



**WESTCHESTER PUBLIC IMPROVEMENT DISTRICT
ANNUAL MEETING
BETTY WARMACK LIBRARY, 760 BARDIN RD.
TUESDAY, DECEMBER 05, 2023 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. Invocation
2. Consider Meeting Minutes 11/14/23
3. Discussion of Budget to Actual Financial Reports for September 30, 2023, October 31, 2023, and FY 2024 Budget
4. Consider scheduling an onsite educational meeting for the PID Board on walls and their status
5. Consider proposals from Future Outdoor to replace the existing gray wall panels to Furnish and Install 6' Tall RhinoRock - Precast Concrete Fence. Located at Bardin From Green Belt to Sierra - East Side in the amount of \$301,615.00. This wall installation will match the current existing wall recently installed on Dechman Street.
6. Discussion of Draft Agenda Procedures
7. Nomination and Election of Advisory Board Member - 1 Open Position
8. Selection of Officers - President, Vice President, Secretary/Treasurer
9. Consider Board Meeting schedule for 2024. Meeting dates will avoid conflicts with City Council Meetings

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

Message of Religious Welcome

As many of you are aware, we customarily begin our meetings with an invocation. This prayer is intended for the benefit of the board members and is directed to them and not the audience. Those who

deliver the invocation may reference their own religious faith as you might refer to yours when offering a prayer. We wish to emphasize, however, that members of all religious faiths are welcome, not only in these meetings, but in our community as well. The participation of all our citizens in the process of self-government will help our fine city best serve the good people who live here. Employees and audience members are welcome to pray or not pray, and this choice will have no bearing on any vote made by the board.

Certification

In accordance with Chapter 551, Subchapter C of the Government Code, V.T.C.A, this meeting agenda was prepared and posted November 29, 2023.

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: 12/05/2023
REQUESTER: Lee Harriss
PRESENTER: Christopher Riddick, President
TITLE: Invocation



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 12/05/2023
REQUESTER: Casey Herndon
PRESENTER: Christopher Riddick, President
TITLE: Consider Meeting Minutes 11/14/23

ANALYSIS:

Consider Meeting Minutes 11/14/2023

WESTCHESTER PID BOARD MEETING
TUESDAY, NOVEMBER 14, 2023 @ 6:30 PM
Betty Warmack Library @760 Bardin Rd. Grand Prairie, Tx 75052

Present were board members Christopher Riddick, Robert De La Santos, Eula Vaughn, Jackie Adams, and Sharon Lockhart. Others present included Casey Herndon Assistant Regional Vice President (VCM) Lisa Miles Community Association Manager (VCM) and Lee Harriss, Special District Administrator (City of Grand Prairie).

1. **Call to Order:** The meeting was called to order at 6:30 pm.
2. **Citizen's Forum** – No comments.
3. **Invocation:** By Chris Riddick
4. **Consider Meeting Minutes 09/19/2023:** Minutes were Approved
5. **Discussion of Budget to Actual Financial Report for September 30, 2023 and FY 2-24 Budget:** Reviewed by Lee Harriss
6. Discuss updates from Tree Committee-Carrier, Dechman, Robinson, Polo, Bardin Rd., Sandra, Camp Wisdom, Morningside, Westchester, and Westchase. – Discussed by Gary LeGrange
7. Discuss Emergency Tree removals/trims Completed by Site Landscape Development during the period of 09/15/2023-11/06/2023 in the amount of \$5,518.28 on Bardin, Dechman, Winston, and Jutland : Discussed by: Chris Riddick
8. Consider proposals from Site Landscape Development for Tree Trimming and tree removal along Bardin in the amount of \$102,621.35: Proposal was Approved
9. Consider proposal from Site Landscape Development for repairs from October 2023 Irrigation Report in the amount of \$8642.35 on Carrier, Robinson, Yarrow Court, Breton, Clydesdale, Gotland, Bardin, Newberry, Westshester Parkway, and Camp Wisdom: Approved but would also like to look into replacing with a different expanding material called Apex.
10. Discuss Emergency Irrigation Repairs completed by Site Landscape Development during the period of 09/15/2023- 11/06/2023 in the amount of \$4,645.60 located at Carrier, Robinson, Polo, Yarrow Court, Breton, Clydesdale, Gotland, Bardin,

Newberry, Westchester Parkway, Camp Wisdom, and Thicket Trail: Discussed by Chris Riddick

