

# MINUTES OF COMMITTEE MEETING ENTERPRISE COMMUNITY DEVELOPMENT DISTRICT

A meeting of the audit committee of the Board of Supervisors of the Enterprise Community Development District was held Wednesday June 18, 2008, at 3:00 p.m. at 851 Celebration Avenue, Celebration, FL 34747.

Present and constituting a quorum were:

Matt Kelly	Chairman
Don Hempel	Supervisor
Russell Stokes	Supervisor
Pat Wasson	Supervisor

Also present were:

Gary Moyer	Manager: Moyer Management Group
Cheryl Stuart	Attorney: Hopping Green & Sams
Roger Mitchell	Severn Trent Services
Elizabeth Needham	Severn Trent Services
Jim Parker	Walt Disney Imagineering
Russ Simmons	Severn Trent Services
Brian Smith	Severn Trent Services
Brenda Wright	Moyer Management Group
Several residents	

## FIRST ORDER OF BUSINESS

### Roll Call

Mr. Kelly called the committee meeting to order at 3:00 p.m.

Mr. Moyer called the roll and stated a quorum was present for the meeting.

## SECOND ORDER OF BUSINESS

### Establishment of RFP Evaluation Criteria

Mr. Moyer stated page three of the Instruction to Bidders handout is what we are proposing be the criteria that the Board utilizes to receive responses to the RFP. This will be how you evaluate those responses and how you will weight the various items that go into the decision-making process. Much of this is dictated by Florida Statutes where it actually says you will consider certain items. We can consider price even though this is a professional engagement; it is unlike engineers, where we cannot ask for price. The law is clear that the direction to the Board is that you can ask for it but it cannot be the sole determining factor in your selection. You have to look at personnel and their ability to finish the required work and look at their experience. We added understanding of the scope of work. That gives the Board some flexibility, for example, if a proposer comes in and the fee is very low, they may have missed something. They may think they are only

going to audit one bond issue when in reality there are two or three, so we would score them lower on that. It would not be fair to that auditor because we are asking them to do more work than they anticipated and it may subject the Board to higher fees being requested by the auditor. Ms. Stuart and I have used this evaluation matrix on numerous occasions and it works very well.

On MOTION by Mr. Stokes, seconded by Ms. Wasson, with all in favor, approval was given to the RFP criteria as presented.

**THIRD ORDER OF BUSINESS**

**Authorization to Proceed with RFP**

Mr. Moyer stated the notice in the newspaper will not be as inclusive as the instructions to proposers but we will ask interested auditing firms to submit their professional qualifications and they can obtain additional information from the District on how to do that.

On MOTION by Ms. Wasson, seconded by Mr. Stokes, with all in favor, approval was given for staff to proceed with advertising the RFP for auditing services

**FOURTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Stokes, seconded by Mr. Hempel, with all in favor, the meeting adjourned at 3:05 p.m.