



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 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 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 (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 Rancho Sahuarita Community Facilities District Meeting Minutes.**
- B. Amendment No. Three (3) to Contract No. 170030 with EPS Group, Inc., for the Rancho Sahuarita 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 Rancho Sahuarita Community Facilities District 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. RSCFD Draft Minutes May 29, 2018



District Board Meeting Minutes

RANCHO SAHUARITA COMMUNITY FACILITIES DISTRICT MEETING MINUTES MAY 29, 2018

The District Board of the Rancho Sahuarita 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 6:54 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:	Bill Bracco, Board Member
SECONDER:	Gil Lusk, Board Member
AYES:	Murphy, Hicks, Blumberg, Bracco, Egbert, Lusk, Skelton

A. Approval of the May 14, 2018 Rancho Sahuarita Community Facilities District Meeting Minutes.

- 5. **Public hearing, discussion and possible adoption of Resolution No. 2018-0012, approving a final budget for Fiscal Year 2019 in the amount of \$4,457,130 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. Mr. Marriotti responded to questions from the District Board.

Board Member Skelton stated she would support adoption of the final budget but disagreed with the Rancho Sahuarita Community Facilities District in general.

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

MOTION was made to adopt Resolution No. 2018-0012.

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 7:02 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 Rancho Sahuarita 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



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. 170030 with EPS Group, Inc., for the Rancho Sahuarita 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

RSCFD Fund - NTE \$300,000

STAFF RECOMMENDATION

Staff recommends approval of Amendment No. Three (3) to Contract No. 170030 with EPS Group, Inc., for the provision of District Engineer Services for the Rancho Sahuarita Community Facilities District, not-to-exceed \$300,000.

SUGGESTED MOTION

I move to approve Amendment No. Three (3) to Contract No. 170030.

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 accordance with Resolution No. 2014-0001, which was adopted by the Rancho Sahuarita Community Facilities District (RSCFD) Board on April 28, 2014, the role of the District Engineer may be accomplished by the Town Engineer or his designee. At that meeting, Legal Counsel for the RSCFD advised the District to contract with a District Engineer as opposed to having the Town Engineer fill that role. The District Engineer will work closely with the Town Engineer to assure processes are consistent with those employed by the Town of Sahuarita for its municipal construction documents.

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 RSCFD is reimbursing the

Rancho Sahuarita Community Facilities District Agenda Communication

Developer only those costs associated with the infrastructure that are legitimate and eligible for reimbursement. In cases where the RSCFD 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, 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 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. Three (3) to Contract No. 170030

APPROVED
Department of Law
Town of Sahuarita

CONTRACT AMENDMENT

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

Contract No.: 170030
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. 170030

RANCHO SAHUARITA COMMUNITY FACILITIES DISTRICT ENGINEER SERVICES

Pursuant to Contract No. 170030, Rancho Sahuarita 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, Inc.

Company Name

Lisa Cole, MMC, District Clerk

125 S. 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. 170030 (Contract Renewal: EPS Group (Rancho Sah CFD Engineering))