



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.

Persons attending the meeting shall observe rules of propriety, decorum, and good conduct. Unauthorized comments from the audience, signs, and disruptive behavior will not be allowed in the Sahuarita Council Chambers. Violations may result in being banned from this and future meetings. Please turn off or silence all electronic devices during the meeting.

**December 12, 2022
REGULAR MEETING AGENDA
AT OR AFTER 6:00 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**

- A. Approval of the June 13, 2022 Rancho Sahuarita Community Facilities District Meeting Minutes.**
- B. Approval of Amendment No. Six (6) to Contract No. 170030 with EPS Group, Inc., for engineer services, commencing October 11, 2022 and terminating October 10, 2023; in an amount not to exceed \$50,000.00.**

- 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 District Board are audio and video recorded. If you permit your child to participate in the 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 meeting at any time.



District Board Staff Report

TO: Honorable Chairperson and District Board
FROM: Lisa Cole MMC, District Clerk
MEETING DATE: December 12, 2022
SUBJECT: Approval of the June 13, 2022 Rancho Sahuarita Community Facilities District Meeting Minutes.

FINANCIAL / BUDGET SUMMARY

SUGGESTED MOTION

Staff recommends approval of the attached minutes

EXECUTIVE SUMMARY

State law (A.R.S. §38-431.01) requires public bodies to provide and publish meeting minutes to document discussion and legal action taken by the District Board. The Board can make needed corrections to the meeting minutes before approval.

DISCUSSION

Draft minutes submitted for District Board approval.

ATTACHMENTS

1. June 13, 2022 RSCFD Meeting Minutes



District Board Meeting Minutes

RANCHO SAHUARITA COMMUNITY FACILITIES DISTRICT MEETING MINUTES JUNE 13, 2022

The District Board of the Rancho Sahuarita Community Facilities District met in the Sahuarita Council Chambers, 375 West Sahuarita Center Way, Sahuarita, AZ, on June 13, 2022.

1. Call to Order

The meeting was called to order at 6:05 PM by Chairperson Tom Murphy.

2. Roll Call

Attendee Name	Title	Status	Arrived
Tom Murphy	Chairperson	Present	
Kara Egbert	Vice Chairperson	Present	
Bill Bracco	Board Member	Present	
Simon Davis	Board Member	Present	
Deborah Morales	Board Member	Present	

Also in attendance were District Manager Shane Dille, District Clerk Lisa Cole, and District Counsel Dan Hochuli.

3. Call to the Public

Noah Sundberg, a Sahuarita resident, addressed the Board. Mr. Sundberg disagreed with the adoption of Resolution No. 2022-0024, approval of the Fiscal Year 2023 budget. He urged the council not to adopt the proposed budget.

4. Consent Agenda

MOTION was made to approve the consent agenda recommendations.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Kara Egbert, Vice Chairperson
SECONDER:	Simon Davis, Board Member
AYES:	Murphy, Egbert, Bracco, Davis, Morales

A. Approval of the May 23, 2022, Rancho Sahuarita Community Facilities District Meeting Minutes.

5. Public hearing, discussion, and possible adoption of Resolution No. 2022-0024 of the District Board of the Rancho Sahuarita Community Facilities District, a community facilities district of Arizona, approving a Final Budget for Fiscal Year 2023 in the amount of \$20,629,470 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 and responded to questions and comments from Council.

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

MOTION was made to adopt Resolution No. 2022-0024.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Simon Davis, Board Member
SECONDER:	Kara Egbert, Vice Chairperson
AYES:	Murphy, Egbert, Bracco, Davis, Morales

6. Adjournment

Chairperson Tom Murphy adjourned the meeting at 6:14 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 13th day of June 2022. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 12th day of December 2022.

Lisa Cole, MMC
District Clerk

Attachment: June 13, 2022 RSCFD Meeting Minutes [Revision 1] (Approval of Minutes)



District Board Staff Report

TO: Honorable Chairperson and District Board

FROM: Beth Abramovitz PE, Public Works Director

MEETING DATE: December 12, 2022

SUBJECT: **Approval of Amendment No. Six (6) to Contract No. 170030 with EPS Group, Inc., for engineer services, commencing October 11, 2022 and terminating October 10, 2023; in an amount not to exceed \$50,000.00.**

FINANCIAL / BUDGET SUMMARY

RSCFD Fund - NTE \$50,000.00

SUGGESTED MOTION

I move to approve Amendment No. Six (6) to Contract No. 170030.

EXECUTIVE SUMMARY

This contract is for the extension of Community Facilities District Engineering Services for the Rancho Sahuarita CFD.

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, 2022, through October 10, 2023, not-to-exceed \$50,000.00. The contract allows for an option to renew on an annual basis. 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.

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, the Legal Counsel for the RSCFD advised the District to contract with a District Engineer instead of having the Town Engineer fill that role. The District Engineer will work closely with the Town Engineer to ensure processes are consistent with those employed by the Town of Sahuarita for its municipal construction documents.

Rancho Sahuarita Community Facilities District Agenda Communication

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.

STAFF RECOMMENDATION

Approve the amendment.

ATTACHMENTS

1. Amendment No. Six (6) 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 1, 2022

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

Contract Amendment No. Six (6)
Grant & Contracts Officer: Thomas Garcia
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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, 2022, through October 10, 2023. The one-year extension will be for an amount not to exceed \$50,000.00.

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 DECEMBER, 2022, AT
SAHUARITA, ARIZONA



Signature

District Chairman Tom Murphy

Brandon Squire, Principal

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:

brandon.squire@epsgroupinc.com

E-Mail Address

Jon M. Paladini, District Attorney

Attachment: Amendment No. Six (6) to Contract No. 170030 (RSCFD EPS Group, Inc.: Contract No. 170030-Amendment 6)