



**WHISPERING OAKS PUBLIC IMPROVEMENT
DISTRICT ANNUAL MEETING
BETTY WARMACK LIBRARY, 760 BARDIN RD.
THURSDAY, JUNE 27, 2024 AT 6:30 PM**

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 Minutes of July 12, 2023 Annual Meeting
3. Discussion of Landscaping, Entry Monument, Monument Lighting, and Fence Located on Corn Valley Road and Sir Roland Drive
4. Discussion of Budget to Actual Financial Reports for May 31, 2024 and September 30, 2023
5. Consider FY 2025 Budget and Assessment Rate
6. Nomination and Election of Advisory Board Member - 2 Open Positions
7. Selection of Officers - President, Vice President, Secretary/Treasurer

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 June 21, 2024.

This location is accessible to people with disabilities. If you need assistance in participating in this meeting due to a disability as defined under the ADA, please call 972-237-8091 or email at least three (3) business days prior to the scheduled meeting to request an accommodation.

A handwritten signature in black ink, appearing to read "Lee Harris", is written over a solid black horizontal line.

Lee Harris, CPA
Special District Administrator, Finance Department



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 06/27/2024
REQUESTER: Lee Harriss
PRESENTER: Siobhan Baxter, President
TITLE: Open Meetings Act Presentation



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 06/27/2024

REQUESTER: Lee Harriss

PRESENTER: Siobhan Baxter, President

TITLE: Consider Minutes of July 12, 2023 Annual Meeting

**MINUTES OF
WHISPERING OAKS BOARD MEETING
GRAND PRAIRIE MUNICIPAL AIRPORT
3116 S GREAT SOUTHWEST PKWY.
GRAND PRAIRIE, TEXAS
WEDNESDAY, JULY 12, 2023 6:30 PM**

Call to Order - The meeting was called to order at 6:31 pm by President Siobhan Baxter. Present were board members William Boyle and Siobhan Baxter and others: Special District Administrator Lee Harriss and about 15 others. Absent was board member Mike Billotto.

Citizens' Forum/Citizen Comments:

- Homeowners thanked Andy Nelson for putting up flags.
- The street sign needs to be repaired.
- Why are we meeting?
- Need more neighborhood social events such as a cookout, National Night Out, Easter decorations, or an Easter egg hunt
- Facebook page.

Consider Minutes of November 1, 2022 Annual Meeting - The minutes were approved.

Discussion of Landscaping, Entry Monument, Monument Lighting, and Fence

Located on Corn Valley Road and Sir Roland Drive – The fence needs to be repaired and stained. William Boyle will request quotes. The PID needs another landscaper.

Discuss Progress and Status of Repair of Electric Meter Located at 500 Sir Roland Drive – This needs to be inspected. William Boyle will request a proposal for solar lights in the median.

Discussion of Budget to Actual Financial Reports for May 31, 2023 and September 30, 2022 - Ms. Harriss reviewed the reports.

Consider FY 2024 Budget and Assessment Rate – Approved.

Consider Activating the Whispering Oaks HOA – Not approved.

Consider Petitioning to Dissolve Whispering Oaks PID – Not approved.

Nomination and Election of Advisory Board Member - 1 Open Position – Scott Jorgenson was elected.

Selection of Officers - President, Vice President, Secretary/Treasurer

Siobhan Baxter – President

William Boyle – Vice President

Mike Billotto – Secretary/Treasurer

Scott Jorgensen – Board Member

Citizen's Forum:

- National Night Out
- Gating Neighborhood
- Whispering Oaks PID needs its own website

Adjournment - The meeting adjourned at 7:56 pm.



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 06/27/2024

REQUESTER: Lee Harriss

PRESENTER: Siobhan Baxter, President

TITLE: Discussion of Landscaping, Entry Monument, Monument Lighting, and Fence Located on Corn Valley Road and Sir Roland Drive



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 6/27/2024

REQUESTER: Lee Harriss

PRESENTER: Siobhan Baxter, President

TITLE: Discussion of Budget to Actual Financial Reports for May 31, 2024 and September 30, 2023

Budget/Actual Report for Fiscal 2024
321292
Whispering Oaks Public Improvement District
as of 5/31/24

