

Trailer Estates Park and Recreation District

Board of Trustees
Regular Board Meeting
October 21, 2025
Following Workshop
Mark's Hall
1903 69th Avenue West
Bradenton, FL 34207

Call to Order

Roll Call

Public Comment (Limit 3 Minutes on Any Topic)

Approval of Minutes

Treasurers Report

Invoice Approval (2) Streamline FASD

Items Presented by Board & Staff

1. Appointment of Mike McKinnie to Storage Lot Manager
2. Pool Rule Sign Changes
3. Update PP14 Auditor Selection Process

Trustee/Staff Final Comments

Unfinished Business

Adjournment

Trailer Estates broadcasts its Meeting live on Channel 732 inside the Community.

Zoom Meeting Access:

<https://us02web.zoom.us/j/88670544609?pwd=XFahqVp7bRUAXYDpOpZ6s1neBQntCK.1>

Meeting ID: 886 7054 4609

Passcode: vE9RXT

One tap mobile

+13052241968,,88670544609#,,,,*042723# US

+13092053325,,88670544609#,,,,*042723# US

Mobile Passcode: 042723

Pursuant to Section 286.0105, Florida Statutes, should any person wish to appeal a decision of the Board with respect to any matter considered at this meeting, he or she will 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.

Pursuant to Section 286.26, Florida Statutes, and the Americans with Disabilities Act, any handicapped person desiring to attend this meeting should contact TJ Miller at 756-7177, at least 48 hours in advance of the meeting, to ensure that adequate accommodations are provided for access to the meeting.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM**

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Update Auditor Selection Process PP14

For Upcoming Meeting—Date October 21, 2025

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): motion to
update our Auditor Selection Process PP14 as discussed in todays Workshop.

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**

Attachments: **(Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.)** Amended Policy PP14

Trustee Chairman Trotter

Date Submitted October 9, 2025

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

COMMITTEE MEMBERSHIP

In preparation for a potential change in auditor, there shall be an auditor selection committee appointed by the Board of Trustees. The committee shall consist of at least three (3) members. One member must be a member of the governing body, who shall serve as chair of the committee. To avoid a possible conflict of interest, the Treasurer of the Board and employees of the District shall not be members of the auditor selection committee.

MEETINGS

All meetings of the Audit Selection Committee shall be noticed and open to the public. Minutes are to be kept and submitted to the office as public record.

AUDITOR SELECTION

In selecting the auditor for the annual financial audit, the auditor selection committee shall follow the process and procedures as outlined in Florida Statute Section 218.391, F.S. Special note: Subsection (8) allows renewal of written contracts that were initially established pursuant to this section's procedures without requiring a new selection process. Any renewals must be in writing.

If a new auditor is needed, the Board of Trustees must appoint an Auditor Selection Committee. The Auditor Selection Committee shall consist of at least three (3) members, including at least one (1) Trustee. The Chairman shall create a welcome letter for the committee members outlining their purpose, their duties (this should include a current copy of the appropriate Florida Statutes and a copy of Mid-America Intergovernmental Audit Forum's "Selecting an External Auditor"), their need to choose a secretary, their need to take minutes of their meeting(s) and their need to adhere to the Sunshine and Public Records Law.

After establishing factors to use for the evaluation of audit services, the Committee must publicly announce a request for proposals, by publishing pursuant to Chapter 50, F.S. (see example ad included with this PP). A deadline for auditing firm submissions should be at least four (4) weeks from when the RFP is issued.

Following the RFP submissions due date, at the Board Meeting, the Auditor Selection Committee shall meet to evaluate, rank and recommend an audit firm pursuant to Section 218.391, F.S. If a recommendation cannot be made to the Board at the conclusion of this committee meeting, a second meeting shall be held as soon as possible.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
AUDITOR SELECTION COMMITTEE**

PP14

Next Board Meeting – The Auditor Selection Committee presents their auditor recommendation to the Board and the Board selects the auditing firm. The Chairman follows up with the auditing firm to obtain a letter of intent and/or contract. Auditor selection shall be done in an expeditious manner.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
AUDITOR SELECTION COMMITTEE**

PP14

SAMPLE AD:

TRAILER ESTATES PARK AND RECREATION DISTRICT hereby requests sealed proposals for financial audit services for the fiscal year ending September 30, _____ (Year) as required by Section 218.39, Florida Statutes. The Auditing entity submitting a proposal must be duly licensed under Chapter 473, qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy, and able to provide the Annual Financial Audit Report/Financial Statements by June 30th.

Proposal shall include references for current government auditing engagements, a description of the staff to be assigned to the engagement, proposal timeline, and proposed fee. Additionally, the proposal should include the proposed compensation for renewals.

All applicants interested in providing the above-described services to the District must submit in a sealed envelope one (1) signed original and three (3) copies of the above referenced information, as well as a resume of the applicant's qualifications and experience along with any pertinent supporting data by 9:15 a.m. local time, _____ (Date of the Board Meeting), to the attention of Auditor Selection Committee, Trailer Estates Park & Recreation District, 1903 69th Ave. W., Bradenton, FL 34207 (Telephone: (941) 756-7177). Any proposals received by the District after the stated date and time will not be considered. The proposals will be publicly opened at the Board of Trustees' Workshop, _____ (Date of the Board Meeting), 9:30 a.m., Small Hall, 1903 69th Ave. W., Bradenton, Florida 34207.

