

**Bayshore Gardens Park & Recreation District  
Auditor Selection Committee Meeting Minutes  
Wednesday; September 17, 2025, at 2:00 P.M.**

The meeting was called to order by Skip Wilhoit at 2:00. Skip Wilhoit (Chair), Sharon Denson, and Gwen Norris (Secretary) were in attendance.

Sharon moved to accept the August 21, 2024, Minutes with changes (changing date October 1<sup>st</sup> to November 1<sup>st</sup> on page 1). Gwen seconded the motion.

Review of the Request for Proposal - Audit Services “draft” was reviewed.

Below are the updates and changes to the Draft the Request for Proposal - Audit Services:

- Page 1 the words ‘**FISCAL YEAR OCT 1, 2024 - SEPT 30, 2025**’ was added under the heading “REQUEST FOR PROPOSAL - AUDIT SERVICES”
- Page 1 General Information 2) Deadline for responses is changed to October 15, 2025.
- Page 2 7) Date for Proposal opening was changed from October 8 to October 15, 2025. October 8 was eliminated from the schedule. A Meeting was added October 22, 202 at 4:30.
- Page 2 9) The third sentence was eliminated as it is redundant to the previous section. (Sentence eliminated: “If the Committee selection is not based on cost of performing the audit, the Board will accept the recommendation of the committee.”)

Ranking of proposals from firms was discussed. Skip suggested that cost be part of the final ranking. There were concerns expressed that the lowest bid may not be the best for the community. The best firm for the community is the first concern and lowest cost will be considered later. Skip shared his ‘Evaluation Categories & Weights’ for us to use in ranking the proposals.

Gwen mentioned that the interviews were eliminated due to the time constraints. We talked about Zoom interviews in lieu of one-on-one interviews. Sharon had listed firms to send electronic invitations for proposals. Suplee Cramer & Miller currently are contracted to Tri Par and Holiday Park. Corey had supplied contact information for CS&L CPAs and Carr, Riggs & Gram (CRI). Mauldin & Jenkins was a previous auditor for BG. Others that have local offices are Warren Averett and Kerkering, Barberiao & Co. Purvis Gray is statewide. Also, Dimov Audit was listed. We decided that all the special ‘invitation to bid’ emails should have the same language content.

The goal is to have at least three firms respond. SS 218.391 (3) provides for less than three responders - the committee shall recommend such firms as it deems to be most highly qualified.

A ‘reminder email’ goes to firms on October 8<sup>th</sup> to spur a response.

Skip moved to adjourn. Marlene seconded the motion. We adjourned at 3:00 pm.

Recording Secretary: Gwen Norris

Approved by: Committee

Date: October 17, 2025