



**GREENWAY TRAILS PUBLIC IMPROVEMENT
DISTRICT**
**ATHLETIC COMPLEX COMMUNITY ROOM. MANSFIELD ISD
(NEWSOM & RLA STADIUMS), 203 HILLCREST ST., MANSFIELD, TX
76063, COMMUNITY ROOM - VERNON NEWSOM STADIUM
WEDNESDAY, MAY 24, 2023 AT 5:30 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. Consider Meeting Minutes 09/07/2022
2. Consider proposal from Site Landscape Development in the amount of \$141,227.71 for Landscape Maintenance, Beautification and Irrigation System Maintenance at Heritage Parkway, Double Oak Ave, Oaktree Lane, Branch Hollow Drive, Walnut Ridge Drive, and Pond area
3. Consider proposal for Mulch in the amount of \$11,380.63 From Site Landscape Development at Heritage Parkway, Double Oak Ave, Oaktree Lane, Branch Hollow Drive, Walnut Ridge Drive, and Pond Area
4. Discuss Landscaping, Irrigation Systems, Screening Walls and Fencing, Entryways and Signage, Trees and Beds Areas, Decorative Lighting, and Pet stations at Heritage Parkway, Double Oak Ave, Oaktree Lane, Branch Hollow Drive, Walnut Ridge Drive, and Pond area
5. Review Budget to Actual Financial Report as of 4/30/23

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 May 19, 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: 05/24/2023
REQUESTER: Laurie Klimek
PRESENTER: Laurie Klimek, VCM – Community Association Manager
TITLE: Consider Meeting Minutes 09/07/2022
RECOMMENDED ACTION: Approve

ANALYSIS:
Approve Meeting Minutes 09/07/2022

**MINUTES OF
GREENWAY TRAILS BOARD MEETING
SEPTEMBER 7, 2022
6:30 PM
BETTY WARMACK LIBRARY
760 BARDIN ROAD**

Call to Order – The meeting was called to order at 6:41pm

Present were board members Katie Sabin, Darrel Cartmel, and others including Casey Herndon (VCM), Laurie Klimek (VCM), Special District Administrator Lee Harriss, Deputy City Attorney, Mark Dempsey. Absent was board member Benjamin Clark.

Citizen’s Forum – There were no citizen comments.

Open Meetings Act – Training & Requirements discussed by Deputy City Attorney

1. Approve Meeting Minutes – The minutes of the August 18th, 2022, meeting were approved.

2. Projects/Contracts:

- Discussion of the Maintenance area Heritage Parkway
- Discussion of the Maintenance area Double Oak Ave
- Discussion of the Maintenance area Oaktree Lane (name changed to Hidden Hollow)
- Discussion of the Maintenance area Hollow Drive
- Discussion of the Maintenance area Walnut Ridge Drive
- Discussion of the Maintenance area Drainage Detention & Easement Areas
- Discussion of the Maintenance area Ponds
- Discussion of the Maintenance area Amenity Center Park / Other Parks

3. Financial Reports

4. Budget – – Discussion of the finalized PID 2023 Budget and Financial Report

5. Nominated & Elected One Board Member – April Avery

6. Citizen’s Forum – There were no citizen comments.

Adjournment - The meeting adjourned at 7:57 PM



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 05/24/2023

REQUESTER: Site Landscaping

PRESENTER: Laurie Klimek VCM

TITLE: Consider proposal from Site Landscape Development in the amount of \$141,227.71 for Landscape Maintenance, Beautification and Irrigation System Maintenance at Heritage Parkway, Double Oak Ave, Oaktree Lane, Branch Hollow Drive, Walnut Ridge Drive, and Pond area

Greenway Trails PID

Item 2.