| | <u>10/1/2023 - 9/30/2024</u> | | | | <u>Current Month</u> | <u>9/30/24 Estimated</u> |
|-----------------------------------|------------------------------|------------------|-------------------|---------------|----------------------|--------------------------|
| | <u>Budget</u> | <u>Actual</u> | <u>Difference</u> | <u>% Used</u> | | |
| WOPID | | | | | | |
| 321292 | | | | | | |
| Beginning Resource Balance | 18,500 | 23,636.97 | | | | 23,636.97 |
| Revenues | | | | | | |
| Spec Assess Delinquent | 42610 | - | - | 0% | - | - |
| Special Assessment Income | 42620 | 13,300 | 12,825.00 | (475.00) | 96% | 12,825.00 |
| Interest On Pid Assessment | 42630 | - | 451.25 | 451.25 | 0% | 451.25 |
| Insurance Recovery Property | 42770 | - | - | - | 0% | - |
| Miscellaneous | 46395 | - | - | - | 0% | - |
| Interest Earnings | 49410 | - | - | - | 0% | - |
| Trsfr-In Risk Mgmt Funds (Prop | 49686 | - | - | - | 0% | - |
| Trsf In/Parks Venue (3170) | 49780 | 1,003 | 667.00 | (336.00) | 67% | 84.00 |
| Total Revenues | 14,303 | 13,943.25 | (359.75) | 97% | 84.00 | 14,279.25 |
| Expenditures | | | | | | |
| Office Supplies | 60020 | - | - | - | 0% | - |
| Beautification | 60490 | 1,700 | 2,750.00 | (1,050.00) | 162% | 2,750.00 |
| Wall Maintenance | 60776 | 7,000 | - | 7,000.00 | 0% | 7,495.00 |
| Security | 61165 | - | - | - | 0% | - |
| Mowing Contractor | 61225 | 6,142 | 2,896.00 | 3,246.00 | 47% | 687.00 |
| Legal Services | 61360 | - | - | - | 0% | - |
| Collection Services | 61380 | 81 | 81.20 | (0.20) | 100% | 81.20 |
| Miscellaneous Services | 61485 | 50 | 54.00 | (4.00) | 108% | 54.00 |
| Postage And Delivery Charges | 61520 | 14 | - | 14.00 | 0% | - |
| Light Power Service | 62030 | 160 | 55.27 | 104.73 | 35% | 0.51 |
| Water/Wastewater Service | 62035 | 775 | 303.94 | 471.06 | 39% | 51.11 |
| Bldgs And Grounds Maintenance | 63010 | - | - | - | 0% | - |
| Irrigation System Maintenance | 63065 | 500 | 270.00 | 230.00 | 54% | 35.00 |
| Decorative Lighting Maintenan | 63146 | 5,000 | - | 5,000.00 | 0% | 500.00 |
| Property Insurance Premium | 64080 | 60 | 108.00 | (48.00) | 180% | 108.00 |
| Liability Insurance Premium | 64090 | 3,250 | 2,989.49 | 260.51 | 92% | 2,989.49 |
| Fencing | 68061 | - | - | - | 0% | - |
| Row/Easement Title Purchase | 68091 | - | - | - | 0% | - |
| ArchitectL/Engineering Servcs | 68240 | - | - | - | 0% | - |
| Landscaping | 68250 | - | - | - | 0% | - |
| Signs | 68390 | - | - | - | 0% | - |
| Irrigation Systems | 68635 | - | - | - | 0% | - |
| Total Expenditures | 24,732 | 9,507.90 | 15,224.10 | 38% | 773.62 | 21,788.69 |
| Ending Resource Balance | 8,071 | 28,072.32 | | | | 16,127.53 |

Whispering Oaks Public Improvement District

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

Budget/Actual Report for Fiscal 2023
321292
Whispering Oaks Public Improvement District
as of 9/30/23

| | <u>10/1/2022 - 9/30/2023</u> | | | | <u>Current Month</u> |
|-----------------------------------|------------------------------|------------------|-------------------|---------------|----------------------|
| | <u>Budget</u> | <u>Actual</u> | <u>Difference</u> | <u>% Used</u> | |
| WOPID | | | | | |
| 321292 | | | | | |
| Beginning Resource Balance | 14,900 | 18,989.76 | | | |
| Revenues | | | | | |
| Spec Assess Delinquent | 42610 | - | - | 0% | - |
| Special Assessment Income | 42620 | 13,300 | 13,775.00 | 104% | - |
| Interest On Pid Assessment | 42630 | - | 598.50 | 0% | - |
| Miscellaneous | 46395 | - | - | 0% | - |
| Interest Earnings | 49410 | - | - | 0% | - |
| Trsf-In Risk Mgmt Funds (Prop | 49686 | - | - | 0% | - |
| Trsf In/Parks Venue (3170) | 49780 | 1,003 | 1,003.00 | 100% | 84.00 |
| Total Revenues | 14,303 | 15,376.50 | 1,073.50 | 108% | 84.00 |
| Expenditures | | | | | |
| Office Supplies | 60020 | - | - | 0% | - |
| Beautification | 60490 | 700 | - | 0% | - |
| Wall Maintenance | 60776 | - | - | 0% | - |
| Security | 61165 | - | - | 0% | - |
| Mowing Contractor | 61225 | 5,977 | 5,139.00 | 86% | 769.00 |
| Legal Services | 61360 | - | - | 0% | - |
| Collection Services | 61380 | 81 | 81.20 | 100% | - |
| Miscellaneous Services | 61485 | 50 | (30.00) | -60% | - |
| Postage And Delivery Charges | 61520 | 14 | - | 0% | - |
| Light Power Service | 62030 | 160 | 219.61 | 137% | 9.21 |
| Water/Wastewater Service | 62035 | 775 | 504.48 | 65% | 121.84 |
| Bldgs And Grounds Maintenance | 63010 | - | - | 0% | - |
| Irrigation System Maintenance | 63065 | 500 | 4,755.00 | 951% | 30.00 |
| Decorative Lighting Maintenanc | 63146 | - | - | 0% | - |
| Property Insurance Premium | 64080 | 60 | 60.00 | 100% | - |
| Liability Insurance Premium | 64090 | 3,250 | - | 0% | - |
| Fencing | 68061 | - | - | 0% | - |
| Row/Easement Title Purchase | 68091 | - | - | 0% | - |
| Architect/Engineering Servcs | 68240 | - | - | 0% | - |
| Landscaping | 68250 | - | - | 0% | - |
| Signs | 68390 | - | - | 0% | - |
| Irrigation Systems | 68635 | - | - | 0% | - |
| Total Expenditures | 11,567 | 10,729.29 | 837.71 | 93% | 930.05 |
| Ending Resource Balance | 17,636 | 23,636.97 | | | |

