

MINUTES OF MEETING
OTC COMMUNITY DEVELOPMENT DISTRICT

The OTC Community Development District audit committee met on Wednesday, May 10, 2017 at 10:30 a.m. at the offices of England-Thims & Miller, 14775 Old St. Augustine Road, Jacksonville, Florida.

Present and constituting a quorum were:

Sue Harker	Vice Chairperson
Jessica Moreno	Supervisor
Michelle Pierce	Supervisor

Also present were:

Jim Perry	District Manager
Roy Van Wyk	Hopping Green & Sams (by phone)

FIRST ORDER OF BUSINESS

Roll Call

Mr. Perry called the meeting to order at 10:30 a.m.

SECOND ORDER OF BUSINESS

Review and Selection of Audit RFP Criteria

Mr. Perry stated an audit committee would need to meet and approve the criteria for the RFP's that will come in. There are four criteria that are required by statute: the ability of personnel, proposers experience, understanding the scope of work, and ability to furnish the required services. There is also the option of adding price in addition to such criteria. What this board has done before is adopted each of those criteria and weighted them equally at twenty points each. That is what we recommend. When we go into the regular meeting we will ask the board to approve the recommendation of the audit committee. The audit committee would approve the evaluation criteria of five criteria, each equally weighted at twenty points.

On MOTION by Ms. Harker seconded by Ms. Moreno with all in favor the evaluation criteria of five criteria, each equally weighted at twenty points, was approved.
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THIRD ORDER OF BUSINESS

Other Business

There being none, the next item followed.

FOURTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Pierce seconded by Ms. Moreno with all in favor the meeting was adjourned.