

MINUTES OF MEETING

**SILVERLEAF COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION COMMITTEE MEETING MINUTES
Monday, May 6, 2024, at 1:00 p.m.
3805 Shimmering Oaks Dr
Parrish, FL 34202**

Board Members in attendance via conference call or in person:

Paul Gressin	Chairperson
Lawrence Powell	Vice Chairperson
Frank Davis	Assistant Secretary
Timothy Abramski	Assistant Secretary
Jonathan Decker	Assistant Secretary

Also present via conference call or in person:

Venessa Ripoll	PFM Group Consulting LLC	
Rick Montejano	PFM Group Consulting LLC	(via phone)
Jorge Jimenez	PFM Group Consulting LLC	(via phone)
Rick Montejano	PFM Group Consulting LLC	(via phone)
Alan Rayl	Rayl Engineering	(via phone)
Caleb Wingo	Rayl Engineering	
Meredith Hammock	Kilinski Van Wyk	
Savannah Hancock	Kilinski Van Wyk	
Various Residents		

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The Auditor Selection Committee Meeting for the Silverleaf Community Development District was called to order at 2:08 p.m. Ms. Ripoll proceeded with roll call and confirmed quorum. Those in attendance are outlined above.

Public Comment Period

There were no public comments.

SECOND ORDER OF BUSINESS

Business Matters

Review and Approval of Audit Documents

- Audit RFP Notice
- Instructions to Proposers
- Evaluation Criteria – With and Without Pricing

The Board needs to decide when to have the Audit Meeting. Within the packet given, there are instructions and evaluation criteria, with and without pricing. Ms. Ripoll's suggestion is to have the Audit Meeting correlate with the Budget Meeting. She suggests having the instructions and the criteria with pricing. She opened the floor to Counsel for questions.

No questions or comments were made.

Ms. Ripoll stated that the Board needs to give enough time to get the RFP out, along with all the proper documentation. Ms. Ripoll asked for a motion to approve the notice and the date of the Audit Meeting to coincide with the next Budget Meeting. This will be to review proposals, and the RFP will be sent out with pricing, to be reviewed as well at that meeting. This meeting will be on August 5th, 2024.

Ms. Hammock clarified that the motion is to approve the notice, the instructions from proposers, and the evaluation criteria as presented. The Board will have to rank and review based on the evaluation criteria that they have with price. If they want to make any edits, now is the time to do that. Otherwise, what is in the packet, is what is being published and that will be the criteria the Board must use. She stated that what was presented is standard, in terms of the evaluation criteria, and it is up to the Board if they want to make changes. This motion also encompasses setting the due date, so that there is time to review the audits for the meeting.

Ms. Ripoll stated normally, they are given 30 days. The due date that is being referred to is the due date for the audits to come back, so the date that the audits will be received. At this point, the second week of June is when they will be back. June 10th is the deadline to have them back to Ms. Ripoll.

Ms. Ripoll stated that was perfect. She stated that June 10th by 5pm is the deadline to have them to her in the office. She reiterated there was a Motion by Frank, a Second by Larry and asked for all those in favor.

ON MOTION by Mr. Davis, seconded by Mr. Powell, with all in favor, the Board approved the Audit Documents.

THIRD ORDER OF BUSINESS

Adjournment

There were no additional comments from the Board.

Ms. Ripoll called for a motion to adjourn.

ON MOTION by Mr. Powell, seconded by Mr. Decker, with all in favor, the May 6, 2024, Meeting of the Auditor Selection Committee of the Silverleaf Community Development District was adjourned at 2:11 p.m.

Venessa Pipell
Secretary/Assistant Secretary

Paul Gressin
Chairperson/Vice Chairperson