



## DISTRICT BOARD MEETING AGENDA

*Pursuant to A.R.S. § 38-431.02 notice is hereby given to the public that the District Board of the Rancho Sahuarita Community Facilities District will hold a regular meeting at the date and time specified below at the Sahuarita Town Hall Council Chambers, 375 West Sahuarita Center Way, Sahuarita, Arizona. Members of the Rancho Sahuarita District Board will attend either in person or by telephone conference call.*

*To better serve our community, the Council Chambers is wheelchair accessible. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the District Clerk's Office at 520-822-8801. Requests should be made no later than three working days prior to the meeting to arrange the accommodation.*

**November 14, 2016  
REGULAR MEETING  
AT OR AFTER 6:30 P.M.**

- 1. Call to Order**
- 2. Roll Call**
- 3. Call to the Public**

*At this time, any member of the public is invited to address the District Board on any issue which is on tonight's Agenda or on any issue which the District Board can lawfully act upon at a future meeting. Written comments regarding any item on the agenda or on any issue which the District Board can lawfully act upon may be submitted prior to the beginning of the meeting for distribution to the District Board. Pursuant to the Arizona Open Meeting Laws, the District may not discuss the items, but individual members of the District may respond to criticism made by those who have addressed the District, may ask staff to review the matter, or may ask that the matter be placed on a future agenda.*

- 4. Consent Agenda**
  - A. Approval of the October 10, 2016 Regular Meeting Minutes.**
  - B. Approval of Amendment No. One (1) to Cooperative Purchasing Contract No. 170030 with EPS Group, Inc. for Rancho Sahuarita Community Facilities District Engineer Services, correcting an error amending the rates of the contract, effective November 15, 2016.**
- 5. Adjournment**

*Action may be taken by the District Board on any item listed on this agenda. The District Board may vote to go into executive session pursuant to A.R.S. § 38-431.03 (A) (3) for discussion or consultation for legal advice with the District Counsel concerning any matter listed on this agenda.*



## DISTRICT BOARD AGENDA COMMUNICATION

**MEETING DATE:** November 14, 2016

**DATE PREPARED:** November 2, 2016

**AGENDA ITEM: 4A**

**TO:** Honorable Chairman and District Board

**FROM:** Lisa Cole, District Clerk

**SUBJECT:** Approval of the October 10, 2016 Rancho Sahuarita Community Facilities District Minutes.

**FINANCIAL / BUDGET SUMMARY**

1. Fund(s) Impacted:
2. Available Budget/Project Capacity (\$):

**STAFF RECOMMENDATION**

Staff recommends approval of the attached minutes.

**SUGGESTED MOTION**

**I move to approve the minutes as submitted or amended.**

**DISCUSSION**

Draft minutes submitted for District Board approval.

**ATTACHMENTS**

1. October 10, 2016 Rancho Sahuarita Community Facilities District Minutes



## DISTRICT BOARD MEETING MINUTES

### RANCHO SAHUARITA COMMUNITY FACILITIES DISTRICT MEETING MINUTES OCTOBER 10, 2016

The District Board of the Rancho Sahuarita Community Facilities District met in the Town Hall Council Chambers, 375 West Sahuarita Center Way, Sahuarita, Arizona on Monday, October 10, 2016.

#### 1. Call to Order

Chairperson Blumberg called the meeting to order at approximately 6:36 p.m.

#### 2. Roll Call

**PRESENT:** District Board Members Kara Egbert, Gil Lusk, Tom Murphy, Lynne Skelton, and Chairperson Duane Blumberg

**ABSENT:** Board Member Melissa Hicks and Vice Chairperson Bill Bracco

**ALSO**

**PRESENT:** Acting District Manager Sarah More, District Attorney Daniel J. Hochuli, and Leah Cox on behalf of District Clerk Lisa Cole

#### 3. Call to the Public

There were no speakers.

#### 4. Consent Agenda

**A. Approval of the June 13, 2016 Regular Meeting Minutes.**

**B. Approval of Cooperative Purchasing Contract No. 170030 with EPS Group, Inc., for the Rancho Sahuarita Community Facilities District Engineer Services; not-to-exceed \$300,000 for the contract term commencing October 11, 2016 through October 10, 2017, with the option to renew on an annual basis.**

**MOTION** was made by Board Member Skelton, **SECONDED** by Board Member Egbert to approve the consent agenda. **MOTION CARRIED UNANIMOUSLY.** (Board Member Hicks and Vice Chairperson Bracco absent.)

#### 5. Adjournment

Chairperson Blumberg adjourned the meeting at approximately 6:37 p.m.

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Chairperson Duane Blumberg

ATTEST:

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Lisa Cole, MMC  
District Clerk

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Meeting of the District Board of the Rancho Sahuarita Community Facilities District held on the 10th day of October, 2016. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 14th day of November, 2016.

