

MYRTLE CREEK IMPROVEMENT DISTRICT

AUDITOR SELECTION COMMITTEE MEETING MINUTES

FIRST ORDER OF BUSINESS

The Auditor Selection Committee Meeting for the Myrtle Creek Improvement District was called to order on Tuesday, April 21, 2020 at 6:24 p.m. Via telephonic conferencing due to the COVID-19 Executive Orders 20-52 & 20-69.

Present Via Speakerphone:

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| Kyle Scholl | Committee Member | (via phone) |
| John Lynaugh | Committee Member | (via phone) |
| Kan Shenai | Committee Member | (via phone) |
| Bob Da Silva | Committee Member | (via phone) |

Also, attending:

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| Jennifer Walden | PFM | (via phone) |
| Lynne Mullins | PFM | (via phone) |
| Amanda Lane | PFM | (via phone) |
| Kevin Plenzler | PFM | (via phone) |
| Tucker Mackie | Hopping Green & Sams | (via phone) |
| Jeff Newton | Donald W. McIntosh Associates, Inc. | (via phone) |
| Larry Kaufmann | Construction Supervisor & Construction Committee Member | (via phone) |
| Scott Thacker | District Landscape Supervisor & Construction Committee Member | (via phone) |
| Chris Wilson (via phone) | Construction Committee Member | |

SECOND ORDER OF BUSINESS

Public Comment Period

Dr. Levey called for any public comments on any agenda items. There were no comments provided.

THIRD ORDER OF BUSINESS

Review and Approval of Audit Documents

- a) Audit RFP Notice**
- b) Instructions to Proposers**
- c) Evaluation Criteria – with and without price**

The Board reviewed the audit RFP documents. Ms. Walden asked if the Board wished to approve evaluation criteria with or without price. Historically the District has approved evaluation criteria to include price and that is Ms. Walden's recommendation. She noted there was an update with the District's Rules

of procedure. Previously the Audit services were approved for up to three years but now they may be approved for up to five years. Ms. Walden will make the change to the audit documents.

The Board discussed including price and making it 60% of the points.

On Motion by Mr. Da Silva, second by Mr. Scholl, with all in favor, the Auditor Selection Committee for the Myrtle Creek Improvement District approved the form of RFP and the Evaluation Criteria to include price and 60 points for Price, 10 points for Ability of Personnel, 10 points for Proposer's Experience, 10 points for Understanding of Scope of Work and 10 points for Ability to Furnish the Required Services.

FOURTH ORDER OF BUSINESS

Adjournment

There was no further business to discuss. Ms. Walden requested a motion to adjourn.

On Motion by Mr. Scholl, second by Mr. Da Silva, with all in favor, the April 21, 2020 Meeting of the Auditor Selection Committee for the Myrtle Creek Improvement District was adjourned.



Secretary/Assistant Secretary



Chair/Vice Chair