



**AGENDA**

**CALL TO ORDER**

**CITIZENS' FORUM**

*Citizens may speak during Citizens' Forum for up to five minutes on any item not on the agenda by completing and submitting a speaker card.*

**AGENDA ITEMS**

1. Open Meetings Act Presentation
2. Consider meeting minutes for 11.18.22
3. Discussion of Landscaping Maintenance - MK Landscape, Inc on streets S. Carrier Parkway, Robinson Rd, W. Warrior Trail, Oakbrook & Oakbrook Beds.
4. Discussion of Entry Lighting & Sign Improvements for streets S. Carrier Parkway, Robinson Road, Warrior Trail, Oakbrook & Glenbrook Beds.
5. Discussion of Screening Walls on streets Carrier Parkway, Robinson Road, & Warrior Trail.
6. Budget to Actual Financial Report as of 3/31/23
7. Consider Next Meeting Date - August 9, 2023

**CITIZENS' FORUM**

*Citizens may speak during Citizens' Forum for up to five minutes on any item not on the agenda by completing and submitting a speaker card.*

**ADJOURNMENT**

*Certification*

*In accordance with Chapter 551, Subchapter C of the Government Code, V.T.C.A, this meeting agenda was prepared and posted April 7, 2023.*

*Lee Harris, CPA*

*Special District Administrator, Finance Department*



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 04/12/2023  
**REQUESTER:** Lee Harriss  
**PRESENTER:** Mark Dempsey, Deputy City Attorney  
**TITLE:** Open Meetings Act Presentation  
**RECOMMENDED ACTION:** None

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**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 04/12/2023  
**REQUESTER:** Rechelle Bogle  
**PRESENTER:** Dennis Hale, President  
**TITLE:** Consider meeting minutes for 11.18.22  
**RECOMMENDED ACTION:** [Approve]

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**ANALYSIS:**  
Consider meeting minutes for November 18, 2022

**November 18, 2022**

**Advisory Board Members Present:** Elizabeth Duenas, Vice President  
Carmelita Lloyd

**Advisory Board Members Present by Proxy:** Dennis Hale, President

**Others Present:** Robin Willits, FirstService Residential  
Lee Harriss, City of Grand Prairie

The Board of Directors of the Brookfield PID held an Annual Membership Meeting on November 18, 2022 at 3116 S Great Southwest Parkway, Grand Prairie, Texas.

**CALL TO ORDER/ESTABLISHMENT OF QUORUM:** The meeting was called to order at 7:00 PM.

**CITIZENS' FORUM/CITIZEN COMMENTS:** No citizen comments.

**APPROVAL OF MEETING MINUTES:** Management presented a copy of the November 20, 2021 Annual Meeting minutes to the membership present. Elizabeth Duenas made a motion to approve the meeting minutes as presented. Carmelita Lloyd seconded. All approved. Motion carried.

**DECORATIONS:** Management presented two proposals for holiday décor to the board. Elizabeth Duenas made a motion to approve First Choice Lights up to \$3,563.00 provided the red balls in the proposal can be secured. Carmelita Lloyd seconded. All approved. Motion carried.

**ENTRY LIGHTING AND SIGN IMPROVEMENTS:** Management presented a proposal from Bob Owens Electric Co to uplight the crapes at the Oakbrook and Glenbrook entrances. Carmelita Lloyd made a motion to approve the quote of \$2,177.74 from Bob Owens to install uplights at the Oakbrook and Glenbrook entrances. Elizabeth Duenas seconded. All approved. Motion carried.

**LANDSCAPE MAINTENANCE:** Management presented five proposals from Prime (MK) Landscape to the board for various landscape items.

- Elizabeth Duenas made a motion to replace the controller at the Glenbrook entrance for \$580.00. Carmelita Lloyd seconded. All approved. Motion carried.
- Elizabeth Duenas made a motion to add drip irrigation to the color beds at the Glenbrook and Oakbrook entrances for \$2,200.00. Carmelita Lloyd seconded. All approved. Motion carried.
- Carmelita Lloyd made a motion to remove the damaged Cedar Elm on Robinson for \$1,800.00. Elizabeth Duenas seconded. All approved. Motion Carried.
- Carmelita Lloyd made a motion to replace the Cedar Elm on Robinson with a Live Oak for \$835.00 Elizabeth Duenas seconded. Dennis Hale voted against per his Proxy. Motion carried.
- Board wanted to wait on making a decision on adding drip irrigation to the Jasmine beds on Robinson until they can see how the beds do without it.
- Board tabled the proposed new landscape bed at Robinson and Warrior until the Spring. They asked management to get other options and present to them at the April 12<sup>th</sup> board meeting.

**CONSIDER MANAGER APPROVAL THRESHOLD:** Elizabeth Duenas made a motion to approve a manager approval threshold of \$5,000.00. Carmelita Lloyd seconded. All approved. Motion carried.

**BUDGET REVIEW:** Lee Harriss of the City of Grand Prairie reviewed the PID budget to actual reports.

**NOMINATIONS AND ELECTION OF ADVISORY BOARD:** Management solicited the members present at the meeting to volunteer to fill the one (1) open Advisory board member positions left by the expiration of Carmelita Lloyd's position. There were no volunteers. By acclamation, the current advisory board will continue as the active Advisory Board. The Advisory Board approved the following officer positions amongst themselves: Dennis Hale – President, Elizabeth Duenas – Vice President, and Carmelita Lloyd – Treasurer/Secretary.

