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 Quail Creek Community Facilities District will hold a regular meeting and study session at the date and time specified below at the Sahuarita Council Chambers, 375 West Sahuarita Center Way, Sahuarita, AZ. Members of the Quail Creek Community District Board will attend either in person or by telephone conference call.

To better serve our community, the Sahuarita Council Chambers is wheelchair accessible. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the District's Clerk's Office at 520-822-8801. Requests should be made no later than three (3) working days prior to the meeting to arrange the accommodation.

November 13, 2017
REGULAR MEETING AGENDA
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 any issue which the District Board can lawfully act upon at a future meeting. Written comments regarding any item on the agenda or 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 Board may not discuss the items, but individual members of the District Board may respond to criticism made by those who have addressed the District Board, may ask staff to review the matter, or may ask that the matter be placed on a future agenda.

4. **Consent Agenda**

   Action recommended: approve the consent agenda recommendations.

   A. **Approval of the May 22, 2017 Quail Creek Community Facilities District Minutes.**
   B. **Approval of Amendment No. Two (2) to Cooperative Purchasing Contract No. 170031, with EPS Group, Inc., for the Quail Creek Community Facilities District Engineer Services, commencing October 11, 2017 and terminating October 10, 2018 in an amount not-to-exceed $300,000.**

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

TO: Honorable Chairperson and District Board

FROM: Lisa Cole MMC, District Clerk

MEETING DATE: November 13, 2017

SUBJECT: **Approval of the May 22, 2017 Quail Creek Community Facilities District Minutes.**

FINANCIAL / BUDGET SUMMARY

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. May 22, 2017 Quail Creek Community Facilities District Draft Minutes

Quail Creek Community Facilities District

District Board Meeting Minutes

QUAIL CREEK COMMUNITY FACILITIES DISTRICT
MEETING MINUTES
May 22, 2017

The District Board of the Quail Creek Community Facilities District met in the Sahuarita Council Chambers, 375 West Sahuarita Center Way, Sahuarita, AZ on Monday, May 22, 2017.

1. **Call to Order**

   The meeting was called to order at 6:48 p.m. by Chairperson Tom Murphy.

2. **Roll Call**

Attendee Name	Title	Status	Arrived
Tom Murphy	Chairperson	Present	
Melissa Hicks	Vice Chairperson	Present	
Duane Blumberg	Board Member	Present	
Bill Bracco	Board Member	Present	
Kara Egbert	Board Member	Present	
Gil Lusk	Board Member	Present	
Lynne Skelton	Board Member	Present	

   Also in attendance were District Manager L. Kelly Udall, District Counsel Dan Hochuli, District Treasurer A.C. Marriotti and District Clerk Lisa Cole.

3. **Call to the Public**

   There were no speakers.

4. **Consent Agenda**

   MOTION was made to approve the consent agenda.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Duane Blumberg, Board Member
SECONDER:	Lynne Skelton, Board Member
AYES:	Murphy, Hicks, Blumberg, Bracco, Egbert, Lusk, Skelton

   A. Approval of the May 8, 2017 Quail Creek Community Facilities District Meeting Minutes.

Attachment: May 22, 2017 Quail Creek Community Facilities District Draft Minutes (Approval of Minutes)

5. **Public hearing and possible adoption of Resolution No. 33, approving a final budget for Fiscal Year 2018 in the amount of $703,690 pursuant to Section 48-716, Arizona Revised Statutes, as amended; ordering that an ad valorem tax be fixed, levied and assessed on the assessed value of all the real and personal property within the boundaries of the district in amounts specified in the filed statements and estimates; providing for certified copies of this Resolution and order to be delivered to the Pima County Board of Supervisors and the Arizona Department of Revenue; and providing that this Resolution shall be effective after its passage and approval according to law.**

A.C. Marriotti, District Treasurer, reviewed the tentative budget for final adoption by the District Board.

Chairperson Murphy opened the public hearing and seeing no motion closed the public hearing.

MOTION was made to adopt Resolution No. 33.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Melissa Hicks, Vice Chairperson
SECONDER:	Bill Bracco, Board Member
AYES:	Murphy, Hicks, Blumberg, Bracco, Egbert, Lusk, Skelton

A copy of the presentation was distributed at the meeting.

