

MINUTES OF COMMITTEE MEETING LIVE OAK LAKE COMMUNITY DEVELOPMENT DISTRICT

A meeting of the audit selection committee of the Board of Supervisors of the Live Oak Lake Community Development District was held Friday, November 18, 2016, at 11:30 a.m. at the District Office, 313 Campus Street, Celebration, FL 34747.

Present and constituting a quorum were:

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| Scott Stearns | Chairman |
| José Rios | Vice Chairman |
| Walter Beeman | Assistant Secretary |

Also present were:

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| Gary Moyer | Manager: Moyer Management Group |
| Sarah Sandy | Attorney: Hopping Green & Sams |
| Nicole Stalder | Engineer: Dewberry |

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Mr. Moyer called the meeting to order at 11:30 a.m.

Mr. Moyer called the roll and stated a quorum was present for the meeting.

SECOND ORDER OF BUSINESS

Review of Evaluation Criteria

Mr. Moyer stated the scoring criteria will be included in the request for proposals. Auditing companies that respond will know on what basis we will review their submissions. We are proposing five components, each weighted at 20 points: (1) ability of personnel, (2) the proposer's experience, (3) their understanding of the scope of work, (4) the ability to furnish the required services in a timely fashion, and (5) price. We have used these criteria before and found them to be a pretty good guide in reviewing RFPs. The nice thing about this process, unlike when you selected an engineer or an architect where you cannot ask for price, is we can ask for price. It is really an important determining factor. Most of the responses we get will be from qualified auditors. When you score them, the scores will be very close. In many cases, the determining factor is price. That should not be your sole determination, but it is certainly an important part of the process.

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| On MOTION by Mr. Beeman, seconded by Mr. Rios, with all in favor, approval was given to the evaluation criteria as presented. |
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THIRD ORDER OF BUSINESS

Authorization to Proceed with RFP

Mr. Moyer stated we will ask that you authorize staff to proceed with the RFP.

On MOTION by Mr. Stearns, seconded by Mr. Beeman, with all in favor, approval was given for staff to proceed with the RFP for auditing services.

FOURTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Beeman, seconded by Mr. Stearns, with all in favor, the meeting adjourned at 11:35 a.m.

Gary L. Moyer, Secretary

M. Scott Stearns, Chairman