



## 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 12, 2019  
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 June 10, 2019 Rancho Sahuarita Community Facilities District Meeting Minutes.**
- B. Approval of Amendment No. Four (4) to Contract No. 170030 with EPS Group, Inc., for engineer services, commencing October 11, 2019 and terminating October 10, 2020; in an amount not to exceed \$300,000.00.**

- 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.*

***Notice to parents: Meetings of the Mayor and Council are audio and video recorded. If you permit your child to participate in the Council Meeting, a recording will be made. You may exercise your right not to consent by not permitting your child to participate. You and your child may also leave the Council Meeting at any time.***



## District Board Agenda Communication

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**TO:** Honorable Chairperson and District Board  
**FROM:** Lisa Cole MMC, District Clerk  
**MEETING DATE:** November 12, 2019  
**SUBJECT:** Approval of the June 10, 2019 Rancho Sahuarita Community Facilities District Meeting Minutes.

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### FINANCIAL / BUDGET SUMMARY

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### STAFF RECOMMENDATION

Staff recommends approval of the attached minutes.

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### SUGGESTED MOTION

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

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### DISCUSSION

Draft minutes submitted for District Board approval.

### ATTACHMENTS

1. June 10, 2019 Rancho Sahuarita CFD Draft Meeting Minutes



## District Board Meeting Minutes

### RANCHO SAHUARITA COMMUNITY FACILITIES DISTRICT MEETING MINUTES JUNE 10, 2019

The District Board of the Rancho Sahuarita Community Facilities District met in the Sahuarita Council Chambers, 375 West Sahuarita Center Way, Sahuarita, AZ on Monday, June 10, 2019.

#### 1. Call to Order

The meeting was called to order at 6:34 PM by Chairperson Tom Murphy.

#### 2. Roll Call

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

Also in attendance were District Manager L. Kelly Udall, Deputy District Counsel Jessica Silva and District Clerk Lisa Cole. Vice Chairperson Egbert participated by telephone.

#### 3. Call to the Public

There were no speakers.

#### 4. Consent Agenda

**MOTION** was made to approve the consent agenda recommendations.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Lynne Skelton, Board Member
<b>SECONDER:</b>	Bill Bracco, Board Member
<b>AYES:</b>	Murphy, Egbert, Bracco, Lusk, Skelton
<b>ABSENT:</b>	Melissa Hicks

**A. Approval of the May 28, 2019 Rancho Sahuarita Community Facilities District Meeting Minutes.**

- 5. **Public hearing, discussion and possible adoption of Resolution No. 2019-0014, approving a final budget for Fiscal Year 2020 in the amount of \$447,060 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.**

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

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

**MOTION** was made to adopt Resolution No. 2019-0014

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bill Bracco, Board Member
<b>SECONDER:</b>	Gil Lusk, Board Member
<b>AYES:</b>	Murphy, Egbert, Bracco, Lusk, Skelton
<b>ABSENT:</b>	Melissa Hicks

**6. Adjournment**

Chairperson Tom Murphy adjourned the meeting at 6:41 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 10<sup>th</sup> day of June, 2019. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 12<sup>th</sup> day of November, 2019.

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

Attachment: June 10, 2019 Rancho Sahuarita CFD Draft Meeting Minutes (Approval of Minutes)



## District Board Agenda Communication

**TO:** Honorable Chairperson and District Board

**FROM:** Beth Abramovitz, Public Works Director

**MEETING DATE:** November 12, 2019

**SUBJECT:** **Approval of Amendment No. Four (4) to Contract No. 170030 with EPS Group, Inc., for engineer services, commencing October 11, 2019 and terminating October 10, 2020; in an amount not to exceed \$300,000.00.**

### FINANCIAL / BUDGET SUMMARY

RSCFD Fund - NTE \$300,000.00

### STAFF RECOMMENDATION

Staff recommends approval.

### SUGGESTED MOTION

**I move to approve the Amendment No. Four (4) 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 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 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, 2019 through October 10,

**Rancho Sahuarita Community Facilities District Agenda Communication**

2020; not-to-exceed \$300,000.00. 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. Four (4) 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 24, 2019

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

Contract Amendment No. Four (4)  
Procurement Officer: Cherie Odeski, CPPO, CPPB  
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## 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, 2019 through October 10, 2020. 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 NOVEMBER, 2019, 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. Four (4) to Contract No. 170030 (EPS Group, Inc. Contract No. 170030 Amendment 4)