

**MINUTES OF MEETING
WESTWOOD OF PASCO COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Westwood of Pasco Community Development District held a Regular Meeting and Audit Committee Meeting on November 15, 2023 at 1:00 p.m., at Tampa Civil Design, LLC, 17937 Hunting Bow Circle, Lutz, Florida 33558.

Present at the meeting were:

Ryan Zook	Chair
Anne Mize	Assistant Secretary
Brian Panico	Assistant Secretary

Also present:

Andrew Kantarzhi	District Manager
Tucker Mackie (via telephone)	District Counsel
Ryan Dugan (via telephone)	Kutak Rock LLP
Jeremy Couch	District Engineer
Tracy Brown	Field Operations

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Kantarzhi called the meeting to order at 1:00 p.m. Supervisors Zook, Mize and Panico were present. Supervisors Janek and Snyder were not present.

SECOND ORDER OF BUSINESS

Public Comments

There were no members of the public present.

THIRD ORDER OF BUSINESS

Ratification of Declaration of Grant of Utility Easement

Mr. Kantarzhi presented the Declaration of Grant of Utility Easement.

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the Declaration of Grant of Utility Easement, was ratified.

FOURTH ORDER OF BUSINESS

Recess Regular Meeting/Commencement of Audit Selection Committee Meeting

On MOTION by Mr. Zook and seconded by Mr. Panico, with all in favor, the Regular Meeting recessed and the Audit Selection Committee Meeting commenced.

FIFTH ORDER OF BUSINESS**Review of Response to Request for
Proposals (RFP) for Annual Audit Services**

- A. Affidavit of Publication**
- B. RFP Package**
- C. Respondents**
 - I. Berger, Toombs, Elam, Gaines & Frank**
 - II. Carr, Riggs & Ingram, LLC**

Mr. Kantarzhi stated price is the significant difference between the respondents. Berger, Toombs, Elam, Gaines & Frank (BTEGF) bid \$3,795 per year including bond issuance and Carr, Riggs & Ingram, LLC (CRI) bid \$6,000 plus \$5,000 per bond issuance for a total of \$11,000.

D. Auditor Evaluation Matrix/Ranking

Noting that both firms are well-qualified, Mr. Kantarzhi recommended scoring both 20 points in each category, except scoring CRI 15 points in the price category. The Audit Selection Committee jointly, scored and ranked the respondents, as follows:

#1	Berger, Toombs, Elam, Gaines & Frank	100 points
#2	Carr, Riggs & Ingram, LLC	95 points

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the Audit Selection Committee joint scores and ranking, as stated, were accepted.

SIXTH ORDER OF BUSINESS**Termination of Audit Selection Committee
Meeting/Reconvene Regular Meeting**

On MOTION by Mr. Zook and seconded by Mr. Panico, with all in favor, the Audit Selection Committee Meeting terminated and the Regular Meeting reconvened.

SEVENTH ORDER OF BUSINESS**Consider Recommendation of Audit
Selection Committee**

- Award of Contract**

On MOTION by Ms. Mize and seconded by Mr. Panico, with all in favor, the Audit Selection Committee scores, ranking and recommendation, were accepted, and awarding the Annual Audit Services contract to Berger, Toombs, Elam, Gaines & Frank, the #1 ranked respondent, was approved.

EIGHTH ORDER OF BUSINESS

**Acceptance of Unaudited Financial
Statements as of September 30, 2023**

On MOTION by Mr. Zook and seconded by Ms. Mize, with all in favor, the Unaudited Financial Statements as of September 30, 2023, were accepted.

NINTH ORDER OF BUSINESS

**Approval of August 23, 2023 Public Hearing
and Regular Meeting Minutes**

On MOTION by Ms. Mize and seconded by Mr. Zook, with all in favor, the August 23, 2023 Public Hearing and Regular Meeting Minutes, as presented, were approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

B. District Engineer: Tampa Civil Design, LLC

There were no reports from District Counsel or the District Engineer.

C. District Manager: Wrathell, Hunt and Associates, LLC

- NEXT MEETING DATE: December 27, 2023 at 1:00 PM

ELEVENTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

TWELFTH ORDER OF BUSINESS

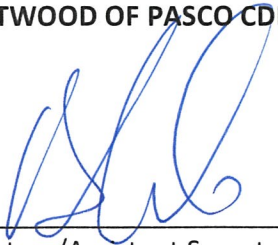
Public Comments

No members of the public spoke.


THIRTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Zook and seconded by Mr. Panico, with all in favor, the meeting adjourned at 1:06 p.m.



Secretary/Assistant Secretary



Chair/Vice Chair