

**MINUTES**  
**ENGLEWOOD WATER DISTRICT**  
**201 SELMA AVENUE, ENGLEWOOD, FL 34223**  
**SELECTION COMMITTEE SPECIAL MEETING**  
**RFP 2026-146 FINANCIAL AUDITING SERVICES**

**JULY 9, 2026 - UPON ADJOURNMENT OF THE REGULAR BOARD MEETING**

**Selection Committee Members:**

Tony Babington  
Sydney B. Crampton  
Lani Gaver

**Staff:**

Keith R. Ledford, Jr., P.E., Administrator  
Robert H. Berntsson, District Counsel  
Jodi Muthler, Operations Director  
Lisa Hawkins, Finance Director  
Bee Ling Wheaton, Procurement Manager  
Ashley Aguiar, Executive Assistant

1. **CALL TO ORDER AND ROLL CALL** - District Counsel, Robert Berntsson called the special meeting of the RFP 2026-146 Financial Auditing Services Selection Committee to order. District Counsel conducted the roll call. The following individuals were recorded as present: Mr. Babington, Ms. Gaver. The third committee member, Ms. Crampton, was absent.
2. **ELECTION OF CHAIR** – The first order of business was the election of a Chair to lead the Selection Committee throughout the procurement process. Ms. Gaver nominated Mr. Babington to serve as the Chair. There being no further nominations, Mr. Babington was seated as the Chair and proceeded to preside over the remainder of the meeting.
3. **BUSINESS**
  - a. **Overview of RFP 2026-146 – Financial Auditing Services** – Lisa Hawkins, Finance Director provided a comprehensive overview of the Request for Proposals for the District’s annual financial auditing services, which covers the fiscal years ending September 30, 2026, through September 30, 2030, with a mutual option for a two-year extension. The scope of work includes the annual financial statement audit in accordance with generally accepted accounting standards, government accounting standards, and Rules of the Auditor General, as well as the preparation of financial statements and notes and any single audits required by law. Regarding the schedule, proposals will be available for committee pickup on August 14, 2026, which is also the deadline to schedule required procurement training. Committee members must complete their independent evaluations and scoring by August 31, 2026, prior to the public meeting to establish final rankings on September 3, 2026, at 2:00 p.m.
  - b. **Establish Evaluation Factors** – The committee reviewed the staff-recommended evaluation factors designed to ensure the District selects a firm based on both qualifications and value. The proposed criteria included 35 points for firm qualifications and relevant experience, 20 points for the qualifications and experience of assigned personnel, 25 points for audit approach and understanding of the District, and 20 points for the cost proposal. After the committee members declined to modify these factors,

Ms. Gaver moved to establish the evaluation factors for RFP 2026-146 as presented. The motion was seconded by Chair Babington and carried unanimously.

**UNANIMOUS**

**SC 26-07-09**

- c. Announce Issuance of RFP No. 2026-146 – Financial Auditing Services – Following the approval of the evaluation criteria, Chair Babington formally announced the issuance of RFP 2026-146 for financial auditing services. Chair Babington noted that the RFP would be publicly issued in accordance with the solicitation schedule and made available to interested firms through DemandStar, the District’s website, or by contacting the Procurement Department directly.
4. **PUBLIC COMMENT -** The Chair opened the floor for public comment. No members of the public were present to offer comments, and no comments were received.
5. **ADJOURN @ 9:10am**