



**BERKSHIRE PARK PUBLIC IMPROVEMENT
DISTRICT ANNUAL MEETING
MAIN LIBRARY, 901 CONOVER DR.
TUESDAY, AUGUST 29, 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. Consider Minutes of December 6, 2022 Meeting
2. Discussion of Landscaping, Entry Monument, Monument Lighting, and Brick Wall and Fence
Located on:
 - Bordeaux Drive/Robinson Road
 - Bois D'Arc Lane/Arkansas Lane
3. Discussion of Holiday Decorations Located on:
 - Bordeaux Drive/Robinson Road
 - Bois D'Arc Lane/Arkansas Lane
4. Discussion of Cameras Located at:
 - Bordeaux Drive/Robinson Road
 - Bois D'Arc Lane/Arkansas Lane
5. Discussion of Budget to Actual Financial Reports for August 19, 2023
6. Consider FY 2024 Budget and Assessment Rate
7. Nomination and Election of Advisory Board Members - 1 Open Position
8. Selection of Officers - President, Vice President, Secretary/Treasurer

CITIZENS' FORUM

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ADJOURNMENT

Certification

In accordance with Chapter 551, Subchapter C of the Government Code, V.T.C.A, this meeting agenda was prepared and posted August 24, 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: 07/29/2023
REQUESTER: Lee Harriss
PRESENTER: Sylvia Gallegos, President
TITLE: Consider Minutes of December 6, 2022 Meeting

**Minutes of
Berkshire Park PID
Annual Meeting**

Betty Warmack Library
760 Bardin Road
Grand Prairie, Texas 75052
Tuesday, December 6, 2022
6:30 PM

The meeting was called to order at 6:35 pm by Wendy Washington, Secretary. Those present included Board Members Wendy Washington, Mona Coleman, Sylvia Gallegos and proxy was provided by Carlos Jackson and given to Wendy Washington in his absence. Also attending were residents, Mike Pondexter and Jason and Ana Cuellar and Special District Administrator Lee Harriss.

No citizen comments were made.

1. A presentation regarding the Open Meetings Act was provided by Assistant City Attorney Dean Roggia. All board members and officers are required to take the open meeting training.
2. Approval of Minutes from August 10th, 2022, meeting. Mona made the motion to approve the minutes and Sylvia seconded the minutes and they were approved unanimously.
3. Projects/Contracts:
 - A. Discussion of landscaping, maintenance, improvements, flowerbeds, common areas
 - a. Robinson Road
 - b. Bordeaux Drive
 - c. Arkansas Lane
 - d. Bois D'Arc Lane
 - e. 16 Bloomfield Greenspace Area
 - f. 68 Bloomfield Drive Drainage Area
 - B. Discussion of lighting improvements and/or maintenance
 - a. Robinson Road
 - b. Bordeaux Drive
 - c. Arkansas Lane
 - d. Bois D'Arc Lane
 - e. 16 Bloomfield Greenspace Area
 - f. 68 Bloomfield Drive Drainage Area
 - C. Wall/Monument Repairs – contractor repairing the wall at the corner of Arkansas and Robinson has not been paid due to the driver's insurance company fighting the claim.
 - a. Robinson Road
 - b. Bordeaux Drive
 - c. Arkansas Lane

- d. Bois D'Arc Lane
- D. Signage – a request was made to have the entrance walls power washed
 - a. Robinson Road/Bordeaux Drive
 - b. Arkansas Lane/Bois D' Arc Lane
- E. Decorations – ribbon is missing on wreath on Arkansas entrance
 - a. Robinson Road/Bordeaux Drive
 - b. Arkansas Lane/Bois D' Arc Lane
- F. Security Cameras – need to request link again and distribute to residents
 - a. Robinson Road/Bordeaux Drive
 - b. Arkansas Lane/Bois D' Arc Lane
4. Budget and Financial Reports – Budget and Financial reports reviewed
5. Advisory Board Nominations:
 - a. Carlos Jackson and Wendy Washington Pondexter by acclamation
 - b. One board position remains vacant due to lack of volunteers
 - c. Board members are:
 - i. Sylvia Gallegos
 - ii. Carlos Jackson
 - iii. Wendy Washington Pondexter
 - iv. Mona Coleman
 - v. Vacant
6. Selection of Officers
 - President – Silvia Gallegos
 - Vice President – Carlos Jackson
 - Secretary/Treasurer – Wendy Washington Pondexter

Meeting adjourned at 7:47 pm.



