

MINUTES OF MEETING
TOHOQUA
COMMUNITY DEVELOPMENT DISTRICT

The Tohoqua Community Development District Audit Committee met Wednesday, June 6, 2018 at 9:15 a.m. at the West Osceola Branch Library, 305 Campus Street, Kissimmee, FL.

Present were:

Andre Vidrine
Kaitlyn Noyes
James Dowd
George Flint

Chairman

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the Audit Committee meeting to order at 9:15 a.m.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. Flint: There are no members of the public here so we will move on.

THIRD ORDER OF BUSINESS

Audit Services

A. Approval of Request for Proposals and Selection Criteria

Mr. Flint: We have included the recommended instructions in the agenda as well as the selection criteria. These are the standard instructions we use for bidding out auditing services. We are asking that they provide five years of pricing. The District would enter into an annual engagement letter for each year. Historically, we have bid out every three years but we are recommending that we shift that to five years. This locks in five years of pricing but does not obligate you to retain them for all five years. The selection criteria are specified with the exception of price which you can include or exclude. You could choose to make the selection solely based on qualifications. However, we recommend you include price because it is a very price competitive industry. The criteria include the ability of personnel, their experience, their understanding and the scope, their ability to furnish the services, and price. Each criterion is weighted equally at 20 points. You could change the weighting if you chose to do that. We've found that 20-point equal weighting works fine. We will advertise this in the Orlando Sentinel but we also mail it out to around a half

dozen firms that do 98% of these audits. We typically get at least four responses. We bring the responses back to the Audit Committee at your next meeting for review and ranking.

On MOTION by Mr. Vidrine seconded by Mr. Dowd with all in favor the RFP and Selection Criteria was approved.

B. Approval of Notice of Request for Proposals for Audit Services

Mr. Flint: This notice will run in the Orlando Sentinel.

On MOTION by Mr. Vidrine seconded by Mr. Dowd, with all in favor the Notice of Request for Proposals for Audit Services was approved.

C. Public Announcement of Opportunity to Provide Audit Services

Mr. Flint: Through the information that is provided in the agenda, we are publicly announcing the opportunity to provide auditing services.

FOURTH ORDER OF BUSINESS

Adjournment

Mr. Flint adjourned the meeting at 9:20 a.m.

On MOTION by Mr. Vidrine seconded by Mr. Dowd with all in favor the Audit Committee meeting adjourned at 9:20 a.m.