6. **Adjournment**

Chairperson Tom Murphy adjourned the meeting at 6:56 p.m.

_____
Chairperson Tom Murphy

ATTEST:

_____
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 Quail Creek Community Facilities District held on the 22nd day of May 2017. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 13th day of November, 2017.

_____
Lisa Cole, MMC
District Clerk

Attachment: May 22, 2017 Quail Creek Community Facilities District Draft Minutes (Approval of Minutes)

Quail Creek Community Facilities District

District Board Agenda Communication

TO: Honorable Chairperson and District Board

FROM: M. J. Dillard, District Engineer

MEETING DATE: November 13, 2017

SUBJECT: **Approval of Amendment No. Two (2) to Cooperative Purchasing Contract No. 170031, with EPS Group, Inc., for the Quail Creek Community Facilities District Engineer Services, commencing October 11, 2017 and terminating October 10, 2018 in an amount not-to-exceed $300,000.**

FINANCIAL / BUDGET SUMMARY

STAFF RECOMMENDATION

Staff recommends approval of Amendment No. Two (2) to Contract No. 170031.

SUGGESTED MOTION

I move to approve Amendment No. Two (2) to Contract No. 170031.

DISCUSSION

In accordance with A.R.S. § 48-913, a qualified engineer shall be appointed or employed as District Engineer and his compensation fixed by the Board of Directors. Claims of the District Engineer for compensation or expenses, approved by the Board of Directors shall be reimbursed out of the funds of the District.

In general terms, the role of the District Engineer is to ensure projects are bid, managed, inspected, built, and closed out in a manner that facilitates reimbursement, and that the QCCFD is reimbursing the Developer only those costs associated with the infrastructure that are legitimate and eligible for reimbursement. In cases where the QCCFD elects to construct the infrastructure, the District Engineer would aide Town staff in the delivery of eligible projects.

The Cooperative Purchasing Agreement with the City of Litchfield Park allows utilization of their Agreement with EPS Group, Inc. Services for the contract term, October 11, 2017 through October 10, 2018; not-to-exceed $300,000. The contract allows for an option to renew on an annual basis and in accordance with Resolution 2004-0001, a change in the District Engineer requires thirty (30) days written notice to the Municipality, the District, and the LLLP or the LLLC. There is no guarantee that work will be awarded.

ATTACHMENTS

1. Amendment No. Two (2) to Contract No. 170031

APPROVED
Town of Sahuarita
Department of Law

CONTRACT AMENDMENT

Quail Creek Community Facilities District
Procurement Department
375 W. Sahuarita Center Way
Sahuarita, AZ 85629
(520) 822-8824
Issue Date: October 30, 2017

Contract No.: 170031
Contractor: EPS Group, Inc.

Contract Amendment No. Two (2)
Procurement Officer: Cherie Odeski, CPPO, CPPB

THIS CONTRACT IS AMENDED AS FOLLOWS:

EPS GROUP, INC.

CONTRACT NO. 170031

QUAIL CREEK COMMUNITY FACILITIES DISTRICT ENGINEER SERVICES

Pursuant to Contract No. 170031 Quail Creek Community Facilities District Engineer Services, Section 2, Term, the parties hereby agree to extend this contract for the period of October 11, 2017 through October 10, 2018. The one year extension will be for an amount not to exceed $300,000.00.

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

Signature

WOODROW C. SCOUTTEN, PRINCIPAL ENGINEER
Print Name and Title

EPS GROUP, INC.
Company Name

125 S. AVONDALE BLVD, #115
Company Address

AVONDALE AZ 85323
City State Zip

WOODY.SCOUTTEN@EPSGROUPINC.COM
E-Mail Address

AMENDMENT IS HEREBY EXECUTED THIS _____ DAY OF NOVEMBER, 2017, AT SAHUARITA, ARIZONA

District Chairman Tom Murphy

ATTEST:

Lisa Cole, MMC, District Clerk

APPROVED AS TO FORM:

Daniel J. Hochuli, District Attorney

Attachment: Amendment No. Two (2) to Contract No. 170031 (Contract No. 170031 District Engineer)