



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 meeting 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 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, 2018
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 29, 2018 Quail Creek Community Facilities District Regular Meeting Minutes.**
- B. Amendment No. Three (3) to Contract No. 170031 with EPS Group, Inc., for the Quail Creek Community Facilities District Engineer Services, to extend the term of the contract for a period beginning October 11, 2018 through October 10, 2019, 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, 2018
SUBJECT: Approval of the May 29, 2018 Quail Creek Community Facilities District Regular Meeting 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. QCCFD Minutes Draft May 29, 2018

**Quail Creek
Community
Facilities District**



District Board Meeting Minutes

**QUAIL CREEK COMMUNITY FACILITIES DISTRICT
MEETING MINUTES
May 29, 2018**

The District Board of the Quail Creek Community Facilities District met in the Sahuarita Council Chambers, 375 West Sahuarita Center Way, Sahuarita, AZ on Tuesday, May 29, 2018.

1. Call to Order

The meeting was called to order at 7:02 PM 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	Remote	
Gil Lusk	Board Member	Present	
Lynne Skelton	Board Member	Present	

Board Member Egbert participated by telephone. 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 recommendations.

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

A. Approval of the May 14, 2018 Quail Creek Community Facilities District Meeting Minutes.

- 5. **Public hearing, discussion and possible adoption of Resolution No. 35, approving a final budget for Fiscal Year 2019 in the amount of \$1,008,320 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 Fiscal Year 2019 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. 35.

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

6. Adjournment

Chairperson Tom Murphy adjourned the meeting at 7:10 PM.

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 29th day of May, 2018. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 13th day of November, 2018.

Lisa Cole, MMC
District Clerk

Attachment: QCCFD Minutes Draft May 29, 2018 (Approval of Minutes)



District Board Agenda Communication

TO: Honorable Chairperson and District Board

FROM: M. J. Dillard, District Engineer
Abigail Hernandez, O&M Administrator

MEETING DATE: November 13, 2018

SUBJECT: **Amendment No. Three (3) to Contract No. 170031 with EPS Group, Inc., for the Quail Creek Community Facilities District Engineer Services, to extend the term of the contract for a period beginning October 11, 2018 through October 10, 2019, in an amount not-to-exceed \$300,000.**

FINANCIAL / BUDGET SUMMARY

Quail Creek CFD - NTE \$300,000

STAFF RECOMMENDATION

Staff recommends approval of Amendment No. Three (3) to Contract No. 170031 with EPS Group, Inc., for the provision of District Engineer Services for the Quail Creek Community Facilities District, not-to-exceed \$300,000.

SUGGESTED MOTION

I move to approve Amendment No. Three (3) 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 aid 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, 2018 through October 10, 2019; 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

Quail Creek Community Facilities District Agenda Communication

written notice to the Municipality, the District, and the LLLP or the LLC. There is no guarantee that work will be awarded.

ATTACHMENTS

1. Amendment No. Three (3) to Contract No. 170031



APPROVED
Department of Law
Town of Sahuarita

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. Three (3)
Procurement Officer: Cherie Odeski, CPPO, CPPB
Page 1 of 1

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, 2018 through October 10, 2019. 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

AMENDMENT IS HEREBY EXECUTED THIS
_____ DAY OF OCTOBER, 2018, AT
SAHUARITA, ARIZONA



Signature

District Chairman Tom Murphy

Woodrow C. Scoutten, Principal Engineer
Print Name and Title

ATTEST:

EPS Group
Company Name

Lisa Cole, MMC, District Clerk

125 W. Avondale Blvd., Suite 115
Company Address

Avondale, AZ 85323
City State Zip

APPROVED AS TO FORM:

Woody.scoutten@epsgruoinc.com
E-Mail Address

Daniel J. Hochuli, District Attorney

Attachment: Amendment No. Three (3) to Contract No. 170031 (Contract Renewal: EPS Group (Quail Creek CFD Engineering))