

**MINUTES OF MEETING
BISCAYNE DRIVE ESTATES
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Biscayne Drive Estates Community Development District was held on December 16, 2022 at 12:00 p.m. at Lennar Homes, 5505 Blue Lagoon Drive, Miami, Florida.

Present and constituting a quorum were:

Teresa Baluja
Marc Szasz
Vanessa Perez

Chairperson
Assistant Secretary
Assistant Secretary

Also present were:

Luis Hernandez
Michael Pawelczyk

District Manager
District Counsel (via goto meeting)

FIRST ORDER OF BUSINESS

Roll Call

Mr. Hernandez called the meeting to order, and called the roll.

SECOND ORDER OF BUSINESS

**Approval of Minutes of the
September 16, 2022 Meeting**

Mr. Hernandez: The next item on the agenda we have is Approval of the Minutes of the September 16, 2022 Meeting. A copy of the minutes has already been provided to the Supervisors. Unless anyone has any comments corrections, additions, or deletions, in regards to the minutes, a motion to approve them would be in order.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the Minutes of the September 16, 2022 Meeting were approved as-presented.

THIRD ORDER OF BUSINESS

**Appointment of Audit Selection
Committee**

Mr. Hernandez: Next we need to consider appointing an Audit Selection Committee. The recommendation from staff is to appoint the entire Board of Supervisors

to act as the Audit Selection Committee so that we can address the entire Audit Selection Committee Meeting process today. With that being said, I will just need a motion to appoint the entire CDD Board to act as the Audit Selection Committee.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the Biscayne Drive Estates CDD Board was appointed to act as the Audit Selection Committee.

Audit Selection Committee Meeting

A. Opening Audit Selection Committee Meeting

Mr. Hernandez: Now we are moving into the Audit Selection Committee Meeting, so the first action that I will need is going to be a motion to open the Audit Selection Committee Meeting.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the Audit Selection Committee Meeting was opened.

B. Roll Call

Mr. Hernandez: Now I will just indicate that for the record, present and acting as our Audit Selection Committee we have Teresa Baluja, Marc Szasz, and Vanessa Perez.

C. Ratification of Criteria for Evaluation

Mr. Hernandez: The next action that I will need from the Audit Selection Committee is a motion ratifying the criteria for evaluation that is going to be used for selecting an auditing firm. There are five points that are being presented. Four of them are specifically from the Florida Statutes, while the fifth is price, so the Audit Selection Committee will be able to use that as part of the criteria.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the criteria for evaluation was ratified.

D. Ratification of RFP

Mr. Hernandez: At the same time, the District has already advertised the RFP so that we would be able to undertake and finalize the entire Audit Selection Committee process today. So, the next item that I will need from the Audit Selection Committee is a motion to ratify the RFP that the District has already advertised.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the RFP that the District advertised was ratified.

E. Ranking of Respondents to the RFP

Mr. Hernandez: At this point, I need to indicate for the record that we received only one proposal from one auditing firm, which is Grau & Associates. The District has advertised and several firms were informed about the RFP. There are a few options the Audit Selection Committee can consider. One is to scratch the entire process and go through it again to try to get a response from other firms. Or, the second option is to accept the proposal that we did receive from Grau & Associates. By accepting their proposal, you would be ranking them to be the #1 choice. With that being said, it is up to the Audit Selection Committee as to what you would like to do.

Ms. Baluja: I think we can accept it.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the respondents to the RFP were ranked as follows: 1) Grau & Associates.

F. Adjournment

Mr. Hernandez: And last, a motion to adjourn the Audit Selection Committee Meeting, so that we can move back into the regular CDD Board meeting.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the Audit Selection Committee Meeting was adjourned.

FOURTH ORDER OF BUSINESS

Selection of Audit Firms

Mr. Hernandez: So, this is one of those examples of when we may have several roles. The CDD Board was just acting as the Audit Selection Committee, and now we are back to the regular meeting. So, now I need to inform the CDD Board of Supervisors that the Audit Selection Committee has ranked Grau & Associates as the #1 choice, which will therefore also allow the District to enter into an engagement letter with Grau & Associates if the Board were to approve the recommendation given to us by the Audit Selection Committee.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the Board accepted the Audit Selection Committee's recommendation and ranking of Grau & Associates as the #1 choice and authorized staff to obtain an engagement letter to be signed by the appropriate District officials.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Hernandez: Moving on to Staff Reports, Mike?

Mr. Pawelczyk: I don't have anything to report for Biscayne Drive Estates.

B. Engineer

There not being any report, the next item followed.

C. Manager

There not being any report, the next item followed.

SIXTH ORDER OF BUSINESS

Financial Reports

A. Acceptance of Revised Funding Request #6

Mr. Hernandez: Next we have the Financial Reports. Behind tab A, we have Acceptance of Revised Funding Request #6.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, Revised Funding Request #6 was accepted.

B. Acceptance of Check Register

C. Acceptance of Combined Balance Sheet

Mr. Hernandez: Then, we have Acceptance of Check Register behind tab B, and Acceptance of Combined Balance Sheet behind tab C. Unless anyone has any questions, I will be asking the Board for a motion to accept those, as well.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the Check Register and the Combined Balance Sheet were accepted.

**SEVENTH ORDER OF BUSINESS Supervisors Requests and
Audience Comments**

Mr. Hernandez: Are there any Supervisor's requests? Hearing none, I just want to indicate for the record that we have no audience with us today for comments.

EIGHTH ORDER OF BUSINESS Adjournment

Mr. Hernandez: With no other District business to discuss, a motion to adjourn the meeting would be in order at this time.

On MOTION by Ms. Baluja seconded by Ms. Perez with all in favor, the meeting was adjourned.



Secretary /Assistant Secretary



Teresa Baluja (Mar 17, 2023 16:07 EDT)

Chairman / Vice Chairman

12-16-22Minutes-BiscayneDriveEstates

Final Audit Report

2023-03-17

Created:	2023-03-17
By:	Luis Hernandez (lhernandez@gmssf.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA5raVG4e5f8nDoBlJMo966Iain0JltPyu

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