Proposals shall clearly indicate the legal name of the applicant, as well as current contact information, and shall be signed by the owner or an agent or officer having legal authority to bind the applicant. The applicant must be authorized to conduct business in the State of Florida. All expenses incurred in making the proposal shall be done by the applicant. The applicant understands that upon receipt of the proposal by the District the proposal documents become a "public record", as defined in Chapter 119, Florida Statutes and those documents are subject to public disclosure in accordance with that Chapter.

Any comments, questions, or requests for clarification, interpretation or additional information concerning the RFP should be submitted in writing to the Auditor Selection Committee, Attn: _____ (A Committee Member's Name), at the above address. The applicant is not entitled to rely upon, and the District will not be bound by, any oral interpretations given by District staff or representatives. Written addenda or determinations issued by Auditor Selection Committee are the only method by which this RFP may be clarified, interpreted or modified. If any such written decisions are issued, the District will make reasonable efforts to notify all applicants. However, each applicant shall be responsible for contacting the District Office, prior to submitting their proposal, to determine if any such written decisions have been issued and to amend their proposal as necessary.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
AUDITOR SELECTION COMMITTEE**

PP14

Upon the issuance of this RFP all prospective applicants and any agent, representative or person acting at the request of such prospective applicant shall be prohibited from discussing any matters related in any way to this RFP with any District Board member, officer, agent, or employee other than the Auditor Selection Committee Representative or as may otherwise be directed in this RFP.

The District hereby notifies prospective applicants that it will ensure that minority business enterprises will be afforded full opportunity as participants in response to this RFP, and that during the RFP and subsequent contract negotiation process, no party will be discriminated against based on race, color, creed, sex, age, national origins, or disability. Anyone requiring accommodations to access any public meeting as required as part of the RFP or contract process should contact the District's Office Manager at the address and phone number provided herein, at least 48 hours in advance of this meeting.

The proposals will be evaluated based upon the perceived ability of the applicant to perform the services described herein, the cost of such services, the time required for implementing such services, and in general the application which best meets the needs of the District. No weight has been assigned to the factors stated above.

The District reserves the right to accept any proposal, to reject any or all proposals, to waive any technical errors or omissions, and to request resubmission or clarification from any or all applicants. The District reserves the right to select any applicant submitting a proposal that meets the requirements of this request and shall have sole discretion to determine which proposal is in the best interest of the District. Following selection, the successful applicant shall negotiate an agreement with the District to carry out the terms of its proposal. The resulting agreement shall be subject to all applicable laws and regulations of the State of Florida and all ordinances, regulations and rules of the District.

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM**

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda POOL RULE CHANGES

For Upcoming Meeting—Date 10/21/2025

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): _____

As discussed in the 10/21/2025 workshop, attached is the new pool rule sign that
includes item 3, 12, & 13 from the Rules & Regs, Part D, page 3 Pool & Jacuzzi

Costs/Estimated Costs: **(Required if agenda item includes spending district money.)**

Attachments: **(Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.)** See attached _____

Trustee Trotter

Date Submitted 9/18/2025

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____

POOL RULES

- 1. NO FOOD OR ALCHOLIC BEVERAGES IN THE POOL OR WET DECK. COMMERCIALY BOTTLED WATER IN PLASTIC BOTTLES ARE ALLOWED ON POOL WET DECK FOR POOL PATRON HYDRATION.**
- 2. NO CHILDREN UNDER AGE OF 12 ALLOWED IN JACUZZI**
- 3. NO GLASS CONTAINERS IN THE FENCED POOL AREA OR 50' FROM UNFENCED POOL.**
- 4. BATHING LOAD 41 PERSONS**
- 5. POOL HOURS 8:00 A.M. TO 9:30 P.M.**
- 6. SHOWER BEFORE ENTERING**
- 7. NO ELECTRONIC DEVICES ALLOWED UNLESS SILENCED BY EARPHONES**
- 8. POOL AND JACUZZI AREA MUST BE VACATED DURING LIGHTNING AND STORM CONDITIONS**

POOL MAXIMUM DEPTH: 5 FEET

**TRAILER ESTATES PARK AND RECREATION DISTRICT
BOARD AGENDA ITEM FORM**

DUE IN OFFICE 6:00 A.M. TUESDAY PRIOR TO MEETING THAT YOU WISH TO BRING ITEM FORWARD.

Agenda Appointment of Mike McKinnie to Storage Lot Manager

For Upcoming Meeting—Date October 21, 2025

Type of Meeting (check one): Workshop Board Meeting

***It is recommended that Board Meeting Motions be an agenda item on a Workshop prior to the Board Meeting and the date or dates of the workshop discussions be included in the motion.**

Rationale (for workshops)/ MOTION (for board meetings): motion to appoint Mike McKinnie to the Administrative Volunteer position of Storage Lot Manager.

Costs/Estimated Costs: (Required if agenda item includes spending district money.)

Attachments: (Please attach any diagrams or pertinent information concerning this Agenda Item. Please list the attachments.)

Trustee 1st Vice Chairman - Smith

Date Submitted 10/10/2025

Chairman/Designee _____

Office Manager/Designee: Date Posted _____ Initials _____