

Minutes of TIFA LLC Meeting  
February 16, 2017  
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)  
Susan Paddock, Farmton Water Resources (by telephone)  
Pat Gagliardi, Farmton Water Resources (by telephone)  
Helen Hutchens, 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 January 12, 2017 (Presenter: James Perry)**

Member Brown moved to approve the minutes of the January 12, 2017 meeting. Member Ball concurred and the motion passed.

**II. Consideration of CJNW Tax Engagement Letter (Presenter: Pat Gagliardi)**

Ms. Gagliardi stated, we have the engagement letter attached for the Florida Tangible Personal Property Tax return preparation. The engagement letter is pretty much identical to the one from last year and the fees are coming in at the same rate as last year. If the managers both approve, they can sign the letter and GMS can get it back to CJNW, then they will start working on that within the next month. This is the last year that we are going to have a few adjustments yet to the values of our assets from Phase 2 of the wellfield and then going forward it should be pretty much status quo. The team can talk about going forward if we still need to have an outside accounting firm handle this or if this is something we might be able to handle in-house, but that will be a discussion for next year.

Member Ball asked are the fees what was budgeted?

Ms. Gagliardi stated, yes.

Member Ball moved to approve the engagement letter with CJNW to prepare the tax return. 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, item three is ratification of expenses from the operating account and request for reimbursement. Under Tab III those costs total \$17,321.77 the bulk of those are for FP&L and City of Titusville and you have the register in regard to those invoices.

Member Ball asked is this consistent with what was expected and budgeted and is there anything unusual?

Mr. Stauffer stated, there is nothing unusual.

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

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

#### **IV. Discussion of Insurance Premiums and Budgeted Premiums (Presenter: Helen Hutchens)**

Ms. Hutchens stated I apologize for the late arrival but we received a quote for the general and liability insurance, which will renew on March 21<sup>st</sup>, which we expect to be before the next manager's meeting. We have submitted the application and received a quote back from our insurance and the coverages are unchanged from the prior year. All coverage levels remain the same and the overall premium only went up about \$200. We are looking at a basically a flat renewal and the renewal amounts for this policy are within our budgeted amount.

Member Ball moved to approve Helen Hutchens to bind the insurance coverage with the premiums in the amount of \$23,670. Member Brown concurred and the motion passed.

Ms. Hutchens stated, there is one additional premium that is going to renew is April, which is the property package. We will look at the coverage on that and the application for that within the next month. We are going to be looking at whether we need to do any additional exposure of the package through GMS for the next policy period. We will compare the coverages available through our insurance broker and through their insurance broker and we will report back to the managers.

**V. Discussion of Contract Renewals and Terms (e.g. annual audit services) (Presenter Susan Pattock/Helen Hutchens)**

Ms. Pattock stated, we have had a discussion because we have several contracts that are on three year terms and they are coming up for renewal. They are audit services, GMS and Terra Blue contracts and the question was raised if the managers would be willing to do one year extensions if we are happy with the service of the providers that we maybe do two one-year extensions on each of these instead of going out for proposals or rebid. It is consistent with what the city's procedures are and Farnton would be agreeable to them as well obviously, as long as we are satisfied with the services of the current providers. We wanted to talk through that procedure with the managers to make sure you were in agreement on following that plan. Are you okay with us taking that approach?

Member Brown asked are you guys happy?

Mr. Stauffer stated, yes I kind of proposed this because we have three year contracts with a number of groups and some of those are coming to the end of the three years and the way the city handles it is with a three year contract with the option of two additional years. It kind of gives you the best of both worlds you have a contract you can award but also if you like them you can extend that period so there is less work for staff.

Member Ball asked are those option years priced? Do you get three-year pricing?

Mr. Stauffer stated, yes. It works well for the city so I offered it to see what the managers thought.

Member Brown moved to approve two one-year renewals for the three contracts being the auditor, GMS and Terra Blue. Member Ball concurred and the motion passed.

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

Mr. Jantzer stated, the north segment is still being held up for permitting they were expecting before the end of the year to get Corps of Engineer approval that is still not issued and that relates to wetlands and stormwater work. The project engineer feels that approval is still eminent but they don't have it yet. As a result they are working on segments where there is no intrusion on permit scope. Basically they are clearing, grubbing, limerock placement and compaction but not near storm crossings. Right now the job is a little bit broken up that way. They are planning on doing a two week look ahead and plan to start paving as soon as two weeks some of segments. This is the city's first round of experience with paving with the water main and fiber optic utilities underneath the rail trail and the way they are doing the construction is to do their placement and compaction of the limerock and after that then they determine what pull boxes needs to be raised. As a result it looks like there is a short period of time between when we get notified of pull box locations and needs and when the paving is scheduled and we have to go before the paving. We are waiting to see how this works. Now are field ----- crews are able to respond to this request because it is a special project that will be ongoing for a while.

In the south segment as an update they are working on some of the stormwater crossings and driveway crossings.

Member Ball asked if those utilities and fiber optics are in some sort of casing, conduit type thing that you can pull from one pull box to the next? We have no expectation that we are going to have to dig in the pavement to fix something someday do we? Why is this the city's first experience with this?

Mr. Jantzer stated it will be the first experience with raising the pull boxes with this project and the fiber optic is in duct conduit but it will be covered in locations with pavement of the rail trail. It was kind of expected from the beginning because the corridor itself is very narrow and they had to fit a whole rail trail in addition to the utilities and our water main is down there too. If we do end up needing to do maintenance excavation in the future it is likely we will be doing pavement removal and replacement as part of that as well just because it is such a narrow space.

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

Mr. Stauffer stated, as we are all aware construction is done with the project. I did receive word from Felix that they will be completing the painting next week. They are scheduled to arrive on the 20<sup>th</sup> they expect that work to be finished by that Friday. I want to remind everybody we had some areas of rust so they will be taking the paint off, cleaning it up and putting on a topcoat. At my last update we provided that we were still discussing the plan of action and the newest proposal from Felix was reviewed and approved by both TIFA staff as well as the engineer of record, CPH. We have agreed on a plan and will move forward with the painting next week.

Member Ball asked are chloride levels and production rates all as expected?

Mr. Stauffer stated, WR 9 has very stable to declining chlorides all the other wells appear fine and WR 8 is still experiencing some fluctuations in chlorides. We are looking at some options talking about what sort of steps we may recommend to the board and there will be more to discuss on that at the next meeting.

Member Ball asked you are still getting your production rates?

Mr. Stauffer stated, yes.

Member Brown asked what is our sampling frequency on WR 8 and WR 9?

Mr. Staffer stated, on 8 and 9 we are looking at them weekly.

Member Ball asked I'm going to ask you to routinely update us on that because it was an issue. I know you would flag it if it was a real problem but for a comfort level it will only take you a few moments.

Mr. Staffer stated, I will make that a topic of each meeting.

## **Other Business**

## **Public Comment**

### **Next Scheduled Meeting**

The next meeting will be held March 23, 2017 at 11:30 a.m. in the same location.

### **Open Items**

### **Adjournment**

Member Brown moved to adjourn the meeting at 11:16 a.m. Member Ball concurred and the meeting adjourned.

Fill in blank at 11:14 because I have no idea what he was saying