2023-2024 Maintenance Services

| Functions | Frequency | Cost | May | June | July | August | September | October | November | December | January | February | March | April | Total |
|---|-----------|-------------|--------------|-------------|--------------|--------------|--------------|--------------|-------------|-------------|-------------|-------------|--------------|--------------|---------------|
| Monthly Occurances | 36 | | 4 | 4 | 5 | 4 | 5 | 3 | 1 | 1 | 1 | 1 | 2 | 5 | 36 |
| Mow, edge, weedeat | 36 | \$ 1,900.49 | \$ 7,601.96 | \$ 7,601.96 | \$ 9,502.45 | \$ 7,601.96 | \$ 9,502.45 | \$ 5,701.47 | \$ 1,900.49 | \$ 1,900.49 | \$ 1,900.49 | \$ 1,900.49 | \$ 3,800.98 | \$ 9,502.45 | \$ 68,417.64 |
| Hand weeding | 36 | \$ 41.35 | \$ 165.40 | \$ 165.40 | \$ 206.75 | \$ 165.40 | \$ 206.75 | \$ 124.05 | \$ 41.35 | \$ 41.35 | \$ 41.35 | \$ 41.35 | \$ 82.70 | \$ 206.75 | \$ 1,488.60 |
| Shrub & Ground Cover trimming | 8 | \$ 282.00 | \$ 282.00 | \$ 282.00 | \$ 282.00 | \$ 282.00 | \$ 282.00 | \$ 282.00 | | | | | \$ 282.00 | \$ 282.00 | \$ 2,256.00 |
| Pre/Post/Fert spray | 2 | \$ 2,200.05 | | | | | \$ 2,200.05 | | | | | \$ 2,200.05 | | | \$ 4,400.10 |
| Turf Fertilizer | 3 | \$ 6,210.00 | \$ 6,210.00 | | | \$ 6,210.00 | | | | | | | \$ 6,210.00 | | \$ 18,630.00 |
| Bed Pre-Emergent | 2 | \$ 79.00 | | | | \$ 79.00 | | | | | | \$ 79.00 | | | \$ 158.00 |
| Sprinkler Check/Adjust | 12 | \$ 1,348.75 | \$ 1,348.75 | \$ 1,348.75 | \$ 1,348.75 | \$ 1,348.75 | \$ 1,348.75 | \$ 1,348.75 | \$ 1,348.75 | \$ 1,348.75 | \$ 1,348.75 | \$ 1,348.75 | \$ 1,348.75 | \$ 1,348.75 | \$ 16,184.96 |
| Perennial Cut Backs | 1 | \$ 1,170.18 | | | | | | | | | | \$ 1,170.18 | | | \$ 1,170.18 |
| Debris Disposal | 36 | Included | | | | | | | | | | | | | |
| Tree Trimming Up To 7' Including Crepes | 1 | \$ 2,262.35 | | | | | | | | | 2262.35 | | | | \$ 2,262.35 |
| Tree well maintenance | 8 | Included | | | | | | | | | | | | | \$ - |
| Fire ant control topical treatment | 12 | included | | | | | | | | | | | | | \$ - |
| Fertilization - Beds | 2 | \$ 123.51 | \$ 123.51 | | | | | \$ 123.51 | | | | | | | \$ 247.02 |
| Seasonal color - Winter-3158 4" pots | 1 | \$ 7,506.43 | | | | | | \$ 7,506.43 | | | | | | | \$ 7,506.43 |
| Seasonal color - Summer-3158 4" pots | 1 | \$ 7,506.43 | | | | | | | | | | | | \$ 7,506.43 | \$ 7,506.43 |
| Monthly & Yearly Totals | | | \$ 15,731.62 | \$ 9,398.11 | \$ 11,339.95 | \$ 15,608.11 | \$ 13,619.00 | \$ 15,086.21 | \$ 3,290.59 | \$ 3,290.59 | \$ 5,552.94 | \$ 6,739.82 | \$ 11,724.43 | \$ 18,846.38 | \$ 130,227.71 |

| | |
|-------------------------------|-------------------|
| Beautification | 10,000.00 |
| Mowing Contractor | 130,227.71 |
| Irrigation System Maintenance | 1,000.00 |
| Total | 141,227.71 |



