

MINUTES OF MEETING
TOHOQUA
COMMUNITY DEVELOPMENT DISTRICT

The Audit Committee meeting of the Board of Supervisors of the Tohoqua Community Development District was held on Wednesday, October 3, 2018 at 9:00 a.m., at the West Osceola Branch Library, 305 Campus Street, Kissimmee, FL.

Present were:

Andre Vidrine	Chairman
Marcus Hooker	
Keith Trace	
George Flint	
Andrew d'Adesky	
Eric Warren	
Alan Scheerer	
Clayton Smith	

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the meeting to order at 9:00 a.m. A quorum was established.

SECOND ORDER OF BUSINESS

Public Comment Period

There not being any, the next item as followed.

THIRD ORDER OF BUSINESS

Approval of Minutes of the June 6, 2018 Meeting

Mr. Flint: Did the Audit Committee have any comments on the minutes? Hearing none,

On MOTION by Mr. Trace, seconded by Mr. Hooker, with all in favor, the Minutes of the June 6, 2018 Meeting, were approved, as presented.
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FOURTH ORDER OF BUSINESS

Tally of Audit Committee Members Rankings and Selection of Auditor

Mr. Flint: At the last Audit Committee Meeting, the Committee approved the form of the bid document and notice. We placed the notice and emailed the bid document to five or six

firms that typically provide these services. As a result, we received two responses; one from Berger, Toombs, Elam, Gaines & Frank (BTEGF) and the other from Grau & Associates (Grau). The Board approved the Selection Criteria, which includes the ability of personnel, experience, understanding of the scope, their ability to provide the services and price. Price is 20% of the total points. The cost is fairly close. We are asking for five years of pricing. The first year from BTEGF is \$3,000 and Grau quoted \$3,200.

Mr. Trace: Does this lock us in for five years or is this a yearly contract?

Mr. Flint: It's an annual Engagement Letter, but they are locked into these prices.

Mr. Trace: Can we make a move if we wanted to?

Mr. Flint: Yes. Each year, you can re-bid it if you wanted to make a change. We are not locked in for five years. At a minimum, we need to have a consensus ranking. If the Board Members ranked them, we can tally those. If not, a consensus ranking would be needed for the record.

Mr. Trace: I ranked Grau number one and BTEGF number two.

Mr. Vidrine: I had the same ranking.

Mr. Flint: As far as points, where did you see a distinction?

Mr. Trace: I ranked Grau higher, based on experience.

Mr. Flint: For experience, did you give Grau 20 points and BTEGF 18 points?

Mr. Trace: No 15 points.

Mr. Flint: Are the rest of them equal?

Mr. Trace: I gave them 20 points for understanding of the scope and 18 points for price. I provided the same ranking for personnel and the ability to provide the services.

Mr. Flint: So Grau received 98 points and BTEGF received 93 points. Are the other Committee members okay with that ranking?

Mr. Vidrine: Yes.

Mr. Flint: If the Committee is okay with the consensus ranking, we need a motion to accept this ranking and recommend that the Board retain Grau & Associates.

On MOTION by Mr. Trace, seconded by Mr. Vidrine, with all in favor, Grau & Associates was ranked number one and Berger, Toombs, Elam, Gaines & Frank number two, and the recommendation that the Board retain Grau & Associates for providing auditing services, was approved.

FIFTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Trace, seconded by Mr. Vidrine, with all in favor, the Audit Committee Meeting was adjourned.