

MINUTES OF AUDIT COMMITTEE MEETING
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

The Audit Committee meeting of the Double Branch Community Development District was held Monday, March 14, 2022 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Cindy Nelsen	Chairperson
Chad Davis	Vice Chairman
Scott Thomas	Supervisor
Tom Horton	Supervisor
Andre Lanier	Supervisor

Also present were:

Marilee Giles	District Manager
Mike Eckert	District Counsel

FIRST ORDER OF BUSINESS

Roll Call

Ms. Giles called the meeting to order at 4:00 p.m.

SECOND ORDER OF BUSINESS

Selection of Auditor Selection Evaluation Criteria

Ms. Giles stated by way of a reminder, each year as a unit of government in Florida, we are required to go through an independent audit and Florida Statutes, Chapter 218 requires that the District form an audit committee for the purpose of selecting an auditor. At our last meeting the Board appointed the Supervisors to serve on the Audit Committee and that's where we're at today. The first thing we will do is have the Audit Committee approve the selection evaluation criteria. We will bring proposals back and the Audit Committee will rank those proposals based on that evaluation criteria. You have before you five criteria equally weighted at 20 points each that we use for most audit purposes and those are: ability of personnel, proposer's experience, understanding scope of work, ability to furnish the required services, and price.

Mr. Lanier asked is this the standard range for points? I assume these are the standard categories.

Mr. Eckert responded they are. That document was prepared by our office. The only change you could make is you could not include price and make everything else add up to 100 points, but given the nature of these audits, including price is usually the way to go.

On MOTION by Vice Chairman Davis seconded by Chairperson Nelsen with all in favor to all five criteria as detailed above was approved.

THIRD ORDER OF BUSINESS

Other Business

There being no other business, the next item followed.

FOURTH ORDER OF BUSINESS

Adjournment

On MOTION by Vice Chairman Davis seconded by Mr. Thomas with all in favor the Audit Committee Meeting was Adjourned.