



## South Walton County Mosquito Control District

2021-2022 Special Board Meeting

Auditor Selection Committee

Monday, February 17, 2022 – 9:00 AM

### Minutes of Meeting

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The Board of Commissioners of the South Walton County Mosquito Control District held a Special Board Meeting on Auditor Selection at the District Office at 774 North Highway 393, Santa Rosa Beach, Florida on February 17, 2022 @ 9:00 AM.

Madam Chairman Donna Johns called the meeting to order at 9:00 AM and opened with Invocation and Pledge of Allegiance to the American Flag.

The Commissioners attending the meeting were Kristine Faulk, and Donna Johns. Doug Liles attended the meeting via Teams Meeting on phone.

Staff Present: Darrin Dunwald, Director  
Cammie Henderson, Office Manager

Public: None

#### ROLL CALL TO CONFIRM A QUORUM

Confirm Commissioner Donna Johns and Kristine Faulk were physically present. Commissioner Doug Liles was present via Teams Meeting on phone.

#### REVIEW OF AUDITING SERVICES PROPOSALS

Received 2 packets with all mandatory information completed.

James Moore out of Tallahassee – Purposing for 2021, 2022, & 2023

Experience: Independent Special Districts & Other Government

Discussion ensued. Audit fees for 2021 is \$12,500 and up in \$500 increments each year.

Discussion ensued on items covered throughout the year under fee.

Carr Riggs & Ingram- Purposing for 2021, 2022, 2023

Experience: Independent Special Districts (Including Mosquito Dist.) & Other Government

Discussion ensued. Audit fees for 2021 is \$21,500, 2022 is \$22,500, 2023 is \$23,750,

2024 is \$25,000. Discussion ensued on items covered throughout the year under fee.

Discussion ensued on clients served.

#### RANKING OF AUDITING SERVICES PROPOSALS

Mandatory Elements: All information completed to requirements.

Technical Elements: Reviewed prior experience.

Cost Elements: Reviewed pricing difference and additional services and costs.

References: Reviewed prior customer feedback and types of industry.

Discussion ensued. Balanced elements between the two.

CRI bigger firm with additional costs.

JM smaller firm without additional costs.

#### COMMENTS BY COMMISSION AND PUBLIC

None



South Walton County Mosquito Control District  
2021-2022 Special Board Meeting  
Auditor Selection Committee  
Monday, February 17, 2022 – 10:00 AM

SELECTION OF TOP AUDITING SERVICES

Request for Motion to Accept James Moore proposal by Madam Chairman Donna Johns

Motioned by: Commissioner Doug Liles

Seconded by: Commissioner Kristine Faulk

Motion approved: Unanimously

Negotiation with James Moore on current price.

Motioned by: Commissioner Kristine Faulk

Seconded by: Commissioner Doug Liles

Motion approved: Unanimously

ADJOURNMENT

Adjourn meeting by Madam Chairman Donna Johns at 9:22 AM.

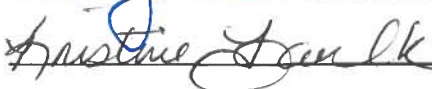
Madam Chairman Donna Johns:



Commissioner Doug Liles:



Commissioner Kristine Faulk:



**Next Scheduled Meeting(s):**

Regular Board Meeting: March 17, 2022 – 10 AM – SWCMCD, 774 N County Hwy 393, Santa Rosa Beach, FL 32459

## V. EVALUATION PROCEDURES

The proposals will be evaluated by the Auditor Selection Committee using the criteria listed below. Firms meeting the mandatory criteria will have their proposals evaluated and scored on technical qualifications, cost of services, and references. Cost will not be the sole factor in selection of an audit firm.

1. Mandatory Elements:
  - a. Cover letter with firm's interest.
  - b. The audit firm must be independent and licensed under Chapter 473, F.S., to practice in Florida.
  - c. The audit firm must submit a copy of its last external quality control review report and has a record of quality audit work.
  - d. The audit firm's professional personnel have received adequate continuing professional education within the preceding two years.
  - e. The audit firm must adhere to the instructions in this Request for Proposal on preparing and submitting the proposal.
2. Technical Elements: (75 points)
  - a. Local government audit experience.
  - b. Special district audit experience.
  - c. Qualifications of professional personnel to be assigned to the audit.
  - d. Size and organizational structure of the audit firm.
  - e. Demonstrated understanding of the SWCMCD's audit requirements.
  - f. Audit approach.
3. Cost Elements: (10 points)
  - a. Total all-inclusive price.
  - b. Rates for each level of staff and anticipated hours.
4. References: (15 points)

References for each audit firm will be contacted and inquiries made regarding how the audit firms handle the following:

  - a. Client relations.
  - b. Time management/meeting deadlines.
  - c. Unanticipated audit issues.

Please note that proposals will be evaluated on content, not volume. Points will be deducted for not following instructions.

The Auditor Selection Committee will evaluate the proposals submitted and will rank the Proposers based on the above Evaluation Criteria. The committee members will individually award points to the various Proposers based on the aforementioned criteria and after a group discussion among committee members. The various Proposers will be assigned a ranking (ordinal score) in order of total points awarded by the individual committee members. The Proposer with the highest number of points awarded will receive an ordinal score of 1 and the Proposer with the second highest number of points will receive an ordinal score of 2, and so on.