

**MINUTES OF MEETING  
TRANQUILITY  
COMMUNITY DEVELOPMENT DISTRICT**

The Audit Committee meeting of the Board of Supervisors of the Tranquility Community Development District was held on Wednesday, **October 11, 2023** at 2:00 p.m. at 5445 S. Washington Ave. Floor, Titusville, Florida.

Present and constituting a quorum were:

Kenneth Belshe  
William Livingston  
David Lusby

Vice Chairman  
Assistant Secretary  
Assistant Secretary

Also, present were:

Jeremy LeBrun  
Rodney Honeycutt  
David Rothman *by phone*  
Nika Hosseini *by phone*

GMS, Manager  
District Engineer, Honeycutt & Associates  
Bryant Miller Olive, PA  
Cobb Cole Attorneys

*The following is a summary of the discussions and actions taken at the October 11, 2023 Tranquility Community Development District's Audit Committee Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. LeBrun called the meeting to order at 2:00 p.m. Three Board members were in attendance constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Mr. LeBrun stated that there were only Board members and staff in attendance.

**THIRD ORDER OF BUSINESS                      Audit Services**

**A. Approval of Request for Proposals and Selection Criteria**

Mr. LeBrun stated this starts on page 32 of the agenda. As part of the requirements for Community Development Districts, they are required to undergo a third-party financial audit each year. He noted previously the Board of Supervisors appointed an Audit Committee which consisted of the Board with Mr. Ken Belshe as the Chair. This is approval of the request for proposals and selection criteria. In the agenda, there is an actual request for proposal and the selection criteria. This is what the Audit Committee will use to rank the proposals that come in and also the requests for proposals.

Mr. Livingston asked if Monday October 30<sup>th</sup> will be left as the due date. Mr. LeBrun stated that is typically the time window that we can get responses back. He noted they publicly announce the request for proposals and then will get those responses back. You guys will approve that request for proposal and also the selection criteria which shows the points that the Audit Committee will use to rank the proposals that come in and ultimately select their number one candidate to perform the audit.

On MOTION by Mr. Lusby, seconded by Mr. Livingston, with all in favor, the Request for Proposals and Selection Criteria, was approved.

**B. Approval of Notice of Request for Proposals for Audit Services**

Mr. LeBrun stated this is on page 37 of the electronic agenda and is the actual notice that will be advertised per statute and publicly announced that we are accepting proposals for the Audit of the Tranquility Community Development District Fiscal Year 2023.

On MOTION by Mr. Belshe, seconded by Mr. Livingston, with all in favor, the Notice of Request for Proposals for Audit Services, was approved.

**C. Public Announcement of Opportunity to Provide Audit Services**

Mr. LeBrun stated they will publicly announce the opportunity for any qualified auditing firm to respond to the RFP and will advertise it per statute. We will bring those responses back to the Board at the next meeting for the Audit Committee to review and make their number one selection based on the criteria that was just approved. Mr. Livingston asked when the audit has to

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be and if a special meeting will be scheduled. Mr. LeBrun stated typically in June and we will align everything with the already scheduled meetings and get those in so the Board has time to review it as part of the scheduled meeting.

**FOURTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Lusby, seconded by Mr. Belshe, with all in favor, the meeting was adjourned.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman