

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, May 5, 2021 at 9:15 a.m., at Tohoqua Amenity Center, 1830 Fulfillment Drive, Kissimmee, Florida.

Present and constituting a quorum were:

Andre Vidrine	Chairman
Marcus Hooker	Vice Chairman
Jim Dowd	Assistant Secretary

Also present were:

George Flint	District Manager
Kristen Trucco	District Counsel
Eric Warren <i>by phone</i>	District Engineer
Alan Scheerer	Field Manager
Marcia Calleja	CALM
Larissa Diaz	CALM

FIRST ORDER OF BUSINESS

Roll Call

Mr. Flint called the meeting to order at 9:15 a.m. A quorum was present.

SECOND ORDER OF BUSINESS

Public Comment Period

Mr. Flint: No members of the public are here to provide comments.

THIRD ORDER OF BUSINESS

Audit Services

A. Approval of Request for Proposals and Selection Criteria

Mr. Flint: The first item is the Audit Committee's approval of the Request for Proposals (RFP) and selection criteria. This document would be provided to any qualified auditors to provide audit services. This is our standard document. It's asking for five years of pricing. The only option you have with the selection criteria is whether you choose price or exclude it. We recommend you include price, although you could make the decision based solely on

qualifications. Each of the five criteria are weighted evenly at 20 points. You could also change that weighting if you chose to. If you are comfortable with the document and evaluation criteria, a motion to approve would be in order.

On MOTION by Mr. Vidrine seconded by Mr. Hooker with all in favor the Request for Proposals and selection criteria was approved.

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

Mr. Flint: The last tab is the form of the notice that will be run in the newspaper. We don't solely rely on this. We also send the RFP to five companies that probably do 99% of the CDD audits. We also mail it to them directly. We typically get three to four responses to the RFP. We need a motion to approve the notice.

On MOTION by Mr. Vidrine seconded by Mr. Dowd with all in favor the Notice of Request for Proposals and announcement of opportunity to provide auditing services was approved.

C. Public Announcement of Opportunity to Provide Audit Services

Mr. Flint: The last item is the public announcement of opportunity for qualified auditors to provide proposals for auditing services in according with the documents. We need a motion to adjourn the Audit Committee Meeting.

FOURTH ORDER OF BUSINESS

Adjournment

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


Secretary/Assistant Secretary


Chairman/Vice Chairman