

***TIFA***

*JANUARY 12, 2017*

# *AGENDA*

**TIFA LLC MEETING AGENDA**  
**January 12, 2017**  
**11:00 a.m.**  
**MEETING LOCATION**  
**CITY OF TITUSVILLE**  
**WATER RESOURCES**  
**2836 GARDEN STREET – TITUSVILLE, FLORIDA**

**Roll Call**

**Action Items**

- I. Approval of the Minutes of the TIFA LLC Meeting of December 1, 2016  
(Presenter: James Perry)

**Financial Items and Reports**

- II. Ratification of Expenses Paid from Operating Account and Request for Reimbursement (Presenter: James Perry)

**Staff Reports / Informational Items**

- III. Update on Rail Trail Project (Presenter: Andy Jantzer)
- IV. Area IV Phase 2 Update (Presenter: Sean Stauffer)

**Other Business**

**Public Comment**

**Next Scheduled Meeting**

**Open Items**

**Adjournment**

*FIRST ORDER OF BUSINESS*

Date: January 12, 2017

To: TIFA LLC Management Committee

From: Sarah Sweeting, GMS, LLC

Subject: Approval of Minutes – December 1, 2016 TIFA LLC Meeting

**Summary Explanation & Background:** The draft minutes of the December 1, 2016 TIFA LLC meeting were previously circulated for review. The minutes of the TIFA LLC meeting are presented for review and approval. Since the draft minutes were circulated, on December 6, 2016 comments were received from Farnton Water Resources / Miami Corporation and on December 9, 2016, the City of Titusville stated they had no additional comments. No other comments have been received.

**Source of Funds:** This action requires no funds.

Minutes of TIFA LLC Meeting  
December 1, 2016  
11:00 a.m.  
City of Titusville Water Resources  
Mourning Dove Water Plant  
2836 Garden Street  
Titusville, Florida 32796

Persons in Attendance

Mike Brown, Miami Corporation, TIFA Management Committee Member  
Jim Ball, City of Titusville, TIFA Management Committee Member  
Sean Stauffer, City of Titusville, Water Resources Director  
Richard Broome, City of Titusville, City Attorney  
Andrew Jantzer, City of Titusville, Water Resources Deputy Director  
Anna Abreu-Ochoa City of Titusville  
David Fuechtman, Miami Corp. (by telephone)  
Barbra Goering, Farmton Water Resources (by telephone)  
Susan Pattock, Farmton Water Resources (by telephone)  
Pat Gagliardi, Farmton Water Resources (by telephone)  
Jim Perry, GMS LLC

Jim Perry conducted the meeting.

**Action Items**

**I. Approval of the Minutes of the TIFA LLC Meeting of October 20, 2016 (Presenter: James Parry)**

Member Brown moved to approve the October 20, 2016 meeting minutes. Member Ball concurred and the motion passed.

**II. Consideration of Audit Engagement Letter from Moore, Stephens, Lovelace, P.A. (Presenter: Pat Gagliardi)**

Ms. Gagliardi stated, the engagement letter is standard. There is a \$15,000 fee for the 2016 audit and the engagement letter requires approval by both members along with a \$5,000 deposit to be submitted at the same time. This is the final year of Moore, Stephens, Lovelace's three-year proposal. This summer, a new RFP will be submitted.

Member Ball moved to approve the engagement letter with Moore, Stephens, Lovelace to perform the 2016 audit. Member Brown concurred and the motion passed.

## Financial Items and Reports

### **III. Ratification of Expenses Paid from Operating Account and Request for Reimbursement (Presenter: James Perry)**

Mr. Perry stated, The expenses paid from operating account are attached and the request for reimbursement totals \$17,894.11.

Member Brown moved to ratify the expenses paid from the operating account and the request for reimbursement. Member Ball concurred and the motion passed.

### **IV. Presentation of 2017 Budget with Consideration of Approval (Presenter: James Perry)**

Mr. Perry stated, included in your package is the 2017 budget, which includes in a columnar format the actual revenues and expenditures for 2015, the budget for 2016, the forecast for 2016 and the budget to be approved today for fiscal year 2017. Also included are some projections and proformas for 2018 and 2019. The budget has been reviewed by both staff of Miami Corporation and the City of Titusville and as you can see it is starting to solidify and not have a lot of changes from what we are looking at on the actual numbers for this year. Just a couple of things to note in regard to the budget - it does consider that the 15 wells are in operation for the whole year with 2.75 MGD operationally. Also, you will see a slight change in the electric and that is a result of in 2016 WR-8 was out of service and Phase 2 was not fully operational at the beginning of the year. There is a large change in what we are asking for approval this year compared to what was budgeted in the prior year but this is based on actual runs and has been reviewed by the engineers. We hope after this year if the wells are all in service next year's budget will be pretty much perfunctory in regards to any material changes.

Member Ball stated, the water sales number is based on the expected capacity flow.

