

**Bayshore Gardens Park & Recreation District  
Auditor Selection Committee Meeting Minutes  
Wednesday; March 22, 2023 @ 10:00AM**

Sharon Densen, Chairman, opened the meeting at 10:04 Am. Four were in attendance, Committee members Sharon Denson, Marie Young, Marlene Durgin, and Gwen Norris.

Committee members selected Gwen Norris for Secretary of the Committee.

Sharon reminded the Committee Members that we are under the ‘Government in the Sunshine Law’ and any discussion between Committee Members must be in the Sunshine and at a ‘posted’ meeting. We are allowed to talk with others on the issues and invite them to the Committee Meetings.

We went over the meeting dates of the Committee.

The calendar of ‘posted’ Committee Meeting dates:

- Wednesday, May 22, 2023, first meeting - confirm the calendar dates. Begin review of RFP.
- Wednesday, May 29, 2023, RFP discussions and improvements.
- Wednesday, April 5, 2023, finalize RFP and give to Gia to distribute at bidder’s request. Also, the ‘Legal Notice’ for posting in paper on Good Friday, April 6th, or at least by Monday, April 10.
- Wednesday, April 12, 2023. Optional day. Time to list our interview questions.
- Thursday, May 11, 2023, first review of submitted proposals (Bids due to office by May 10 and opened that night at BOT Workshop.)
- Wednesday, May 17, 2023, Committee interviews firms that submitted.

Sharon Denson briefly described the function and requirements of an Auditor Selection Committee. She furnished during the meeting and emailed several documents before the meeting. Partial list follows:

- Notice of ‘posted’ Committee dates (1 page).
- Pol # 1016 Bayshore Gardens Park and Recreation District Auditor Selection Duties and Responsibilities (7 pages)
- Sample advertisement for Bradenton Herald (required by FS 189.015) (1 page).
- 2018 Request for Proposal (RFP), to be fine-tuned for this year’s RFP (8 pages).
- Auditor Selection Law (Section 218.391 Florida Statutes): a summary (4 pages).
- Florida Statute Title XIII, Planning and Development, Chapter 189, Uniform Special District Accountability Act. (2 pages)

The Board of Trustees (BOT) do not vote on the RFP but are informed. The BOT does not vote on the bidders, only approve the Committee’ s recommendation for selection.

There are two Special Taxing Districts that are ‘Parks and Recreation Districts’ in Manatee County: Bayshore Gardens and Trailer Estates. There is at least one more in Sarasota County.

Request a sample Audit Report. Do bidders need our balance sheets to bid? No.

Internal finance reports are the district’s responsibility. Not the Auditor’s. Treasurer’s Report is overseen by Personnel and Salary, Budget Finance Committees.

The bids will be opened at a BOT Workshop the second Wednesday of May (May 10th). The next day the Audit Selection Committee will review opened bids. The bids cannot be taken out of the office.

RFP changes to 2018: The heading needs updated to this year and personnel. Bid date changed. More will change next meeting.

We welcome any bidder to be at the 'opening' of bids: BOT Workshop. Only name and amount will be stated at the opening.

Goal for April 4 meeting, we conclude the 'Legal Posting' and 'RFP' and give them to Gia to put 'Legal Posting' in Bradenton Herald. And email same to list of firms the Committee makes.

We need to create a list of questions for bidders (for interviews May 17).

**NEXT MEETING: For March 29, Meeting 10 AM** (our homework) Review and mark up RFP. List firms and get email address for Gia to send notice to by email. Sharon will finish the Legal Notice and hand that to Gia for posting in Bradenton Herald.

Sharon, Gwen, Marlene, and Marie agreed and adjourn at 10:55 AM.

Recording Secretary: Gwen Norris

Approved by: Committee

Date: March 29, 2023