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Lisa Cole, MMC  
District Clerk  
LC:lv



## DISTRICT BOARD AGENDA COMMUNICATION

**MEETING DATE:** November 14, 2016

**DATE PREPARED:** November 2, 2016

**AGENDA ITEM: 4B**

**TO:** Honorable Chairman and District Board  
**FROM:** John Mitchell, P.E. , Interim District Engineer  
**SUBJECT:** **Approval of Amendment No. One (1) to Cooperative Purchasing Contract No. 170030 with EPS Group, Inc. for Rancho Sahuarita Community Facilities District Engineer Services, amending the rates of the contract, effective November 15, 2016.**

**FINANCIAL / BUDGET SUMMARY**

1. Fund(s) Impacted: RSCFD
2. Available Budget/Project Capacity (\$):

**STAFF RECOMMENDATION**

Staff recommends approval of Amendment No. One (1) to Contract No. 170030 with EPC Group, Inc. which amends the rates of Contract No. 170030.

**SUGGESTED MOTION**

**I move to approve Amendment No. One (1) to Contract No. 170030.**

**DISCUSSION**

Contract No. 170030, with EPS Group, Inc. for the Rancho Sahuarita Community Facilities District Engineer Services was approved by Mayor and Council on October 10, 2016. Amendment No. One (1) amends the rates for Contract No. 170030. Effective November 15, 2016, Exhibit "C" of the Agreement shall be replaced by Exhibit "C" attached to Amendment No. One (1).

**ATTACHMENTS**

1. Amendment No. One (1) to Contract No. 170030

## CONTRACT AMENDMENT

Rancho Sahuarita Community Facilities District  
Procurement Department  
375 W. Sahuarita Center Way  
Sahuarita, AZ 85629  
(520) 822-8824  
Issue Date: November 2, 2016

Contract No.: 170030  
Contractor: EPS Group, Inc.

Contract Amendment No. One (1)  
Procurement Officer: Cherie Odeski, CPPO, CPPB  
Page 1 of 1

### THIS CONTRACT IS AMENDED AS FOLLOWS:

**EPS GROUP, INC.**

**CONTRACT NO. 170030**

### **RANCHO SAHUARITA COMMUNITY FACILITIES DISTRICT ENGINEER SERVICES**

The Rancho Sahuarita Community Facilities District and EPS Group, Inc. wish to amend Contract No. 170030 as follows:

1. Effective November 15, 2016, Exhibit "C" of the Agreement shall be replaced by Exhibit "C" attached to this Amendment.

**ALL OTHER PROVISIONS OF THE CONTRACT SHALL REMAIN IN THEIR ENTIRETY.**

CONTRACTOR HEREBY ACKNOWLEDGES  
RECEIPT OF THE ABOVE-REFERENCED  
CONTRACT AND UNDERSTANDING OF  
THE ABOVE AMENDMENT

AMENDMENT IS HEREBY EXECUTED THIS  
\_\_\_\_\_ DAY OF NOVEMBER, 2016, AT  
SAHUARITA, ARIZONA

\_\_\_\_\_  
Signature

\_\_\_\_\_  
District Chairman Duane Blumberg

\_\_\_\_\_  
Print Name and Title

ATTEST:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Lisa Cole, MMC, District Clerk

\_\_\_\_\_  
Company Address

APPROVED AS TO FORM:

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Daniel J. Hochuli, District Attorney

**EXHIBIT C**

**COMPENSATION SCHEDULE FOR SERVICES**

**FEE SCHEDULE**

**(Effective through June 30, 2014)**

ENGINEER shall invoice the CITY on a monthly basis for the actual hours spent by ENGINEER and/o his employees on various assignments as directed by the CITY. The hourly rates thus charged will be in accordance with the following schedule to include ENGINEER'S overhead, payroll costs, fringe benefits, profit and ordinary expenses such as copying, telephone, drafting materials, and other routine costs. Sub-consultant hourly rates may vary from those listed below and will be reviewed with the CITY Manager prior to engagement when possible. ENGINEER will invoice separately to CITY with prior authorization such extraordinary expenses as large printing costs, aerial photography, soils investigations, or other special consultant services required to complete the work. The invoices shall adequately describe the work accomplished and the costs of each item of work. The schedule of hourly rates shall be updated, if necessary, on an annual basis at the beginning of each fiscal year.

**SCHEDULE OF COMPENSATION**

General CITY Engineering, Planning and Development Coordination Services:

Principal Engineer.....	\$125.00
Project Engineer .....	\$115.00
Project Planner .....	\$110.00
Plan Reviewer.....	\$100.00
Associate Engineer.....	\$100.00
Senior Planner .....	\$100.00
Special Districts Manager .....	\$100.00
Construction Manager .....	\$100.00
Construction Inspector.....	\$95.00
Planner.....	\$95.00
CAD Drafter .....	\$90.00
Drafter .....	\$85.00
Technician .....	\$80.00
Clerical.....	\$65.00

Engineering Plan Review:

Plan Review (including pre- and final plats and improvement plans)	
For first review (per sheet).....	\$275.00
For second review .....	(included in fee for first review)
Subsequent reviews .....	Hourly
Report Review (Drainage, Water, Sewer, Traffic)	
For first review .....	\$900.00
For second review .....	(included in fee for first review)
Subsequent reviews .....	Hourly
Expedited Review	
For ten business day turnaround .....	2 times above rates

Building Safety Plan Review:

Plan Review	
For first review (per sheet).....	75% of plan check fee
For second review .....	(included in fee for first review)
Subsequent reviews .....	Hourly
Expedited Review	
For ten business day turnaround .....	2 times above rates