

**MINUTES OF MEETING
WATER STREET TAMPA
IMPROVEMENT DISTRICT**

The Board of Supervisors of the Water Street Tampa Improvement District held a Regular Meeting on April 3, 2019 at 1:00 p.m., SunTrust Building, 401 E. Jackson Street, Suite 3300 (33rd Floor), Tampa, Florida 33602.

Present at the meeting were:

Kim Madison	Chair
Rhonda Nelson	Vice Chair
Damian Presiga	Assistant Secretary
Scott Kelley	Assistant Secretary
Josh Taube	Assistant Secretary

Also present were:

Craig Wrathell	District Manager
Jonathan Johnson (via telephone)	District Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Wrathell called the meeting to order at 1:08 p.m. The Oath of Office was administered to Mr. Taube prior to the meeting. Mr. Taube was provided with a new Supervisor packet and was advised that Form 1 must be completed and submitted to the Supervisor of Elections (SOE) in his County of residence within 30 days of today and he was informed about the Sunshine and Public Records laws, email addresses created for each Supervisor, forwarding all District-related items to Management and not discussing them with fellow Supervisors and that all documents created or received, on behalf of the District, are public records.

Mr. Wrathell stated that all Supervisors were present, in person. °

SECOND ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

THIRD ORDER OF BUSINESS

Consideration of Responses to RFP for Annual Audit Services

A. Affidavit of Publication

**WATER STREET TAMPA
IMPROVEMENT DISTRICT**

April 3, 2019

The affidavit of publication was included for informational purposes.

B. RFP Package

The Request for Proposals (RFP) was included for informational purposes.

C. Respondents

i. **Berger, Toombs, Elam, Gaines & Frank**

ii. **Carr, Riggs & Ingram, LLC**

D. Ranking

Mr. Wrathell stated that both firms were highly qualified. He reviewed the fee schedules and recommended the maximum number of points for each category, with the exception of price, for a total allotment of 100 points to Carr, Riggs & Ingram, LLC (CRI) and 99 points to Berger, Toombs, Elam, Gaines & Frank (BTEGF). A Board Member asked if both firms have experience with Improvement Districts, as opposed to CDDs. Mr. Wrathell stated that he was certain that CRI has Improvement District experience, as CRI audits Babcock Ranch CISD, which has water, sewer, irrigation and solid waste utilities, collects franchise fees and has a \$3 million operating budget, along with four or five bond issues. In response to a question regarding Mr. Stephen Riggs' involvement with troubled CDDs, Mr. Wrathell stated he was uncertain as to when CRI came on board but suspected that CRI was brought in due to bad deals because, if a deal falls through, a higher-quality auditor such as CRI is usually brought in.

On MOTION by Mr. Kelley and seconded by Mr. Presiga, with all in favor, accepting Staff's recommendation to rank CRI the Number-One ranked firm, was approved.

E. Award of Contract/Authorization to Negotiate with Number-One Ranked Firm

On MOTION by Ms. Nelson and seconded by Mr. Taube, with all in favor, awarding the contract to CRI, the Number-One ranked firm, and authorizing Staff to prepare the Form of Agreement and for the Chair or Vice Chair to execute, accordingly, was approved.

FOURTH ORDER OF BUSINESS

**Acceptance of Unaudited Financial
Statements as of February 28, 2019**

Mr. Wrathell presented the Unaudited Financial Statements as of February 28, 2019.

On MOTION by Ms. Nelson and seconded by Mr. Presiga, with all in favor, the Unaudited Financial Statements as of February 28, 2019, were accepted.

FIFTH ORDER OF BUSINESS

Consideration of October 3, 2018 Public Hearings and Regular Meeting Minutes

Mr. Wrathell presented the October 3, 2018 Public Hearings and Regular Meeting Minutes.

On MOTION by Ms. Nelson and seconded by Mr. Taube, with all in favor, the October 3, 2018 Public Hearings and Regular Meeting Minutes, as presented, were approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *Hopping, Green & Sams, P.A.*

There being no report, the next item followed.

B. District Manager: *Wrathell, Hunt and Associates, LLC*

- **NEXT MEETING DATE: May 1, 2019 at 1:00 P.M.**

The next meeting will be held on May 1, 2019 at 1:00 p.m.

SEVENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There being no Board Members' comments or requests, the next item followed.

EIGHTH ORDER OF BUSINESS

Public Comments

There being no public comments, the next item followed.

NINTH ORDER OF BUSINESS


Adjournment

There being no further business to discuss, the meeting adjourned.

On MOTION by Ms. Kelley and seconded by Ms. Madison, with all in favor, the meeting adjourned at 1:21 p.m.

**WATER STREET TAMPA
IMPROVEMENT DISTRICT**

April 3, 2019



Secretary/Assistant Secretary



Chair/Vice Chair