



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.

**November 13, 2023
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 26, 2023 Rancho Sahuarita Community Facilities District Meeting Minutes.**
- B. Approval of Amendment No. Seven (7) to Cooperative Purchasing Contract No. 170030, with EPS Group, Inc., for Rancho Sahuarita Community Facilities District Engineer Services, commencing October 11, 2023, and terminating October 10, 2024 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: November 13, 2023
SUBJECT: **Approval of the June 26, 2023 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 discussions 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 26, 2023 Rancho Sahuarita CFD Meeting Minutes



District Board Meeting Minutes

RANCHO SAHUARITA COMMUNITY FACILITIES DISTRICT MEETING MINUTES JUNE 26, 2023

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 26, 2023.

1. Call to Order

The meeting was called to order at 6:04 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	
Simon Davis	Board Member	Present	
Steven Gillespie	Board Member	Absent	
Deborah Morales	Board Member	Present	
Diane Priolo	Board Member	Present	

Also in attendance were District Manager Shane Dille, District Council Jon Paladini, 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:	Simon Davis, Board Member
AYES:	Murphy, Egbert, Bracco, Davis, Morales, Priolo
ABSENT:	Steven Gillespie

A. Approval of the May 8, 2023 Rancho Sahuarita Community Facilities District Meeting Minutes.

- 5. Public hearing, discussion, and possible adoption of Resolution No. 2023-0027 of the District Board of the Rancho Sahuarita Community Facilities District, a community facilities district of Arizona, approving a Final Budget for Fiscal Year 2024 in the amount of \$18,251,710.00 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 Final Budget for Fiscal Year 2024 for the Rancho Sahuarita Community Facilities District and recommended approval.

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

A copy of the presentation was distributed at the meeting.

MOTION was made to adopt Resolution No. 2023-0027.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Simon Davis, Board Member
SECONDER:	Bill Bracco, Board Member
AYES:	Murphy, Egbert, Bracco, Davis, Morales, Priolo
ABSENT:	Steven Gillespie

6. Adjournment

Chairperson Murphy adjourned the meeting at 6:12 PM.

Attachment: June 26, 2023 Rancho Sahuarita CFD Meeting Minutes [Revision 1] (Approval of Minutes)

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 26th day of June, 2023. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 13 day of November, 2023.

Lisa Cole, MMC
District Clerk

DRAFT

Attachment: June 26, 2023 Rancho Sahuarita CFD Meeting Minutes [Revision 1] (Approval of Minutes)



District Board Staff Report

TO: Honorable Chairperson and District Board

FROM: Galo Galovale,

MEETING DATE: November 13, 2023

SUBJECT: **Approval of Amendment No. Seven (7) to Cooperative Purchasing Contract No. 170030, with EPS Group, Inc., for Rancho Sahuarita Community Facilities District Engineer Services, commencing October 11, 2023, and terminating October 10, 2024 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. Seven (7) to Contract No. 170030.

EXECUTIVE SUMMARY

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, 2023, through October, 10, 2024, not-to-exceed \$50,000.00. The contract allows for an option to renew on an annual basis. In accordance with Resolution 2004-001, 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 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.

Rancho Sahuarita Community Facilities District Agenda Communication**STAFF RECOMMENDATION**

Approval of Amendment No. Seven (7) to Contract No. 170030.

ATTACHMENTS

1. Amendment No. Seven (7) to Contract No. 170030



CONTRACT AMENDMENT

Rancho Sahuarita Community Facilities District
Finance Department - Procurement
375 W. Sahuarita Center Way
Sahuarita, AZ 85629
(520) 344-7113
Issue Date: October 23, 2023.

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

Contract Amendment No. Seven (7)
Acting Procurement Officer: Thomas Garcia
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, 2023, through October 10, 2024. 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 _____, 2023, AT
SAHUARITA, ARIZONA

Brandon Squire
Principal

Tom Murphy
District Chairman

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. Seven (7) to Contract No. 170030 [Revision 1] (Contract for District Engineer)