Irrigated turf/beds PH 1,2,3,4

Irrig turf/beds Ph 5

Non-irrigated turf Ph 5

Greenway Trails 3.30.22



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 05/24/2023

REQUESTER: Site Landscaping

PRESENTER: Laurie Klimek VCM

TITLE: Consider proposal for Mulch in the amount of \$11,380.63 From Site Landscape Development at Heritage Parkway, Double Oak Ave, Oaktree Lane, Branch Hollow Drive, Walnut Ridge Drive, and Pond Area

ANALYSIS

Consider proposal for Mulch in the amount of \$11,380.63 From Site Landscape Development at Heritage Parkway, Double Oak Ave, Oaktree Lane, Branch Hollow Drive, Walnut Ridge Drive, and Pond area



Date: 10/13/2022
PO #
Terms: Net 30
Sales Rep: Jonathan Williams

Customer:

Property:
Greenway Trails PID
3688 Rolling Meadows Dr
Grand Prairie, TX 76065

Property Mulch

This proposal is to mulch all beds and tree rings on the property.

Property Mulch

Misc Enhancement

| Items | Quantity |
|--|----------|
| Hardwood Shredded Mulch 2" Depth By Cyds | 85.00 |
| Labor - Enhancement | 40.00 |

Misc Enhancement : \$11,380.63

PROJECT TOTAL: \$11,380.63

SALES TAX: \$0.00

TOTAL: \$11,380.63

Terms & Conditions

Standard Terms and Conditions Apply. If your office requires a P.O. Number in order for this work to be paid, our office will need to receive the P.O. in written form before we can schedule this work. You can simply sign this estimate and assign a P.O. number on this page and fax it back to our office.

Thank you for allowing us the ability to provide you with this estimate.

By _____
Jonathan Williams
Date 10/13/2022
Site Landscape Development

By _____
Date _____
Greenway Trails PID



CITY OF GRAND PRAIRIE COMMUNICATION

MEETING DATE: 05/24/2023

REQUESTER: Site Landscaping

PRESENTER: Laurie Klimek VCM

TITLE: Discuss Landscaping, Irrigation Systems, Screening Walls and Fencing, Entryways and Signage, Trees and Beds Areas, Decorative Lighting, and Pet stations at Heritage Parkway, Double Oak Ave, Oaktree Lane, Branch Hollow Drive, Walnut Ridge Drive, and Pond area

ANALYSIS

Discuss Landscaping, irrigation systems, screening walls and fencing, entryways and signage, trees and beds areas, decorative lighting, and pet stations at Heritage Parkway, Double Oak Ave, Oaktree Lane, Branch Hollow Drive, Walnut Ridge Drive, and Pond area.

GREENWAY TRAILS PID - TOPICS OPEN FOR DISCUSSION – 05-24-2023**A. Heritage Parkway**

- (1) Landscaping and irrigation systems
- (2) Screening walls and fencing
- (3) Entryways and signage
- (4) Trees and beds areas
- (5) Decorative lighting

B. Double Oak Avenue

- (1) Landscaping and irrigation systems
- (2) Screening walls and fencing
- (3) Entryways and signage
- (4) Trees and beds areas
- (5) Decorative lighting
- (6) Roundabout

C. Oaktree Lane

- (1) Landscaping and irrigation systems
- (2) Screening walls and fencing
- (3) Entryways and signage
- (4) Trees and beds areas
- (5) Decorative lighting

D. Branch Hollow Drive

- (1) Landscaping and irrigation systems
- (2) Screening walls and fencing
- (3) Signage
- (4) Trees and beds areas
- (5) Decorative lighting

E. Walnut Ridge Drive

- (1) Landscaping and irrigation systems
- (2) Screening walls and fencing
- (3) Signage
- (4) Trees and beds areas
- (5) Decorative lighting

F. Drainage, Detention, and Easement Areas

- (1) Cleanup
- (2) Landscaping and irrigation systems
- (3) Screening walls and fencing

G. **Ponds**

- 1) Landscaping and irrigation systems
- 2) Fountain
- 3) Lighting
- 4) Water well
- 5) Sidewalks and improvements thereon

H. **Amenity Center Park/Other Parks**

- 1) Landscaping and irrigation systems
- 2) Lighting
- 3) Sidewalks and improvements thereon
- 4) Parking lot
- 5) Playground
- 6) Trees and beds areas
- 7) Pet Stations



