

**MINUTES OF MEETING  
LIVE OAK LAKE COMMUNITY DEVELOPMENT DISTRICT**

The Audit Committee meeting of the Live Oak Lake Community Development District was held Wednesday, November 6, 2019, at 2:30 p.m. at the District Office, 313 Campus Street, Celebration, Florida 34747.

Present and constituting a quorum were:

Scott Stearns	Chairman
Jose Rios	Vice Chairman
Kimberly Locher	Assistant Secretary

Also present were:

Kristen Suit	District Manager
Sarah Sandy	District Counsel (via phone)
Nicole Stadler	District Engineer

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Suit called the meeting to order noting a quorum is present.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Review of RFP Evaluation Criteria**

Ms. Sandy stated the main item for the Committee to consider is whether or not to include price in your evaluation criteria. If you do not include it, we can negotiate after the fact. If you do include it, the auditors will include price as part of their proposals, but when selecting an auditor price cannot be the only consideration.

Mr. Stearns stated I am fine with the criteria proposed; I do not see an issue.

On MOTION by Mr. Stearns seconded by Ms. Locher, with all in favor, the RFP evaluation criteria was approved.
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**FOURTH ORDER OF BUSINESS**

**Authorization to Proceed with RFP**

Ms. Suit stated the next item is authorization to proceed with the RFP with a due date of November 22, 2019.

Mr. Stearns asked is that enough time?

Ms. Sandy responded typically it is a two-week turnaround.

Ms. Suit stated it is standard practice for the auditors.

Mr. Stearns stated make it the 27<sup>th</sup>.

Ms. Sandy stated you can approve it subject to providing the date that works with the advertising schedule.

On MOTION by Ms. Locher seconded by Mr. Rios, with all in favor, authorization to proceed with the RFP subject to revising the due date to work with the advertising schedule was approved.

**FIFTH ORDER OF BUSINESS**

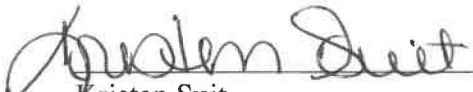
**Audience Comments**


There being none, the next item followed.

**SIXTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Stearns, seconded by Ms. Locher, with all in favor, the Audit Committee meeting was adjourned.

  
Kristen Suit  
Secretary

  
M. Scott Stearns  
Chairman