

**MINUTES OF MEETING
POINCIANA WEST
COMMUNITY DEVELOPMENT DISTRICT**

The Audit Committee meeting of the Board of Supervisors of the Poinciana West Community Development District was held on Wednesday, **November 20, 2024** at 9:30 a.m. via Zoom Communication Media Technology and in The Gator Room, 385 Village Drive, Poinciana, Florida.

Present were:

Peggy Gregory
Roy LaRue
Dr. Maneck Master

Chair

Also present were:

Tricia Adams

District Manager

The following is a summary of the discussions and actions taken at the November 20, 2024 Poinciana West Community Development District's Audit Committee Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Ms. Adams called the Audit Committee meeting to order at 11:15 a.m. A quorum was present.

SECOND ORDER OF BUSINESS

Public Comment Period

There being no comments, the next item followed.

THIRD ORDER OF BUSINESS

Audit Services

Ms. Adams reported that based on discussion with Chair and District Council, due to the lack of availability of Berger, Toombs, Elam, Gaines & Frank, to deliver audit services on time, staff solicited for audit services. The form of notice was reviewed and approved by District Counsel. Mr. Clark confirmed that this was typical of what the District needed to do, in order to comply with Chapter 218 of the Florida Statutes, which governs local finance. The process was

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for the Board to approve the instructions and notice that were sent out and then review the proposals that were received.

- A. Approval of Request for Proposals and Selection Criteria**
- B. Approval of Notice of Request for Proposals for Audit Services**
- C. Public Announcement of Opportunity to Provide Auditing Services**

Ms. Adams presented the standard Request for Proposals (RFP), selection criteria, notice and public announcement in order for the Board to seek proposals. These documents were released as a result of the solicitation and the Board was taking action to ratify the actions of the District Manager and the Chair of the Poinciana West CDD. Dr. Master questioned how the auditor was selected the last time. Ms. Adams stated that the Board completed the same process. Mr. Clark confirmed that it was a statutory process.

On MOTION by Dr. Master seconded by Ms. Gregory with all in favor approval and release of the Request for Proposals, Selection Criteria, notice and public announcement were ratified.

FOURTH ORDER OF BUSINESS

Review & Ranking of Audit Proposals

- A. DiBartolomeo, McBee, Hartley & Barnes**
- B. Grau & Associates**

Ms. Adams reported that two proposals were received in response to the RFP: one from DiBartolomeo, McBee, Hartley & Barnes and the other from Grau & Associates (Grau). Ranking sheets were provided to the Board. Rather than doing individual rankings, she recommended that the Board do a consensus ranking. Both firms completed many audits for Community Development Districts throughout Florida and could competently and capably prepare audits and provide on time. Ms. Adams recommended the following ranking: 1) *Ability of Personnel*: Awarding DiBartolomeo 19 points and Grau 20 points, as Grau had been doing audits longer and had more experience than DiBartolomeo, 2) *Proposer's Experience*: Awarding Grau 20 points and DiBartolomeo 19 points, due to Grau's length of experience being greater than DiBartolomeo, 3) *Understanding of Scope of Work*: Awarding Grau 20 points and DiBartolomeo 20 points, 4) *Ability to Furnish the Required Services*: Awarding Grau 20 points and DiBartolomeo 20 points and 5) *Price*: Awarding Grau 20 points and DiBartolomeo 19 points, as Grau proposed \$18,000 for five years and DiBartolomeo proposed \$18,600 for five years. Ms.

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Adams reported that once the Board selected an auditor, they could renew through an annual engagement letter, for up to five years. Ms. Gregory agreed. Based on the ranking, Grau received 100 points and was ranked number one and DiBartolomeo received 98 points and was ranked number two

On MOTION by Ms. Gregory seconded by Dr. Master with all in favor accepting the ranking of Grau & Associates as the number one ranked firm to provide auditing services and DiBartolomeo, McBee, Hartley & Barnes number two was approved.

FIFTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Gregory seconded by Dr. Master with all in favor the Audit Committee meeting was adjourned.

Signed by:

Tricia Adams

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Secretary/Assistant Secretary

Signed by:

Peggy Gregory

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Chairman/Vice Chairman