11. **Consider proposals form Future Outdoor to replace the existing gray wall panels to Furnish and Install 6' Tall Rhino Rock- Precast Concrete Fence. Located at Bardin From Green Belt to Sierra- East Side in the amount of \$301,615.00. This wall installation will match the current existing wall recently installed on Dechman Street:** Discussion Tabled for next meeting and until walk with Board.
12. **Consider scheduling an onsite educational meeting for the PID Board on walls and their status:** Tabled post PID plan to build Website and Educate Residents with Water bill inserts.
13. **Discussion of Draft Agenda Procedures:** Discussed by Chris would like SOP or guidelines in place for accountability for Board and Homeowners.
14. **Discussion of Monday.com- Technology Support-** Discussed by Chris Riddick. Board will schedule a meeting

Citizen's Forum –

- Citizen brought up what is the procedure of getting item on agenda

Adjournment – The meeting adjourned at 7:35 PM



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 12/05/2023

REQUESTER: Lee Harriss

PRESENTER: Christopher Riddick, President

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

Budget/Actual Report for Fiscal 2023
321192
Westchester 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>		
WCPID						
321192						
Beginning Resource Balance	700,000	1,197,021.40				
Revenues						
Spec Assess Delinquent	42610	-	2,748.41	2,748.41	0%	106.52
Special Assessment Income	42620	1,116,211	1,118,791.32	2,580.32	100%	1,935.66
Interest On Pid Assessment	42630	-	5,419.12	5,419.12	0%	456.63
Oper Contrib-Private Source	46010	-	-	-	0%	-
Miscellaneous	46395	-	-	-	0%	-
Int Earnings - Tax Collections	49470	-	-	-	0%	-
Trnsfr-In Strt Cap Proj (4001)	49625	-	56,411.50	56,411.50	0%	-
Trsf In Risk Mgmt Funds (Prop)	49686	-	10,843.54	10,843.54	0%	-
Trsf In/Grants Fund (3005)	49755	-	12,700.00	12,700.00	0%	-
Trsf In/Parks Venue (3170)	49780	58,256	58,256.00	-	100%	4,855.00
Total Revenues	1,174,467	1,265,169.89	90,702.89	108%	7,353.81	
Expenditures						
Office Supplies	60020	1,800	1,980.14	(180.14)	110%	338.58
Decorations	60132	40,000	29,025.00	10,975.00	73%	-
Beautification	60490	200,000	33,614.58	166,385.42	17%	8,719.02
Wall Maintenance	60776	75,000	93,924.58	(18,924.58)	125%	8,244.00
Professional Engineering Servi	61041	12,000	-	12,000.00	0%	-
Mowing Contractor	61225	307,789	299,864.00	7,925.00	97%	46,458.00
Tree Services	61226	80,000	162,142.24	(82,142.24)	203%	1,669.82
Collection Services	61380	9,860	9,807.80	52.20	99%	-
Miscellaneous Services	61485	1,000	1,001.50	(1.50)	100%	-
Fees/Administration	61510	29,700	28,750.00	950.00	97%	2,500.00
Postage And Delivery Charges	61520	50	-	50.00	0%	-
Light Power Service	62030	6,300	4,392.22	1,907.78	70%	316.38
Water/Wastewater Service	62035	130,000	119,950.42	10,049.58	92%	17,962.88
Irrigation System Maintenance	63065	40,000	95,385.11	(55,385.11)	238%	16,386.92
Decorative Lighting Maintenanc	63146	15,000	16,592.70	(1,592.70)	111%	131.25
Property Insurance Premium	64080	5,000	5,449.00	(449.00)	109%	-
Liability Insurance Premium	64090	3,000	2,918.15	81.85	97%	-
Fencing	68061	500,000	304,244.11	195,755.89	61%	675.00
Row/Easement Title Purchase	68091	-	-	-	0%	-
ArchitectL/Engineering Servcs	68240	-	-	-	0%	-
Landscaping	68250	-	-	-	0%	-
Construction	68540	-	-	-	0%	-
	-	-	-	-	0%	-
Total Expenditures	1,456,499	1,209,041.55	247,457.45	83%	103,401.85	
Ending Resource Balance	417,968	1,253,149.74				

Westchester Public Improvement District

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

Budget/Actual Report for Fiscal 2024
321192
Westchester Public Improvement District
as of 10/31/23

