

**Bayshore Gardens Park & Recreation District
Auditor Selection Committee Meeting Minutes
Wednesday; April 05, 2023 @ 10:00AM**

Sharon Densen, Chairman, opened the meeting at 10:06 AM. Four were in attendance; Committee members Sharon Denson, Marie Young, Marlene Durgin, and Gwen Norris, Secretary.

Sharon asked for approval of the March 29, 2023, Minutes. No errors or omissions were found. Sharon moved to accept the Minutes. Marie seconded the motion. The motion passed.

Review of the 'Legal Notice':

After the responses are 'in' we could email our interview questions to them.

After discussion on the interview date in the notice it was agreed to remove the "on May 11th, making the interviews known but not dated. The Committee will choose the firm. May 24th the Board of Trustees will approve the contract. We can interview firms on May 17th.

We will make our own questions to rate the firms.

Review of **the Request for Proposals - Audit Services:**

Page 2

- 7) Third bullet. We removed the bullet concerning interviews on May 11th.
- 10) a reference to FS 218.391 typo will be fixed. (was 218.3911.)

Services Required.

- 2) FS will be added to 189.016. FS will be added when Statue number is mentioned. Last sentence on the page needs the gap between "shall issue:" needs closed.

Page 3

- c) remove extra spaces between words.

Page 4

under Information to be Included in the Proposal,

- 6) b. remove the strikeout on b.;

Under 10) Proposers will be required to provide information on their audit approach:

- d. Extent of use of EDP software in the engagement' is struck. All letters below this on Pages 4 and 5 are changed to d. e. f.

Page 6

The (A) is removed before 'Mandatory Element - Qualifications and Experience.'

Page 7

The (B) is removed before 'Technical Quality:'

The indent for 5., 6., 7. will be aligned to those above.

The (C) is removed before Compensation.

In the Compensation paragraph the 'Predominant' needs to be lower case.

Sharon will make the changes noted and give the Request for Proposals will be given to Gia for distribution to the firms. The local firms will get the document after the Legal Notice is 'out.'

There are two local firms interested that Marie had talked with and Sharon has some more.

Sharon shared an example of a 'Thank You Letter' to be given to unselected submitters.

We discussed the interviews and questions. Examples from 2018 that are part of Bayshore's 1080 package (procedures).

Monday April 10th is the target date that the Legal Notice will be in the paper.

Gwen moved to adjourn. Marie seconded the motion. We adjourned at 11:05 AM.

Recording Secretary: Gwen Norris

Approved by: Committee

Date: April 12, 2023