

# **BOGGY CREEK IMPROVEMENT DISTRICT**

## **AUDITOR SELECTION COMMITTEE MEETING MINUTES**

### **FIRST ORDER OF BUSINESS**

The Auditor Selection Committee Meeting for the Boggy Creek Improvement District was called to order on Tuesday, April 21, 2020 at 3:45 p.m. Via telephonic conferencing due to the COVID-19 Executive Orders 20-52 & 20-69.

Present Via Speakerphone:

Richard Levey	Committee Member	(via phone)
Damon Ventura	Committee Member	(via phone)
Chad Tinetti	Committee Member	(via phone)
Heather Isaacs	Committee Member	(via phone)
Thad Czapka	Committee Member	(via phone)

Also, attending:

Jennifer Walden	PFM	(via phone)
Lynne Mullins	PFM	(via phone)
Tucker Mackie	Hopping Green & Sams	(via phone)
Jeff Newton	Donald W. McIntosh Associates, Inc.	(via phone)
Larry Kaufmann	Construction Supervisor & Construction Committee Member	(via phone)
Scott Thacker	District Landscape Supervisor & Construction Committee Member	(via phone)

### **SECOND ORDER OF BUSINESS**

#### **Public Comment Period**

Mr. Levey called for any public comments on any agenda items. There were no comments provided.

### **THIRD ORDER OF BUSINESS**

#### **Review and Approval of Audit Documents**

- a) Audit RFP Notice**
- b) Instructions to Proposers**
- c) Evaluation Criteria – with and without price**

The Board reviewed the audit documents. Ms. Walden asked if the Board wished to approve evaluation criteria with or without price. She noted there was an update with the District's Rules of procedure and prior to this year the District was only able to do up to three years of audit services, but the new documents state the District can go up to five years. The documents will be updated to reflect that change. Board members asked if there was any concern the auditor would be able to hold their price for the full five years vs the three years they had in the past. Ms. Mackie stated that the proposers will submit their proposal as they

have in the past, wherein some have a yearly fee increase and some hold their prices for the length of the term. If the District approves a proposal they will be held to the terms of that proposal for each fiscal year.

On Motion by Mr. Ventura, second by Ms. Isaacs, with all in favor, the Auditor Selection Committee for the Boggy Creek Improvement District approved the form of RFP and the Evaluation Criteria to include price as recommended.

#### **FOURTH ORDER OF BUSINESS**

#### **Adjournment**

There was no further business to discuss. Dr. Levey requested a motion to adjourn.

On Motion by Mr. Czapka, second by Ms. Isaacs, with all in favor, the April 21, 2020 Meeting of the Auditor Selection Committee for the Boggy Creek Improvement District was adjourned.

  
Secretary/Assistant Secretary

  
Chair/Vice Chair