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 07/29/2023

REQUESTER: Lee Harriss

PRESENTER: Sylvia Gallegos, President

TITLE: Discussion of Landscaping, Entry Monument, Monument Lighting, and Brick Wall and Fence Located on:

- Bordeaux Drive/Robinson Road
- Bois D’Arc Lane/Arkansas Lane



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 07/29/2023

REQUESTER: Lee Harriss

PRESENTER: Sylvia Gallegos, President

TITLE: Discussion of Holiday Decorations Located on:

- Bordeaux Drive/Robinson Road
- Bois D'Arc Lane/Arkansas Lane



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 07/29/2023

REQUESTER: Lee Harriss

PRESENTER: Sylvia Gallegos, President

TITLE: Discussion of Cameras Located at:

- Bordeaux Drive/Robinson Road
- Bois D’Arc Lane/Arkansas Lane



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 07/29/2023
REQUESTER: Lee Harriss
PRESENTER: Sylvia Gallegos, President
TITLE: Discussion of Budget to Actual Financial Reports for August 19, 2023

Budget/Actual Report for Fiscal 2023
322792
Berkshire Park Public Improvement District
as of 8/19/23

	<u>10/1/2022 - 9/30/2023</u>				<u>Current Month</u>	<u>Estimate 9/30/23</u>	
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>	<u>% Used</u>			
BKPID							
322792							
Beginning Resource Balance	5,000	9,286.66				9,286.66	
Revenues							
Spec Assess Delinquent	42610	-	249.65	249.65	0%	-	249.65
Special Assessment Income	42620	47,554	47,846.49	292.49	101%	-	47,846.49
Interest On Pid Assessment	42630	-	222.48	222.48	0%	-	222.48
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	-	9,905.00	9,905.00	0%	-	9,905.00
Trsf In/Parks Venue (3170)	49780	<u>2,034</u>	<u>1,694.00</u>	<u>(340.00)</u>	<u>83%</u>	<u>-</u>	<u>2,034.00</u>
Total Revenues	49,588	59,917.62	10,329.62	121%	-	60,257.62	
Expenditures							
Office Supplies	60020	100	-	100.00	0%	-	-
Decorations	60132	500	319.92	180.08	64%	-	319.92
Beautification	60490	3,000	-	3,000.00	0%	-	3,000.00
Graffiti Cleanup	60775	-	-	-	0%	-	-
Wall Maintenance	60776	22,000	29,705.00	(7,705.00)	135%	-	29,705.00
Professional Engineering Servi	61041	-	-	-	0%	-	-
Security	61165	-	-	-	0%	-	-
Mowing Contractor	61225	11,550	11,325.00	225.00	98%	1,200.00	14,400.00
Legal Services	61360	-	-	-	0%	-	-
Collection Services	61380	400	400.20	(0.20)	100%	-	400.20
Miscellaneous Services	61485	50	18.44	31.56	37%	-	50.00
Fees/Administration	61510	-	-	-	0%	-	-
Postage And Delivery Charges	61520	100	-	100.00	0%	-	-
Light Power Service	62030	210	76.14	133.86	36%	-	210.00
Water/Wastewater Service	62035	3,000	1,693.00	1,307.00	56%	148.52	3,000.00
Bldgs And Grounds Maintenance	63010	-	-	-	0%	-	-
Irrigation System Maintenance	63065	1,000	-	1,000.00	0%	-	1,000.00
Roadway Markings/Signs Maint	63115	-	-	-	0%	-	-
Decorative Lighting Maintenanc	63146	-	-	-	0%	-	-
Property Insurance Premium	64080	300	272.00	28.00	91%	-	272.00
Liability Insurance Premium	64090	4,600	6,839.65	(2,239.65)	149%	-	6,839.65
Fencing	68061	-	-	-	0%	-	-
ArchitectL/Engineering Servcs	68240	-	-	-	0%	-	-
Landscaping	68250	-	-	-	0%	-	-
Irrigation Systems	68635	-	-	-	0%	-	-
Lease Payment	68901	<u>4,500</u>	<u>-</u>	<u>4,500.00</u>	<u>0%</u>	<u>-</u>	<u>4,500.00</u>
Total Expenditures	51,310	50,649.35	660.65	99%	1,348.52	63,696.77	
Ending Resource Balance	<u>3,278.00</u>	<u>18,554.93</u>				<u>5,847.51</u>	

Berkshire Park Public Improvement District

These are Lone Star Meadows PID assessments collected from PID residents to pay for PID maintenance.