Mr. Perry stated, that is correct in regard to the revenues and the rate per thousand gallons. There are more detailed computations into rate of return and the water rates are 1¢ less per thousand gallons than the current year.

Mr. Stauffer stated, I want to let Miami Corp. know that Member Ball and I got a chance to speak prior to the meeting and talked about the budget and where it came from and went through some questions he had and I let him know that the city recommends approval. We have had a chance to go through it and it is the same form. One of the things I mentioned to Jim that is important is the cost of the water is down slightly from what we projected last year. Certainly, from the city's perspective we are definitely headed the right way.

Mr. Perry stated, also included is the balance sheet for TIFA along with the income statement and statement of cash flows. You will note in that too with the build out of the wellfields the asset base stays the same. The only thing that will fluctuate is the cash numbers.

Member Ball stated, I will attend the December 13<sup>th</sup> council meeting with Sean where he has to make a presentation regarding this and I will be supporting him and making an introduction to some of the new members along with Sean.

Member Brown asked is that something we need to attend as well?

Mr. Stauffer stated, you can come if you would like but it is not necessary. We have done this every year at the December meeting. I think since we have three new council members

I will be spending a little more time than I have in the last two years to give them an introduction as to what TIFA is. At least two of the new council members don't have any idea that we have TIFA. It is not required that you be there but we certainly welcome you if you would like to come by.

Member Ball moved to approve the fiscal year 2017 budget. Member Brown concurred and the motion passed.

### **Staff Reports/Informational Items**

#### **V. Update on Rail Trail Project (Presenter: Andy Jantzer)**

Mr. Jantzer stated, we didn't have a job conference last week. The north section is the section of interest that goes past the TIFA assets. It is still under partial agency review and approval status in the latter reaches of that. They did start some clearing and grubbing work from the south portions to the first storm crossing but they are not planning to proceed any further until they have all the agency approvals in place. The outstanding items is their engineer still needs to revise the equal lane crossing details in accordance with Miami Corp. comments to beef those up a bit. DOT concurs with that and now they just need to work out the details and possibly a change order negotiations between the contractor and DOT. The Corps of Engineers is a few weeks away from approval according to their engineer and the county is still working out some minor comments. Based on the way things are heading I expect them to be working in higher intensity in the north segment starting in January.

#### **VI. Area IV Phase 2 Update (Presenter: Sean Stauffer)**

Mr. Stauffer stated, the well drilling is complete there are no items to report on. For the pipeline well outfitting at this point all the wellheads have been replaced and all wells are operational. The repair went very well, Felix did really good work and things went very smoothly and also the Bac-T testing and clearing of the wells putting them back online that also went very smoothly. That portion of the project is done. They also had an opportunity to fix the fences and concrete while they were up there. We had some cracking issues, some warranty work and that is also taken care of. As far as the repainting we are waiting on a plan of action from Felix but we are looking at the repainting to occur in the January/February timeframe.

We had issues with WR-8 and 9 with salinity levels and we have been monitoring them weekly for chlorides and they are both up and running and it looks like the chlorides have stabilized. At this point things look good. We plan to monitor weekly to make sure that we have found a point of equilibrium to run them. Just to remind the members and the group that both 8 and 9 are where we had reduced the flows from each well. We had increased the flow at the other wells so we are still getting 2.75 MGD per day.

Member Ball stated, you had reference in the notes on November 1<sup>st</sup> about a new report. Have you just summarized that new report?

Mr. Staffer stated, for the chlorides, yes. The most recent ones we got were samples last week and things are looking good. We would like to see a couple of months stable before we consider this fixed.



**Other Business**

**Public Comment**

**Next Scheduled Meeting**

The next meeting will be January 12, 2017 at 11:00 a.m.

**Open Items**

**Adjournment**

Member Ball moved to adjourn the meeting at 11:14 a.m. Member Brown concurred and the meeting adjourned.

*SECOND ORDER OF BUSINESS*

**TIFA LLC  
INVOICE APPROVAL BY MANAGERS**

WHEREAS, the undersigned are the duly appointed and acting Managers of TIFA LLC, which operates pursuant to that certain Limited Liability Company Operating Agreement of TIFA LLC dated May 24, 2010 ("Operating Agreement"); and,

WHEREAS, at a duly called and noticed public meeting of the Managers as indicated below, the undersigned approved the contract and/or authorized the expenditure as indicated below, and further authorized the managers to execute the Invoice Approval by Managers form reflecting such authorized expenditures in order to process payments.

**Previous Authorizations**

TIFA Meeting Date	Approved	Total Contract or Expenditure Authorized
01/12/17	Imprest Account Reimbursement from Depository Account	See Attached

NOW, THEREFORE, the Managers of TIFA LLC, based upon the previous TIFA authorizations, approve the following payments:

Invoice Description	Total Amount	Pursuant to Previous TIFA Authorization Date	Invoice Payment
Transfer to imprest account at Northern Trust ending *8866	\$14,252.95	01/12/17	To be Paid by TIFA upon this approval

\*Note: Check 1188 made out to The Colinas Group was voided and reissued as check 1192.