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 05/24/2023
REQUESTER: Laurie Klimek
PRESENTER: Laurie Klimek VCM
TITLE: Review Budget to Actual Financial Report as of 4/30/23
RECOMMENDED ACTION: None

ANALYSIS:

Review Budget to Actual Report

Budget/Actual Report for Fiscal 2023
322992
Greenway Trails Public Improvement District
as of 4/30/23

| | 10/1/2022 - 9/30/2023 | | | | Current Month |
|-----------------------------------|------------------------------|----------------------|--------------------------|----------------------|----------------------|
| | <u>Budget</u> | <u>Actual</u> | <u>Difference</u> | <u>% Used</u> | |
| GTPID | | | | | |
| 322992 | | | | | |
| Beginning Resource Balance | 1,000 | 27,855.60 | | | |
| Revenues | | | | | |
| Spec Assess Delinquent | 42610 | - | 330.73 | 330.73 | 0% |
| Special Assessment Income | 42620 | 259,876 | 249,756.08 | (10,119.92) | 96% |
| Interest On Pid Assessment | 42630 | - | 943.92 | 943.92 | 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 | - | - | - | 0% |
| Trsf In/Parks Venue (3170) | 49780 | 2,057 | 1,202.00 | (855.00) | 58% |
| Total Revenues | 261,933 | 252,232.73 | (9,700.27) | 96% | 4,091.77 |
| Expenditures | | | | | |
| Office Supplies | 60020 | 600 | 106.40 | 493.60 | 18% |
| Decorations | 60132 | 10,000 | 4,455.00 | 5,545.00 | 45% |
| Beautification | 60490 | 10,000 | - | 10,000.00 | 0% |
| Graffiti Cleanup | 60775 | 1,000 | - | 1,000.00 | 0% |
| Wall Maintenance | 60776 | 1,000 | - | 1,000.00 | 0% |
| Professional Engineering Servi | 61041 | - | - | - | 0% |
| Mowing Contractor | 61225 | 121,000 | 67,930.05 | 53,069.95 | 56% |
| Legal Services | 61360 | - | - | - | 0% |
| Collection Services | 61380 | 2,018 | 1,463.20 | 554.80 | 73% |
| Miscellaneous Services | 61485 | 500 | - | 500.00 | 0% |
| Fees/Administration | 61510 | 18,000 | 3,600.00 | 14,400.00 | 20% |
| Postage And Delivery Charges | 61520 | 600 | - | 600.00 | 0% |
| Light Power Service | 62030 | 12,000 | 2,820.59 | 9,179.41 | 24% |
| Water/Wastewater Service | 62035 | 50,000 | 388.22 | 49,611.78 | 1% |
| Bldgs And Grounds Maintenance | 63010 | - | - | - | 0% |
| Pond Maintenance-Aquatic | 63038 | 13,200 | 1,910.77 | 11,289.23 | 14% |
| Pond Maintenance-Equipment | 63039 | 5,000 | - | 5,000.00 | 0% |
| Irrigation System Maintenance | 63065 | 1,000 | - | 1,000.00 | 0% |
| Roadway Markings/Signs Maint | 63115 | - | - | - | 0% |
| Playgrounds/Picnic Areas Maint | 63135 | 1,000 | - | 1,000.00 | 0% |
| Decorative Lighting Maintenc | 63146 | 500 | - | 500.00 | 0% |
| Property Insurance Premium | 64080 | 1,400 | - | 1,400.00 | 0% |
| Liability Insurance Premium | 64090 | 1,200 | 500.92 | 699.08 | 42% |
| Fencing | 68061 | - | - | - | 0% |
| ArchitectL/Engineering Servs | 68240 | - | - | - | 0% |
| Landscaping | 68250 | - | - | - | 0% |
| Irrigation Systems | 68635 | - | - | - | 0% |
| Total Expenditures | 250,018 | 83,175.15 | 166,842.85 | 33% | 3,934.16 |
| Ending Resource Balance | 12,915 | 196,913.18 | | | |

Greenway Trails Public Improvement District

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