

MINUTES OF MEETING  
COQUINA SHORES COMMUNITY DEVELOPMENT DISTRICT

An Audit Committee meeting of the Coquina Shores Community Development District was held Thursday, October 19, 2023 at 2:00 p.m. at the Hilton Garden Inn Palm Coast Town Center, 55 Town Center Boulevard, Palm Coast, Florida 32164.

Audit Committee Members Present were:

Blaz Kovacic  
Danielle Simpson  
Aaron Lyman  
Chris Hill  
Preston Doub

Also present were:

Jim Oliver	District Manager
Wes Haber <i>by phone</i>	District Counsel
Scott Lockwood <i>by phone</i>	District Engineer

The following is a summary of the discussions and actions taken at the October 19, 2023 audit committee meeting.

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Oliver called the meeting to order.

**SECOND ORDER OF BUSINESS**

**Review and Ranking of Proposals Received  
in Response to RFP for Audit Services**

Mr. Oliver informed the Board proposals from two different firms were received in response to the RFP for audit services. Those firms are Berger Toombs Elam Gaines & Frank and Grau & Associates. He provided the total score he gave to each firm, 100 points to Grau & Associates and 91.4 points to Berger Toombs. Both received 20 points for ability of personnel, understanding of scope of work, and ability to furnish the required services. Grau & Associates proposed the lowest fee, \$17,000 for all five years, and therefore received 20 points. Berger Toombs proposed \$22,100 for all five years and received 15.4 points. For proposer's experience, Grau & Associates was given 20 points and Berger Toombs was given 16 points as they have submitted several audits late this year.

There was no objection from the committee on accepting Mr. Oliver's scores.

On MOTION by Mr. Lyman seconded by Mr. Kovacic with all in favor ranking Grau & Associates #1 with 100 points and Berger Toombs Elam Gaines & Frank #2 with 91.4 points was approved.

**THIRD ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**FOURTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Simpson seconded by Mr. Hill with all in favor the meeting was adjourned.