

STATE OF TEXAS

**COUNTIES OF POTTER
AND RANDALL**

CITY OF AMARILLO

On the 7th day of July 2010, the Point West Public Improvement District (PID) Advisory Board met at 12:00 Noon in Room 306 on the third floor of City Hall, 509 East 7th Avenue, Amarillo, Texas, with the following people present:

MEMBERS PRESENT	TOTAL NO. MEETINGS HELD	TOTAL NO. MEETINGS ATTENDED
Dick Fausset, Chairman	7	7
Jim Rutledge	3	3
Loyd Romans (no)	3	0

CITY OF AMARILLO STAFF

Kelley Shaw, Planning Director and PID Administrator
Carolyn Back, Comprehensive Planner

ITEM 1: Opening remarks

Mr. Shaw led the meeting and established a quorum of Board members present. Mr. Shaw introduced Carolyn Back, the person taking over the PID responsibilities for the City of Amarillo.

ITEM 2: Approve August 18, 2009 minutes

Mr. Shaw addressed two specific items of importance from last year's meeting which included going through last year's agenda and pointing out the discrepancy in total square footage from 2008/09 to 2009/10. Mr. Shaw noted the total square footage decrease by 121,234 square feet from the previous year was due to an error from the Potter Randall Appraisal District including existing right-of-way in the 2008/09 calculations. This error resulting in the largest property owner, Dick Faussett, being charged \$783.54 additionally, that should have been distributed among all the property owners. Mr. Shaw pointed out that this discrepancy has been corrected and readdressed a possible reimbursement to the fund to correct this error, but Mr. Faussett stated that no correction was necessary, at this time, as long as the error was corrected for future assessments.

Mr. Shaw also pointed out from the August 18, 2009 agenda that the 2008/09 budget dipped into the three-month operating reserve and the decision was made last year to bump up the assessments to \$52,000 per year.

Mr. Shaw asked if there were any questions regarding the last meeting's minutes. Being none, Mr. Fausset motioned to approve minutes as written. Mr. Fausset seconded the motion. Motion was approved unanimously.

ITEM 3: Elect Chairman and Vice Chairman

Mr. Shaw mentioned that it was not necessary to elect a Chairman and Vice Chairman at this time as they still had a few months left in this year's term.

ITEM 4: Consider for recommendation the 2009/10 Point West PID Budget and 5-year service plan

Mr. Shaw, Mr. Fausset, and Mr. Rutledge discussed the possibility of adding additional landscaped areas, located within the public ROW measured from the back of curb to the property line, into the current PID Agreement. After much discussion, it was determined that Mr. Fausset would research to see if all landscape features onsite are within the public ROW. Any addition to the PID would be for the following year (2011/12), not this coming year (2010/11). Mr. Fausset will deliver maintenance budget numbers to the City to help in setting up the new PID Area; if it is determined that additional SF is to be added to the PID. This item will be added to next year's agenda.

Mr. Shaw also reviewed the Krause Landscaping budget numbers with Mr. Fausset and Mr. Rutledge. Mr. Fausset and Mr. Rutledge mentioned they were pleased with Krause's work, but may want to test the market to see what the current rate is in the landscaping market. Mr. Shaw

supported their decision and asked that they keep the City advised of any modifications so the City will know who is under contract, the contract amount for the year's budget number, and who is approved by the Board to be paid.

Mr. Shaw went over the 2010/11 budget and 5-year service plan. Mr. Shaw detailed the maintenance and operation costs by line item pointing out the costs associated with each expense. In addition, Mr. Shaw pointed out that water rates had again been raised Citywide and he also discussed the necessity of adding an administrative fee for all PIDs starting this year, as talked about in last year's meeting. The first year's amount was determined by cost averaging and appears to possibly be a little high. The City has decided to do another Cost Averaging for Point West, but for this year the amount is set. Mr. Fausset mentioned that previous years have not had a fee so let's catch up this year and then reevaluate over the next year and balance out from this point forward.

As mentioned earlier, Mr. Shaw pointed out from the August 18, 2009 agenda that the 2008/09 budget dipped into the three-month operating reserve and the decision was made last year to bump up the assessments to \$52,000 per year. Mr. Fausset mentioned that having a balance in the fund for emergency repairs was a good business decision and Mr. Rutledge agreed. The decision was made to leave the assessments for the upcoming year at \$52,000.

Mr. Shaw requested a motion to amend the budget and 5-year service plan to reflect the actual Krause Landscaping contract amount of \$30,240.

Mr. Fausset made a motion to approve the budget and 5-Year Service Plan with the amendment to reflect the actual Krause Landscaping contract amount of \$30,240. Mr. Rutledge seconded the motion. Motion was approved unanimously.

ITEM 5: Adjourn Meeting:

There being no further action, meeting was adjourned.