	<u>10/1/2023 - 9/30/2024</u>				<u>Current Month</u>
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>	<u>% Used</u>	
WCPID					
321192					
Beginning Resource Balance	809,000	1,253,149.74			
Revenues					
Spec Assess Delinquent	42610	-	4.62	4.62	0%
Special Assessment Income	42620	1,269,653	15,547.74	(1,254,105.26)	1%
Interest On Pid Assessment	42630	-	29.96	29.96	0%
Oper Contrib-Private Source	46010	-	-	-	0%
Miscellaneous	46395	-	-	-	0%
Int Earnings - Tax Collections	49470	-	-	-	0%
Trnsfr-In Strt Cap Proj (4001)	49625	-	-	-	0%
Trsf-In Risk Mgmt Funds (Prop)	49686	-	-	-	0%
Trsf In/Grants Fund (3005)	49755	-	-	-	0%
Trsf In/Parks Venue (3170)	49780	58,256	4,851.00	(53,405.00)	8%
Total Revenues	1,327,909	20,433.32	(1,307,475.68)	2%	20,433.32
Expenditures					
Office Supplies	60020	1,800	-	1,800.00	0%
Decorations	60132	40,000	17,996.56	22,003.44	45%
Beautification	60490	200,000	-	200,000.00	0%
Wall Maintenance	60776	75,000	1,250.00	73,750.00	2%
Professional Engineering Servi	61041	12,000	-	12,000.00	0%
Mowing Contractor	61225	307,789	-	307,789.00	0%
Tree Services	61226	80,000	-	80,000.00	0%
Collection Services	61380	9,860	-	9,860.00	0%
Miscellaneous Services	61485	1,000	-	1,000.00	0%
Fees/Administration	61510	29,700	-	29,700.00	0%
Postage And Delivery Charges	61520	50	-	50.00	0%
Light Power Service	62030	6,300	317.38	5,982.62	5%
Water/Wastewater Service	62035	175,000	14,905.55	160,094.45	9%
Irrigation System Maintenance	63065	75,000	-	75,000.00	0%
Decorative Lighting Maintenanc	63146	18,000	-	18,000.00	0%
Property Insurance Premium	64080	6,000	-	6,000.00	0%
Liability Insurance Premium	64090	3,500	-	3,500.00	0%
Fencing	68061	500,000	-	500,000.00	0%
Row/Easement Title Purchase	68091	-	-	-	0%
ArchitectL/Engineering Servcs	68240	-	-	-	0%
Landscaping	68250	-	-	-	0%
Construction	68540	-	-	-	0%
Total Expenditures	1,540,999	34,469.49	1,506,529.51	2%	34,469.49
Ending Resource Balance	595,910	1,239,113.57			

Westchester Public Improvement District

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

**Exhibit A-1
GRAND PRAIRIE PUBLIC IMPROVEMENT DISTRICT NO. 1
Westchester
Five Year Service Plan 2024 - 2028 BUDGET**

**Income based on Assessment Rate of \$0.09 per \$100 of appraised value.
The FY 2023 rate was \$0.09 per \$100 of appraised value
Service Plan projects a 10% increase in assessed value per year.**

INCOME:		Value	Assess Rate	Revenue		
Appraised Value		\$1,410,725,470	\$ 0.09	\$ 1,269,653		
Description	Account	2024	2025	2026	2027	2028
Beginning Balance (Projected)		\$ 809,000	\$ 595,910	\$ 583,371	\$ 707,759	\$ 1,156,653
P.I.D. Assessment	42620	\$ 1,269,653	\$ 1,396,618	\$ 1,536,280	\$ 1,689,908	\$ 1,858,899
City Contribution	49780	58,256	58,256	58,256	58,256	58,256
TOTAL INCOME		\$ 1,327,909	\$ 1,454,874	\$ 1,594,536	\$ 1,748,164	\$ 1,917,155
Amount Available		\$ 2,136,909	\$ 2,050,785	\$ 2,177,907	\$ 2,455,923	\$ 3,073,808
EXPENSES:		2024	2025	2026	2027	2028
Office Supplies	60020	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800
Decorations	60132	40,000	40,000	40,000	40,000	40,000
Beautification	60490	200,000	200,000	200,000	200,000	200,000
Wall Maintenance	60776	75,000	75,000	50,000	50,000	50,000
Professional Engineering Services	61041	12,000	12,000	12,000	12,000	12,000
Mowing Contractor	61225	307,789	323,178	339,337	356,304	374,119
Tree Services	61226	80,000	80,000	80,000	80,000	80,000
Collection Service (\$2.90/Acct)	61380	9,860	9,860	9,860	9,860	9,860
Misc.	61485	1,000	1,000	1,000	1,000	1,000
Admin./Management	61510	29,700	31,185	32,744	34,381	36,101
Postage	61520	50	50	50	50	50
Electric Power	62030	6,300	6,615	6,946	7,293	7,658
Water Utility	62035	175,000	183,750	192,938	202,584	212,714
Irrigation System Maint.	63065	75,000	75,000	75,000	75,000	75,000
Decorative Lighting Maintenance	63146	18,000	18,000	18,000	18,000	18,000
Property Insurance Premium	64080	6,000	6,300	6,615	6,946	7,293
Liability Insurance Premium	64090	3,500	3,675	3,859	4,052	4,254
Fencing*	68061	500,000	400,000	400,000	200,000	200,000
Construction	68540	-	-	-	-	-
TOTAL EXPENSES		\$ 1,540,999	\$ 1,467,413	\$ 1,470,148	\$ 1,299,270	\$ 1,329,848
Ending Balance*		\$ 595,910	\$ 583,371	\$ 707,759	\$ 1,156,653	\$ 1,743,959

