

Tanque Verde Valley Fire District

8987 E. Tanque Verde Road #309-175
Tucson AZ 85749-9399
Cell: (520) 834-5035

January 4, 2016

Thomas Benavidez
Benavidez Law Group, P.C.
7400 North Oracle Road, Suite 143
Tucson AZ 85704

Dear Mr. Benavidez:

The Tanque Verde Valley Fire District is in need of legal advice on annexations. We do not anticipate any litigation, but we do need guidance. You were recommended by Deborah Oseran, who has been a friend for years.

If you are interested, please send me your anticipated hourly rate and we will discuss engaging you at our next board meeting.

Bruce Small
Clerk, TVVFD

BENAVIDEZ LAW GROUP, P.C.
AN ARIZONA LAW FIRM

Thomas A. Benavidez, Shareholder

January 15, 2016

Javier Alatorre*
(*also licensed to practice in all States in Mexico)
Elisabeth I. Benavidez

Joeli P. Secrest, Paralegal & Office Manager
Dawn M. Nickel, Paralegal

Mr. Bruce Small, Clerk of the Board
Tanque Verde Valley Fire District
8987 E. Tanque Verde Road, #309-175
Tucson, AZ 85749-9399

Via email

Re: **Legal Representation**

Dear Mr. Small:

This letter is to confirm our understanding of the scope and terms of the representation Benavidez Law Group, P.C., has agreed to undertake for you, Tanque Verde Valley Fire District. Experience has shown that a letter like this can be useful to both the client and the firm to express and confirm our respective expectations and undertakings.

Please review this letter carefully and call me if you have any questions about it. If the terms and conditions meet with your approval and understanding of our respective responsibilities, please sign one copy of the letter and return it to us.

1. Scope of Engagement. We understand the scope of this engagement to be limited to serving as Special Counsel to the District, on an as-needed and at-will basis. Any expansion of our retention must be set forth in writing. It is our understanding that you will be directly responsible for our fees and expenses. If you would like us to follow some other procedure, please let me know.

We understand that you will provide us with such factual information and documents as we require to perform the services, and you will make decisions and determinations as are necessary and appropriate to facilitate the rendering of our services. Also, you will be available to assist us in the progress of our representation, and will remit payment of our invoices in accordance with the terms set forth below.

2. Policies and Procedures on Fees and Costs. We will undertake this representation on the basis of a reduced hourly rate for lawyers, and for paralegals, legal assistants, law clerks and other staff, plus our expenses and disbursements, if any, on your behalf.

7400 N. Oracle Road, Suite 143, Tucson, Arizona 85704

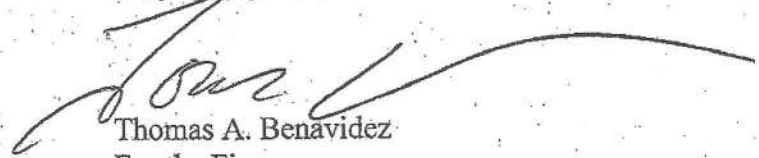
Phone: (520) 623-1461 Fax: (520) 293-2793

Website www.benavidezlaw.com Email: tbenavidez@benavidezlaw.com

- a. Fees. Our hourly rates vary, depending on various factors including the experience and expertise of the person rendering the service. We normally bill in multiples of one-tenth of an hour (6 minute) increments, with a minimum charge of .2 hours (12 minutes). We presently expect that I will be providing the primary services on this matter, but due to circumstances, that may change. We have agreed to a reduced rate of \$150.00 per hour for any attorney time spent on this matter, and \$75.00 for any paralegal, legal assistant or law clerk time.
- b. Travel Charge. We will bill you a flat rate of \$75.00 each time we go to the District's offices for a meeting. This covers both the trip up and the trip back [one charge of \$75.00].
- c. Document Retention/Destruction. It is our policy to destroy files seven years after they are closed. During the course of representation we will send you copies of all of the documents in your file so you should end up with a complete copy of your file at the close of representation. It is your responsibility to ask for a copy of your file upon completion of representation, or within seven years following completion of representation, in order to avoid destruction of your documents.

I look forward to representing the District and thank you for asking Benavidez Law Group, P.C., to assist you. If you have any questions that arise at any time, please let me know promptly. If you ever wish to discuss any matter relating to our legal representation, please do not hesitate to call me.

Very truly yours,



Thomas A. Benavidez
For the Firm

TERMS OF ENGAGEMENT APPROVED AND AGREED TO:

By: Bruce Small
CLERK, Tanque Verde Valley Fire District

Date: March 16, 2016