

MINUTES OF AUDIT COMMITTEE MEETING
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

The Audit Committee meeting of the Double Branch Community Development District was held Monday, May 9, 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
Scott Thomas	Supervisor
Tom Horton	Supervisor
Andre Lanier	Supervisor

Also present were:

Marilee Giles	District Manager
Mike Eckert	District Counsel (by phone)

FIRST ORDER OF BUSINESS

Roll Call

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

SECOND ORDER OF BUSINESS

Review and Ranking of Audit Proposals

Ms. Giles stated at the March meeting, the Board approved the auditor selection evaluation criteria. The evaluation criteria meets the statutory requirements with five criteria for consideration; ability of personnel, proposer's experience, understanding the scope of work, ability to perform the required services, and price. Today, we have two audit proposals that the committee will rank. Once you make the selection, the Board will direct staff to request an engagement letter for the top ranked proposer. You currently have Grau & Associates as your auditor. Both of these companies are very reputable and we use them in other communities. The two proposals received are from Berger, Toombs, Elam, Gaines & Frank, and Grau & Associates.

Chairperson Nelsen stated Mike Steiner from the Middle Village board reached out to GMS since they work with both firms to see if they had an opinion and Marilee shared that with us. I printed that email out for you guys so you could see that.

Ms. Giles stated we can go through each of the five criteria and give them each up to 20 points. Pertaining to ability of personnel, Oksana, the District Accountant, mentions in her email that Berger Toombs last year failed to turn in the audit on time, and the reason for that is they were understaffed.

Chairperson Nelsen stated I would think we would give Grau the full amount of points for ability of personnel. That's the only one we've used since I've been on the Board, so I know they are reputable and trustworthy, and they've never turned in audits late.

Mr. Horton stated I totally agree with you on that. Grau & Associates has done a good job on that. Berger Toombs is unknown, so I would give them 15 points across the board, except maybe 10 points on price, so my choice would be Grau & Associates.

Chairperson Nelsen stated I agree with his numbers.

Mr. Lanier stated I concur.

Mr. Eckert stated I just want to make sure the Committee is approving the rankings as the scoring sheet that you all have come up with. Moving forward, it would be the one that directs the contract negotiation with the number one ranked proposer.

Chairperson Nelsen stated we're proposing 15 points across the board for Berger Toombs, except for 10 points for price, and then 20 points each for Grau & Associates.

On MOTION by Chairperson Nelsen seconded by Mr. Lanier with all in favor ranking Grau & Associates number one with 100 points and Berger Toombs number two with 70 points 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 Chairperson Nelsen seconded by Mr. Horton with all in favor the Audit Committee Meeting was Adjourned.