

MINUTES OF MEETING
HERITAGE PARK COMMUNITY DEVELOPMENT DISTRICT

The Audit Committee of the Board of Supervisors of the Heritage Park Community Development District was held on Thursday, March 16, 2017 at 1:00 p.m. at the Heritage Park Amenities Center, 225 Hefferon Drive, St. Augustine, Florida 32084.

Present were:

Ken Kinnecom	Audit Committee
Mark Masley	Audit Committee
Joanne Wharton	Audit Committee
Ralph Pennington	Audit Committee
Rodney Philbrick	Audit Committee
James Oliver	
Carl Eldred	
Jenny Urcan	
Louis Cowling	
Brian Stephens	
Christina Lamoureux	

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 1:00 p.m.

SECOND ORDER OF BUSINESS

Review and Ranking of Audit Proposals

Mr. Oliver stated at the last meeting the board approved the evaluation criteria and directed staff to issue a Request for Proposal for audit services. We have done that, and you have in front of you the four responses that we received from CPA firms. Those are proposals from Berger Toombs Elam Gaines and Frank, Carr Riggs and Ingram, Grau & Associates, and McDermitt Davis and Company. I have ranked these proposals based on the criteria you have approved, and you can accept this ranking or you can rank them yourself if you would like to. I have Grau & Associates as the top ranked firm with 99.9 points, Berger Toombs is second with 98 points, Carr Riggs is third with 91.9 points, and McDermitt Davis is fourth with 91.8 points. The two lowest priced had a difference of \$15. The biggest differential is the fact that Grau & Associates is the current auditor, and they are familiar with this District and the refunding done

recently. They have done a good job for us and have provided timely audits. You accepted your audit of this District back in January.

Ms. Wharton stated I have a question on your rating on the Ability of Personnel and Location under Grau & Associates. You gave them a higher rating, quite a bit. Location is similar to the other ones, correct?

Mr. Oliver responded yes, as a matter of fact, this criteria is before everything is done electronically now. Although that is one of the factors in Ability of Personnel, I really don't factor that in.

Ms. Wharton stated I thought they were pretty well tied. I had a tie with Grau and Berger myself, but I was going with Grau & Associates because of past knowledge. Those are the same two that I have.

Mr. Oliver stated of the four firms, those two really are the predominant firms in this area.

On MOTION by Mr. Kinnecom seconded by Mr. Philbrick with all in favor to designate Grau & Associates as the top-ranked audit firm was approved.

Mr. Oliver stated we will bring an engagement letter to the next meeting.

THIRD ORDER OF BUSINESS

Other Business

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Pennington seconded by Ms. Wharton with all in favor the meeting was adjourned.