MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT AUDITOR SELECTION COMMITTEE
Tuesday, September 30, 2025
1:00 p.m.
Business Offices
8301 The Park Boulevard, University Park, FL 34201

Committee Members present in person or via phone:

Dick Crouch	Auditor Selection Committee Member
Tony Crisafio	Auditor Selection Committee Member
David Murphy	Auditor Selection Committee Member

Also, Present in person or via phone:

Vivian Carvalho	District Manager - PFM Group Consulting LLC	
John Fetsick	General Manager – Country Club	
Paul Fay	Accountant – Country Club	
Alan Port	Finance Committee Member	(via phone)

Various Audience Members present

FIRST ORDER OF BUSINESS **Organizational Matters**

Call to Order, Roll Call, and Public Comment Period

The Auditor Selection Committee meeting was called to order at 1:05 p.m. by Ms. Carvalho. Those in attendance are outlined above.

There were no public comments at this time.

SECOND ORDER OF BUSINESS **Administrative Matters**

1. **Review and Approval of Audit Documents**
    a. **Audit RFP Notices Template**
    b. **Instructions to Proposers**
    c. **Evaluation Criteria – with and without price**

The Board discussed who should Chair the meetings. The Committee members determined Ms. Carvalho to continue chairing the meeting.

Ms. Carvalho proceeded with the review of the auditor documents and the auditor selection process. She noted the district goes through this process every three years. It can be extended to five years, but the district has not gone through the rule making for that process yet.

The Board reviewed the documents and evaluation criteria. It was noted the Board can adjust the point system or proceed with recommended criteria format.

ON MOTION by Mr. Crouch, seconded by Mr. Murphy, with all in favor, the Auditor Selection Committee approved the Audit Documents and Evaluation Criteria with price.

There was brief discussion regarding soliciting proposals. It was noted that if no proposals are submitted, vendors can be solicited within the terms of the RFP.

There was also discussion regarding the timing of the Auditor Selection Committee (ASC) and selection of an auditor. This included choosing a deadline for proposals and the date of the next ASC meeting. The Board agreed on October 30, 2025, by 12:00 p.m., as the deadline for proposals to be submitted and November 6, 2025, at 1:00 p.m., will be the next ASC meeting.

Ms. Carvalho reviewed the ranking process.

There was brief discussion regarding the companies to solicit and their experience.

ON MOTION by Mr. Crouch, seconded by Mr. Crisafio, with all in favor, the Auditor Selection Committee approved October 30, 2025, at 12 p.m., as the Auditor Proposal Submission Deadline and November 6, 2025, at 1:00 p.m., as the next ASC meeting. In addition, the five companies to solicit includes: Phillips Harvey, Miller, LNL, CRI, and Suplee, Shea and Cramer.

The following meetings were noted:

Date	Meeting Type	Time	Location	Note
September 30, 2025	Workshop Meeting	2:00 PM	University Park	Business Offices
October 10, 2025	BOS	1:00 PM	University Park	Business Offices

THIRD ORDER OF BUSINESS **Adjournment**

There was no further business to discuss.

ON MOTION by Mr. Murphy, seconded by Mr. Crouch, with all in favor, the Auditor Selection Committee adjourned the University Park Recreation District Auditor Selection Committee Meeting at 1:22 p.m.

Secretary / Assistant Secretary

Sally Dickson
Chairperson / Vice Chairperson