Avg. Annual Assessment by Home Value:

Value	Yrly Assmnt.		
\$100,000	\$90	Avg. Property Value:	\$ 414,919
\$200,000	\$180	Avg. Property Assessment:	\$ 373
\$300,000	\$270	No. of Properties:	3,400
\$400,000	\$360		
\$500,000	\$450		
\$600,000	\$540		

*Future wall replacements



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 11/14/2023

REQUESTER: Casey Herndon

PRESENTER: Christopher Riddick, President

TITLE: Consider scheduling an onsite educational meeting for the PID Board on walls and their status

ANALYSIS:

Consider scheduling an onsite educational meeting for the PID Board on walls and their status



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 09/19/2023
REQUESTER: Casey Herndon
PRESENTER: Christopher Riddick, President

TITLE: Consider proposals from Future Outdoor to replace the existing gray wall panels to Furnish and Install 6' Tall RhinoRock - Precast Concrete Fence. Located at Bardin From Green Belt to Sierra - East Side in the amount of \$301,615.00. This wall installation will match the current existing wall recently installed on Dechman Street.

ANALYSIS:

Consider proposals from Future Outdoor to replace the existing gray wall panels to Furnish and Install 6' Tall RhinoRock - Precast Concrete Fence. Located at Bardin From Green Belt to Sierra - East Side in the amount of \$301,615.00. This wall installation will match the current existing wall recently installed on Dechman Street.



Proposal

Job Name: **Westchester Bardin From Green Belt to Sierra - East Side** Date: 08/07/23

Customer: Westchester PID Street: Bardin Road City: Grand Prairie, TX Phone: 940-783-1116	C/O Adan Castor Fax number: Alternate numbers: Email Adan@vcmtexas.com
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Footage	Customer Choice Height & Description	Post Caps Price/unit	Extended Price
1830	Furnish and Install 6' Tall RhinoRock Precast Concrete Fence. 1755 Linear Feet	92.00	\$ 168,360.00
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
1830	Concrete Mow Strip (Approximately 6" x 12")	28.00	\$ 51,240.00
			\$ -
			\$ -
5	Extra Column & Cap	495.00	\$ 2,475.00
			\$ -
1	Site specific Engineering for standard area.	850.00	\$ 850.00
			\$ -
1	Fence Permit NOT Included		\$ -
1830	Staining	6.00	\$ 10,980.00
1830	Installation	17.00	\$ 31,110.00
			\$ -
1830	Removal and disposal of existing concrete fence	20.00	\$ 36,600.00
Job total			\$ 301,615.00
			\$ -
			\$ -
			\$ -

ADDITIONAL CHARGE FOR COLORS

Any warranties on material comes from the manufacturer and not from Future Outdoors, LLC.
 It is agreed that all material is considered purchased upon signature of the contract.
 It is agreed that 50% of the purchased price is due upon execution of the contract and the balance is due upon completion of installation.
 This proposal will be honored for 30 days from the proposal date.
 Please verify that this proposal accurately reflects the work you are requesting by initialing below.

Future Outdoors, LLC	Customer
Date	Date



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 09/19/2023
REQUESTER: Casey Herndon
PRESENTER: Christopher Riddick, President
TITLE: Discussion of Draft Agenda Procedures

ANALYSIS:

Discussion of Draft Agenda Procedures



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 12/05/2023

REQUESTER: Lee Harriss

PRESENTER: Christopher Riddick, President

TITLE: Nomination and Election of Advisory Board Member - 1 Open Position



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 12/05/2023

REQUESTER: Lee Harriss

PRESENTER: Christopher Riddick, President

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



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 12/05/2023

REQUESTER: Casey Herndon

PRESENTER: Christopher Riddick, President

TITLE: Consider Board Meeting schedule for 2024. Meeting dates will avoid conflicts with City Council Meetings
