

**STATE OF TEXAS**

**COUNTIES OF POTTER  
AND RANDALL**

**CITY OF AMARILLO**

On the 11th day of September, 2015, The Colonies Public Improvement District (PID) Advisory Board met at 2:00 PM in Room 305, on the Third Floor of City Hall, 509 East 7<sup>th</sup> Avenue, Amarillo, Texas, 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>
Matt Brister	Yes	3	3
Tracy Byars	No	23	22
Eric White	Yes	23	19
Craig Bryan	Yes	22	19
Lew Bradshaw	Yes	20	15

**CITY OF AMARILLO STAFF:**

Rebecca Beckham, Comprehensive Planner II  
Kelley Shaw, Planning Director

**OTHERS IN ATTENDANCE:**

Matt Griffith  
Bill Chudej  
Cleve Turner

**ITEM 1: Approval of Minutes from the July 6, 2015 meeting**

Mr. Shaw opened the meeting and asked if there were any corrections to the July 6, 2015 meeting minutes. Hearing none, Mr. White moved to approve the minutes as presented with Mr. Bradshaw seconding the motion, and the minutes were approved unanimously.

**ITEM 2: Review and consider for recommendation The Colonies Unit No. 63 Hillside wall project.**

Mr. Shaw explained that the Colonies Unit No. 63 Hillside Wall project is the continuation of an existing wall that was previously built along Hillside Rd. Mr. Shaw briefly explained that any time a PID project is subject to reimbursements to the developer, the project must go through the City's public bidding process. Prior to the project being put out for bid, the project is first reviewed by City Departments and the PID Advisory Board to allow time for comments or questions. Mr. Shaw stated that the plans for the Wall project had been distributed, reviewed and approved by the City's Engineering Department and the Parks and Recreation Department. Mr. Shaw explained that due to the placement of existing utilities, the plans also had been reviewed and approved by Xcel Energy.

Mr. Shaw explained that the purpose of this meeting was to allow the Advisory Board time to review the project, and if satisfied, to make a recommendation to move forward with the Project. Mr. Shaw explained that should the Advisory Board recommend the Unit No. 63 Wall project move forward, that after bids were received the Advisory Board would meet again to review and consider any bid proposals.

Mr. Shaw invited Mr. Turner to speak about the Colonies Unit No. 63 Hillside wall project. Mr. Turner reiterated that the Unit 63 Wall project is a continuation of the existing wall along Hillside Rd. This phase is 983 linear feet of wall and will cost approximately 1.1 million dollars. Mr. Turner explained that the project will extend sidewalks and that a portion of the wall does go through the Xcel Energy transmission poles.

Mr. Turner went page by page through the plans and explained that Xcel Energy has required them to have no columns within the transmission pole area, and that there would be concrete between the wall and the alley so that maintenance issues were minimized. Mr. Bryan asked if the proposed wall was typical for the Colonies and Mr. Turner said it was. Mr. Turner explained that the proposed cast stone was the same profile, there was one drainage structure low water crossing, and that everything was laid out with coordinates. Mr. Turner explained that they were not proposing any trees, because of the Xcel Energy transmission line and that federal regulations prohibited vegetation being within a certain distance. He explained that there would be low growing vegetation. Mr. Turner ended by saying a non-mandatory pre-bid conference would be held on the 24<sup>th</sup> of September and that the bid opened October 8<sup>th</sup>.

Mr. White moved to recommend that they proceed with the Colonies Unit No. 63 Hillside wall project, Mr. Bradshaw seconded the motion and the recommendation to proceed with the Colonies Unit No. 63 Hillside wall project was approved unanimously.

ITEM 3: Discuss PID maintenance contract.

Mr. Shaw asked the PID Advisory Board if they had any questions regarding the Colonies PID maintenance contract. Mr. Bryan began by asking how specifically the contract would work and who would be party to the contract. Mr. Shaw explained that the PID contract would not have to go through the City Bidding Process, but that because the maintenance contract was over \$50,000 that it would have to be between the City and the maintenance contractor.

Mr. Griffith asked what the differences between the current contract and the new contract would be. Mr. Shaw explained that the biggest difference is that the City would not be choosing the maintenance contractor.

Mr. Shaw used the recently approved Greenways PID Maintenance Contract as an example pointing out that although the Greenways PID Board and HOA were not party to the contract, that the contract terms required the Contractor to work concurrently with the HOA and the PID Advisory Board. Mr. Turner asked who would enforce such a contract and Mr. Chudej asked who would have the ability to terminate the contract if the work was unacceptable. Mr. Shaw explained that although the contract would be between the City and the maintenance contractor, that the HOA and PID Advisory Board would be included in all discussions and decisions. The Advisory Board members asked who would deal with complaints and who would be responsible for the scope of services within the contract. Mr. Shaw replied that the HOA could assign an agent to work directly with the maintenance contractor and the City. Mr. Griffith stated that he had concerns about enforcing the contract and asked if someone such as Mr. Turner could be the assigned agent with the HOA to be a third party in the maintenance contract. Mr. Shaw said that he would need to follow up with the City's Legal Department to see if a three-party maintenance contract would be acceptable. The PID Advisory Board agreed that they would review the Greenways PID Maintenance Contract and would contact the Planning Department with any additional questions.

Mr. Bryan stated that in the budget for previous years, approximately \$31,000 had been budgeted for City Parks Staff Labor (41100). Mr. Bryan asked what exactly the \$31,000 paid for. Ms. Beckham explained that the money was essentially a salary to hire a manger to oversee the contractor. Mr. Chudej asked how many hours the City Staff member worked in order to manage the contract. Mr. Shaw stated that Mr. Clint Stoddard with the City Parks and Recreation Department would better be able to answer any questions and that he could provide his contact information to Mr. Chudej and the Advisory Board.

Mr. Shaw asked the PID Advisory Board if they were agreeable with extending the current maintenance contract with Reeder Landscape and Construction through the “end of the mowing season”. The Advisory Board indicated that they were agreeable with the extension of the maintenance contract with Reeder Landscape and Construction. Mr. White moved to recommend that they extend the maintenance contract with Reeder Landscaping and Construction until the end of the mowing season, Mr. Bryan seconded the motion and the recommendation to extend the Reeder Contract was approved unanimously.

ITEM 4: Discuss Board appointments

Ms. Beckham explained that three of the five Colonies PID Advisory Board member terms were expiring. Mr. Eric White, Mr. Craig Bryan and Mr. Lew Bradshaw have each served two consecutive terms and are not able to be recommend for a third consecutive term. Mr. Bryan recommended that one of the HOA officers be recommend as a Colonies PID Board Nominee. In his opinion, severing on the PID Advisory Board as well as the HOA allows a person to see the “entire equation”. Mr. Bryan announced that the Colonies HOA was meeting on October 6<sup>th</sup> at 7 PM and asked if Planning Staff could be present at the meeting. Mr. Shaw and Ms. Beckham indicated that one or both of them would try to be present at the meeting. Mr. Bryan said that he would provide names and contact information of the three Colonies PID Advisory Board Nominees after the Colonies HOA board meeting.

ITEM 5: Discuss future agenda items

Mr. Shaw asked if there were any items needed to be included on a future agenda. Mr. Bryan said they would need to meet again once they had a maintenance contract to review. Mr. Griffith also stated they would meet again to approve the bid for the Unit 63 wall project.

ITEM 6: Adjourn meeting

Meeting was adjourned at 3:15 PM.