

MINUTES OF MEETING
ANTIGUA AT ST. AUGUSTINE COMMUNITY DEVELOPMENT DISTRICT

An audit committee meeting of the Board of Supervisors of the Antigua at St. Augustine Community Development District was held on Tuesday, October 27, 2015 at 10:00 a.m. at Matthews Design Group, 7 Waldo Street, St. Augustine, Florida 32084.

Present and constituting a quorum were:

John Mitchell	Chairman
Dale Bradshaw	Vice Chairman
Ryan Carter	Supervisor

Also present were:

Dave deNagy	District Manager
Jonathan Johnson	District Counsel (by phone)

FIRST ORDER OF BUSINESS

Roll Call

Mr. deNagy called the meeting to order at 10:00 a.m.

SECOND ORDER OF BUSINESS

Review and Ranking of Audit Proposals

Mr. deNagy stated the board serves as the audit committee to evaluate the proposals that came in for audit services. We received five proposals. I have taken the liberty of going through and evaluating each of these proposals. The board can go through and score the proposals or you can adopt my scoring. The five proposers were Berger, Toombs; Carr, Riggs & Ingram; Grau & Associates; McDirmit Davis and Sexton & Schnoll. Our budget for audit services in fiscal year 2016 is \$2,700 to perform the fiscal year 2015 audit. We have asked for proposals for five years of service. All of the firms except Berger, Toombs provided their fees for the upcoming five years. I will start by going through price first. This is just based on the fiscal year 2015 proposal because Berger, Toombs only provided a proposal for fiscal year 2015. Berger, Toombs received 20 points for price, since they were the low bidder. Grau & Associates and Sexton & Schnoll received 19.3 points for price. Carr, Riggs & Ingram and McDirmitt Davis got 17 points for price. As you can see on the evaluation criteria, there are five criteria. We have ability of personnel, proposers experience, understanding the scope of work, ability to provide the required services and price. I have given all of the firms, except Sexton & Schnoll, 20 points for ability

of personnel. Looking at the proposal from Sexton & Schnoll it was kind of a minimal resume. They have done some municipal work but no CDD work. I gave Sexton & Schnoll five points, since they haven't done any CDD work. For understanding the scope of work, everyone received 20 points, except for Sexton & Schnoll, who received 15 points. For ability to furnish the required services, I gave Carr, Riggs & Ingram and McDirmit Davis 20 points. I gave Berger, Toombs and Grau & Associates 15 points because our accountants like working with Carr, Riggs and McDirmit Davis. Sexton & Schnoll received 10 points. Carr, Riggs & Ingram and McDirmit Davis received 97 points. Berger Toombs received 95 points. Grau & Associates received 94.3 points and Sexton & Schnoll received 64.3. With the tie between Carr, Riggs & Ingram and McDirmit Davis I would recommend you rank Carr, Riggs & Ingram as the number one proposer. They stay with the \$2,500 a year for all five years.

On MOTION by Mr. Carter seconded by Mr. Bradshaw with all in favor Ranking Carr, Riggs & Ingram as the #1 Ranked Audit Proposer, McDirmit Davis as #2 and Berger, Toombs as #3 was approved.

THIRD ORDER OF BUSINESS **Other Business**
 There being none, the next item followed.

TWELFTH ORDER OF BUSINESS **Adjournment**

On MOTION by Mr. Mitchell seconded by Mr. Bradshaw with all in favor the Meeting was adjourned.