Except as otherwise set forth herein, defined terms shall have the meaning set forth in the Operating Agreement. This Action may be executed in several counterparts, and all counterparts so executed shall constitute one Approval binding on all parties.

IN WITNESS WHEREOF, the undersigned represent and warrant that each is the duly authorized and appointed agent of TIFA LLC.

\_\_\_\_\_  
Mike Brown, Manager

\_\_\_\_\_  
Jim Ball, Manager

Date: \_\_\_\_\_, 2017

Date: \_\_\_\_\_, 2017

TIFA LLC  
Check Detail

November 22, 2016 through January 3, 2017

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	1191	12/05/2016	Florida Power & Li...		103.00 · Cash- Nort...	-4,649.43	-4,649.43
Bill	54213...	12/01/2016			511.00 · Utilities	-232.39	232.39
Bill	75317...	12/01/2016			511.00 · Utilities	-394.49	394.49
Bill	11526...	12/01/2016			511.00 · Utilities	-271.83	271.83
Bill	76646...	12/01/2016			511.00 · Utilities	-343.76	343.76
Bill	74008...	12/01/2016			511.00 · Utilities	-371.86	371.86
Bill	54996...	12/01/2016			511.00 · Utilities	-312.53	312.53
Bill	47893...	12/01/2016			511.00 · Utilities	-359.53	359.53
Bill	32610...	12/01/2016			511.00 · Utilities	-471.90	471.90
Bill	18790...	12/01/2016			511.00 · Utilities	-560.56	560.56
Bill	83665...	12/01/2016			511.00 · Utilities	-230.01	230.01
Bill	73681...	12/01/2016			511.00 · Utilities	-224.50	224.50
Bill	82400...	12/01/2016			511.00 · Utilities	-227.92	227.92
Bill	40983...	12/01/2016			511.00 · Utilities	-176.88	176.88
Bill	24869...	12/01/2016			511.00 · Utilities	-221.51	221.51
Bill	09060...	12/01/2016			511.00 · Utilities	-249.76	249.76
TOTAL						-4,649.43	4,649.43
Bill Pmt -Check	1192	12/05/2016	The Collinas Group		103.00 · Cash- Nort...	-3,500.00	-3,500.00
Bill	O-862-1	10/17/2016			502.04 · Hydrogeolo...	-3,500.00	3,500.00
TOTAL						-3,500.00	3,500.00
Check	1193	12/19/2016	Cardmember Service		103.00 · Cash- Nort...	-1,982.43	-1,982.43
TOTAL					203.50 · Northern Tr...	-1,982.43	1,982.43
Bill Pmt -Check	1194	12/19/2016	CPH		103.00 · Cash- Nort...	-406.35	-406.35
Bill	100653	11/11/2016			501.50 · O&M Parts ...	-406.35	406.35
TOTAL						-406.35	406.35

TIFA LLC

Check Detail

November 22, 2016 through January 3, 2017

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	1195	12/19/2016	The City of Titusville		103.00 · Cash- Nort...		-3,304.74
Bill	R-321	11/02/2016			501.00 · O&M Oper...	-409.83	409.83
Bill	R-380	11/03/2016			501.00 · O&M Oper...	-268.87	268.87
Bill	R-322	11/04/2016			501.00 · O&M Oper...	-174.90	174.90
Bill	R-323	11/07/2016			501.00 · O&M Oper...	-190.56	190.56
Bill	R-331	11/08/2016			501.00 · O&M Oper...	-268.87	268.87
Bill	R-324	11/09/2016			501.00 · O&M Oper...	-315.85	315.85
Bill	R-325	11/14/2016			501.00 · O&M Oper...	-221.88	221.88
Bill	R-326	11/16/2016			501.00 · O&M Oper...	-284.53	284.53
Bill	R-382	11/18/2016			501.00 · O&M Oper...	-535.12	535.12
Bill	R-327	11/21/2016			501.00 · O&M Oper...	-127.91	127.91
Bill	R-328	11/23/2016			501.00 · O&M Oper...	-253.21	253.21
Bill	R-329	11/30/2016			501.00 · O&M Oper...	-253.21	253.21
TOTAL						-3,304.74	3,304.74
Bill Pmt -Check	1196	12/19/2016	Versa Integrity Gro...		103.00 · Cash- Nort...		-2,110.00
Bill	16-2841	10/20/2016			501.50 · O&M Parts ...	-2,110.00	2,110.00
TOTAL						-2,110.00	2,110.00
Bill Pmt -Check	1197	01/03/2017	Water Werks, Inc.		103.00 · Cash- Nort...		-1,800.00
Bill	1064	12/20/2016			501.50 · O&M Parts ...	-1,800.00	1,800.00
TOTAL						-1,800.00	1,800.00