

**WATER'S EDGE  
COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS  
AUDIT COMMITTEE MEETING, REGULAR MEETING AND PUBLIC HEARING  
AUGUST 8, 2017**

**WATER'S EDGE**  
**COMMUNITY DEVELOPMENT DISTRICT AGENDA**  
**AUGUST 8, 2017 AT 11:00 a.m.**

Neal Land Ventures,  
Located at 8131 Main Street Suite 207 Lakewood Ranch, FL 34202

<b>District Board of Supervisors</b>	Chairman	Priscilla Heim
	Vice Chairman	Dale Weidemiller
	Supervisor	Sandy Foster
	Supervisor	Eddie Gaudette
	Supervisor	Mark Evans
<b>District Manager</b>	Meritus	Brian Lamb Brian Howell
	<b>District Attorney</b>	Vogler Ashton, PLLC

*All cellular phones and pagers must be turned off while in the meeting room*

The meeting will begin at 11:00 a.m. Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 397-5120, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Water's Edge Community Development District

Dear Board Members:

The Audit Committee Meeting, Regular Meeting and Public Hearing of the Board of Supervisors of the Water's Edge Community Development District will be held on **Tuesday, August 8, 2017 at 11:00 a.m.** at Neal Land Ventures, located at 8131 Main Street Suite 207, Lakewood Ranch, Florida, 34202. The agenda is included below.

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS**
- 3. AUDIT COMMITTEE MEETING**
  - A. Appoint Chairman
  - B. Selection of Criteria for Evaluation of Proposals
  - C. Determine Date, Time and Location RFP Required, Consider Notice of Request for Proposals for Annual Audit Services
  - D. Consider Sending RFP to Interested Firms
  - E. Determine Date of Next Committee Meeting

*Included behind this agenda are guide documents*
- 4. PUBLIC HEARING ON IMPOSING SPECIAL ASSESSMENTS**
  - A. Open Public Hearing on Imposing Special Assessments
  - B. Staff Presentations
  - C. Public Comments
  - D. Close Public Hearing on Imposing Special Assessments
  - E. Consideration of Resolution 2017-04; Imposing Special Assessments .....Tab 01
- 5. PUBLIC HEARING ON PROPOSED FISCAL YEAR 2018 BUDGET**
  - A. Open Public Hearing on Proposed Fiscal Year 2018 Budget
  - B. Staff Presentations
  - C. Public Comment
  - D. Close Public Hearing on Proposed Fiscal Year 2018 Budget
  - E. Consideration of Resolution 2017-05; Adopting Fiscal Year 2018 Budget.....Tab 02
- 6. BUSINESS ITEMS**
  - A. Consideration of Resolution 2017-06; Assessment Resolution .....Tab 03
  - B. Consideration of Resolution 2017-07; Setting Fiscal Year 2018 Meeting Schedule .....Tab 04
  - C. General Matters of the District
- 7. CONSENT AGENDA**
  - A. Consideration of Minutes of the Board of Supervisors Meeting May 9, 2017 .....Tab 05
  - B. Consideration of Operations and Maintenance Expenditures June 2017.....*Under Separate Cover*
  - C. Review of Financial Statements Month Ending June 30, 2017 .....*Under Separate Cover*
- 8. SUPERVISOR REQUESTS**
- 9. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**
- 10. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 397-5120.

Sincerely,



Brian Lamb  
CEO

## **WATER'S EDGE COMMUNITY DEVELOPMENT DISTRICTS**

District Office ☐ 2005 Pan Am Circle ☐ Suite 120 ☐ Tampa, Florida 33607 ☐ (813) 397-5120 ☐ Fax (813) 873-7070

### **To: Water's Edge CDD – Audit Committee Audit Committee Selection Process**

As noted above, we suggest appointing the entire Board as the Committee. This will allow for an easy quorum and the Committee can meet before or during the regular Board meeting. You may, however, appoint as few as two persons such as the District manager (“Manager”) and the Board Chairman. Consider the following:

1. At a regular Board meeting, have the Board, by motion, appoint the Committee members. The Board should designate one person as the Chair of the committee.
2. If you have already advertised a meeting of the Committee, you may have the Committee meeting during or after the regular Board meeting.
3. You cannot have a Committee meeting until you publicly notice the meeting of the Committee, either within the same published notice as the regular meeting or separately.

After you have provided notice, you may convene the Committee meeting. The purpose of the meeting will be to select the criteria by which responses to the RFP will be evaluated and announce publicly that the District is soliciting proposals. The actions to be taken by the Committee include:

1. Selection of the criteria by which proposals will be evaluated. You are statutorily required to consider: (a) ability of personnel; (b) experience; and (c) ability to furnish the required services. Additional criteria, such as price, should be determined by the Committee.
2. Determination of the date, time, and location that the RFP will be required to be received by the District. While there is no exact time required for this RFP to be out, it should be at least two weeks to give firms an opportunity to put together a proposal.
3. Public announcement of the opportunity to provide auditing services. Such announcement must include, at minimum: (a) a brief description of the audit and (b) how interested firms can apply for consideration (where they can obtain an RFP). The Manager will then publish the notice of the RFP. A sample notice is attached.
4. Provide interested firms, through the Manager, an RFP that must include information on how proposals are to be evaluated and other information necessary to enable interested firms to respond.

At the date, time, and location announced in the RFP, the Manager must open the proposals and read them aloud. The Manager should then evaluate them for completeness. There should be the proper number of copies, the correct documents, and all should be properly completed. The Manager should then schedule, or have already scheduled, a meeting of the Committee. The following is an outline of that process:

1. The Committee meeting should be noticed. The published notice of the Committee meeting may be with the same published notice as the regular Board meeting but must specifically state that the audit Committee will be meeting. A separate published notice of just the Committee meeting may also be used.

2. The Committee will evaluate the proposals that are determined complete (responsive) and will rank them in accordance with the evaluation criteria established by the Committee and adjourn.
3. The Committee Chairman will make a report to the Board, at a properly noticed Board meeting, the ranking assigned by the Committee to the responses to the RFP.
4. If compensation is a criteria on the Evaluation Criteria Sheet, the Board shall negotiate a contract with the highest ranked firm or it must document in its public record the reason for not selecting the highest ranked qualified firm. If compensation is not a criteria on the Evaluation Criteria Sheet, the Board will then authorize staff to enter into negotiations with the firms in order of ranking or as directed.

After successful negotiations, staff must return to the Board for authorization to enter into a contract with one of the auditing firms. The Contract must meet the following criteria:

It must, as a minimum, include provisions that:

- a. specify the services to be provided and fees, or other compensation for such services;
- b. require that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the Contract
- c. specify the contract period, including renewals and conditions, under which the Contract may be terminated or renewed.

An engagement letter that contains the above provisions and that is signed and executed by both parties can be used to satisfy the requirements of a written contract. It is our recommendation that the Contract provide for only two (2) annual renewals.

In summation, you must do the following:

1. The Board must appoint an audit committee.
2. The Committee meeting must be noticed.
3. The Committee must establish the RFP evaluation criteria which **must** include (a) ability of personnel, (b) experience, and (c) ability to furnish the required services.
4. The Committee must issue the RFP in compliance with the above criteria.
5. The Committee must evaluate and rank the proposals to the RFP in accord with evaluation criteria.
6. The Board must select the firm to negotiate with.
7. The Board must approve the Contract, as negotiated, that meets the above criteria.