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 07/29/2023

REQUESTER: Lee Harriss

PRESENTER: Sylvia Gallegos, President

TITLE: Consider FY 2024 Budget and Assessment Rate

Exhibit A
GRAND PRAIRIE PUBLIC IMPROVEMENT DISTRICT NO. 17
Berkshire Park
Five Year Service Plan 2024 - 2028 BUDGET

Income based on Assessment Rate of \$0.12 per \$100 of appraised value.
 The FY 2023 rate was \$0.12 per \$100 of appraised value
 Service Plan projects a 10% increase in assessed value per year.

INCOME:	Value	Assess Rate	Revenue			
Appraised Value	\$45,063,120	\$ 0.12	\$ 54,076			

Description	Account	2024	2025	2026	2027	2028
Beginning Balance (Estimated)	Number	\$ 5,500	\$ 5,300	\$ 6,299	\$ 11,978	\$ 40,868
P.I.D. Assessment	42620	\$ 54,076	\$ 59,483	\$ 65,432	\$ 71,975	\$ 79,172
City Contribution	49780	<u>2,034</u>	<u>2,034</u>	<u>2,034</u>	<u>2,034</u>	<u>2,034</u>
TOTAL INCOME		<u>\$ 56,110</u>	<u>\$ 61,517</u>	<u>\$ 67,466</u>	<u>\$ 74,009</u>	<u>\$ 81,206</u>
Amount Available		<u>\$ 61,610</u>	<u>\$ 66,817</u>	<u>\$ 73,764</u>	<u>\$ 85,987</u>	<u>\$ 122,074</u>

EXPENSES:		2024	2025	2026	2027	2028
Description						
Office Supplies	60020	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
Decorations	60132	500	500	500	500	500
Beautification*	60490	3,000	3,000	3,000	10,000	10,000
Wall Maintenance**	60776	27,000	30,000	30,000	5,000	5,000
Mowing Contractor	61225	11,550	12,128	12,734	13,371	14,039
Collection Service (\$2.90/Acct)	61380	400	400	400	400	400
Misc.	61485	50	50	50	50	50
Postage	61520	100	100	100	100	100
Electric Power	62030	210	221	232	243	255
Water Utility	62035	3,000	3,150	3,308	3,473	3,647
Irrigation System Maint.	63065	1,000	1,000	1,000	1,000	1,000
Decorative Lighting Maintenance	63146	-	-	-	-	-
Property Insurance Premium	64080	300	315	331	347	365
Liability Insurance Premium	64090	4,600	4,830	5,072	5,325	5,591
Lease Payment-Security Cameras	68901	4,500	4,725	4,961	5,209	5,470
		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENSES		<u>\$ 56,310</u>	<u>\$ 60,518</u>	<u>\$ 61,787</u>	<u>\$ 45,118</u>	<u>\$ 46,517</u>
Ending Balance**		<u>\$ 5,300</u>	<u>\$ 6,299</u>	<u>\$ 11,978</u>	<u>\$ 40,868</u>	<u>\$ 75,558</u>

Avg. Annual Assessment by Home Value:

Value	Yrly Assmnt.		
\$200,000	\$ 240		
\$300,000	\$ 360		
\$400,000	\$ 480	Avg. Property Value:	\$ 326,544
\$500,000	\$ 600	Avg. Property Assessment:	\$ 392
\$600,000	\$ 720	No. of Properties:	138

*Includes flowerbed renovations
 **Brick wall repairs/replacement-Arkansas/Robinson and Bentwood



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 07/29/2023

REQUESTER: Lee Harriss

PRESENTER: Sylvia Gallegos, President

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



**CITY OF GRAND PRAIRIE
COMMUNICATION**

MEETING DATE: 07/29/2023

REQUESTER: Lee Harriss

PRESENTER: Sylvia Gallegos, President

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