Whispering Oaks Public Improvement District

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



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 06/27/2024

REQUESTER: Lee Harriss

PRESENTER: Siobhan Baxter, President

TITLE: Consider FY 2025 Budget and Assessment Rate

**Exhibit A
GRAND PRAIRIE PUBLIC IMPROVEMENT DISTRICT NO. 2
Whispering Oaks
Five Year Service Plan 2025 - 2029 BUDGET**

Income based on Fixed Rate Assessment of \$475 per improved lot and \$237.50 per unimproved lot within the district.

INCOME:

| Description | Account | 2025 | 2026 | 2027 | 2028 | 2029 |
|--------------------------------------|----------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Beginning Balance (Estimated) | | \$ 16,100 | \$ 11,681 | \$ 11,640 | \$ 10,958 | \$ 9,617 |
| P.I.D. Assessment | 42620 | \$ 13,300 | \$ 13,300 | \$ 13,300 | \$ 13,300 | \$ 13,300 |
| City Contribution | 49780 | <u>1,312</u> | <u>1,312</u> | <u>1,312</u> | <u>1,312</u> | <u>1,312</u> |
| TOTAL INCOME | | <u>\$ 14,612</u> | <u>\$ 14,612</u> | <u>\$ 14,612</u> | <u>\$ 14,612</u> | <u>\$ 14,612</u> |
| Amount Available | | <u>\$ 30,712</u> | <u>\$ 26,293</u> | <u>\$ 26,252</u> | <u>\$ 25,570</u> | <u>\$ 24,229</u> |

EXPENSES:

| Description | | 2025 | 2026 | 2027 | 2028 | 2029 |
|------------------------------------|-------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Beautification | 60490 | \$ 1,700 | \$ 1,700 | \$ 1,700 | \$ 1,700 | \$ 1,700 |
| Wall Maintenance | 60776 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Security Cameras | 61165 | - | - | - | - | - |
| Mowing Contractor | 61225 | 6,286 | 6,600 | 6,930 | 7,277 | 7,641 |
| Collection Service (\$2.90/Acct) | 61380 | 81 | 81 | 81 | 81 | 81 |
| Misc. | 61485 | 50 | 50 | 50 | 50 | 50 |
| Admin./Management | 61510 | - | - | - | - | - |
| Postage | 61520 | 14 | 14 | 14 | 14 | 14 |
| Electric Power | 62030 | 250 | 263 | 276 | 289 | 304 |
| Water Utility | 62035 | 775 | 814 | 854 | 897 | 942 |
| Irrigation System Maint. | 63065 | 500 | 500 | 500 | 500 | 500 |
| Decorative Lighting Maintenance*** | 63146 | 5,000 | - | - | - | - |
| Property Insurance Premium | 64080 | 125 | 131 | 138 | 145 | 152 |
| Liability Insurance Premium* | 64090 | 3,250 | 3,500 | 3,750 | 4,000 | 4,250 |
| Fencing | 68601 | - | - | - | - | - |
| Landscaping | 68250 | - | - | - | - | - |
| Irrigation System | | - | - | - | - | - |
| TOTAL EXPENSES | | <u>\$ 19,031</u> | <u>\$ 14,653</u> | <u>\$ 15,293</u> | <u>\$ 15,953</u> | <u>\$ 16,634</u> |
| Ending Balance** | | <u>\$ 11,681</u> | <u>\$ 11,640</u> | <u>\$ 10,958</u> | <u>\$ 9,617</u> | <u>\$ 7,595</u> |

Improved lots are based at \$475 per year.
Unimproved lots are based at \$237.50 per year.

Avg. Property Value: \$ 368,735
Avg. Property Assessment: \$ 475
No. of Properties: 28

*Includes Officers/Directors Liability & Supplemental Property/General Liability
**Future fence replacement
***Entrance lighting



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 06/27/2024

REQUESTER: Lee Harriss

PRESENTER: Siobhan Baxter, President

TITLE: Nomination and Election of Advisory Board Member - 2 Open Positions



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 06/27/2024

REQUESTER: Lee Harriss

PRESENTER: Siobhan Baxter, President

TITLE: Selection of Officers - President, Vice President, Secretary/Treasurer