**SCHEDULE OF MEETINGS/NEXT MEETING DATE:** The board chose the following meeting dates.

- April 12, 2023 – Board Meeting
- August 9, 2023 – Board/Budget Meeting

**CITIZEN FORUM AND OPEN DISCUSSION** – No citizen comments.

**ADJOURNMENT:** With no further business, the meeting was adjourned at 8:13 PM.



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 04/12/2023

**REQUESTER:** Rechelle Bogle

**PRESENTER:** Dennis Hale, President

**TITLE:** Discussion of Landscaping Maintenance - MK Landscape, Inc on streets S. Carrier Parkway, Robinson Rd, W. Warrior Trail, Oakbrook & Oakbrook Beds.

**RECOMMENDED ACTION:** [None]

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**ANALYSIS:**

None



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 04/12/2023

**REQUESTER:** Rechelle Bogle

**PRESENTER:** Dennis Hale, President

**TITLE:** Discussion of Entry Lighting & Sign Improvements for streets S. Carrier Parkway, Robinson Road, Warrior Trail, Oakbrook & Glenbrook Beds.

**RECOMMENDED ACTION:** [None]

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**ANALYSIS:**

- a. None





**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 04/12/2023

**REQUESTER:** Rechelle Bogle

**PRESENTER:** Dennis Hale, President

**TITLE:** Discussion of Screening Walls on streets Carrier Parkway, Robinson Road, & Warrior Trail.

**RECOMMENDED ACTION:** [None]

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**ANALYSIS:**

None



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 04/23/2023  
**REQUESTER:** Rechelle Bogle  
**PRESENTER:** Dennis Hale, President  
**TITLE:** Budget to Actual Financial Report as of 3/31/23  
**RECOMMENDED ACTION:** [None]

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**ANALYSIS:**

Budget to Actuals Financials report as of 3/31/23

**FINANCIAL CONSIDERATION:**

None

**Budget/Actual Report for Fiscal 2023**  
**321492**  
**Brookfield Public Improvement District**  
**as of 3/31/23 Preliminary**

	<u>10/1/2022 - 9/30/2023</u>				<u>Current</u> <u>Month</u>
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>	<u>% Used</u>	
<b>BRPID</b>					
<b>321492</b>					
<b>Beginning Resource Balance</b>	<b>34,000</b>	<b>38,568.64</b>			
<b>Revenues</b>					
Spec Assess Delinquent	42610	-	101.80	101.80	0%
Special Assessment Income	42620	49,553	50,509.12	956.12	102%
Interest On Pid Assessment	42630	-	8.46	8.46	0%
Devlpr Particip/Projects	46110	-	-	-	0%
Miscellaneous	46395	-	-	-	0%
Interest Earnings	49410	-	-	-	0%
Int Earnings - Tax Collections	49470	-	-	-	0%
Trsf-In Risk Mgmt Funds (Prop)	49686	-	4,132.30	4,132.30	0%
Trsf In/Parks Venue (3170)	49780	4,244	1,766.00	(2,478.00)	42%
<b>Total Revenues</b>	<b>53,797</b>	<b>56,517.68</b>	<b>2,720.68</b>	<b>105%</b>	<b>675.29</b>
<b>Expenditures</b>					
Office Supplies	60020	420	-	420.00	0%
Decorations	60132	2,500	3,563.00	(1,063.00)	143%
Beautification	60490	10,000	2,635.00	7,365.00	26%
Wall Maintenance	60776	5,000	-	5,000.00	0%
Professional Engineering Servi	61041	3,000	-	3,000.00	0%
Mowing Contractor	61225	17,674	4,110.00	13,564.00	23%
Collection Services	61380	499	495.90	3.10	99%
Roadway Markings/Signs Maint	63115	-	-	-	0%
Miscellaneous Services	61485	-	38.40	(38.40)	0%
Fees/Administration	61510	10,080	2,400.00	7,680.00	24%
Postage And Delivery Charges	61520	-	-	-	0%
Light Power Service	62030	500	143.59	356.41	29%
Water/Wastewater Service	62035	7,500	1,658.46	5,841.54	22%
Bldgs And Grounds Maintenance	63010	-	-	-	0%
Irrigation System Maintenance	63065	1,500	580.00	920.00	39%
Decorative Lighting Maintenc	63146	-	-	-	0%
Property Insurance Premium	64080	350	330.00	20.00	94%
Liability Insurance Premium	64090	200	118.66	81.34	59%
Fencing	68061	-	-	-	0%
Architect/L/Engineering Servcs	68240	-	-	-	0%
Landscaping	68250	-	-	-	0%
Signs	68390	-	-	-	0%
Irrigation Systems	68635	-	-	-	0%
<b>Total Expenditures</b>	<b>59,223</b>	<b>16,073.01</b>	<b>43,149.99</b>	<b>27%</b>	<b>94.77</b>
<b>Ending Resource Balance</b>	<b>28,574</b>	<b>79,013.31</b>			

**Brookfield Public Improvement District**

These are Brookfield PID assessments collected from PID residents to pay for PID maintenance.



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 04/12/2023  
**REQUESTER:** Rechelle Bogle  
**PRESENTER:** Dennis Hale, President  
**TITLE:** Consider Next Meeting Date - August 9, 2023  
**RECOMMENDED ACTION:** [Approve]

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**ANALYSIS:**

Confirm availability for next meeting date of 8.9.2023 at 6:30 pm.