives water a little breathing room the next year, in the heat of the summer 4 out of 7 days are watered on the turf. James Shelton states explanations of where the water budget was going during summer months. James Shelton advised that granular and some fertilizers were put down to maintain moisture. Jason Burr requested clarification on what was done

and where in the neighborhood it was done. James Shelton answered Jason Burr's questions with specific locations of where the grass was treated.

Jason Burr asked Matt if there were any questions or concerns, Matt advised no questions or concerns. Jason Burr asked if there were any other questions about the budget.

3.E. Discuss and Consider Board Member Terms

Jason Burr stated that he did not believe there was enough time in the meeting to discuss board member terms. Luke Austin asks if there is a spreadsheet for the terms and expectations of board member terms. Justin Oppel advised that he spoke with Stephanie Coggins, City Secretary, in regard to this manner, and was seeing if terms can be extended by one year to be able to start staggering terms. Justin Oppel will get with Bryan McWilliams, City Attorney, and see if it is legal for the terms to be extended by one year. If it is not legal, other options are available in regard to staggering board member terms.

3. F. Discuss and Consider Ongoing PID Operations and Maintenance

Calandra Randolph stated that there is maintenance for the fence staining at the Continental Entrance, and there are bids currently being collected for that. Installing trashcans in the PID areas, prizes are being awarded for that. Tree trimming was completed. The pavers have arrived for the flower beds and will be installed once scheduled. The electrical services contract is finally fully executed with AAA can move forward on that. The cleanout of the rock bed and the bridge house has been awarded to Green Plains. They were the only bidders, and the bid was \$6,546; they were the only bidders out of three. Areas for seeding and sod have already been discussed. Lighting options are still being discussed. A light on Hillside was swapped with the broken light on Westminster. Still waiting on the new light pole, will not be a PID expense, is being paid by the contractors who ran over the light. Working on pricing for replacement poles, and potentially ordering 10 extra poles to be kept in storage due to issues matching the poles when they have needed to be replaced. The new light pole is anticipated to be in on December 7th.

3.G. Discuss Future Agenda Items

Calandra Randolph stated that a future agenda item is approving the contractor.

ITEM 4: Adjourn meeting

There being no further action, the meeting was adjourned.