

TIFA

MARCH 26, 2020

AGENDA

TIFA LLC MEETING AGENDA
March 26, 2020
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 February 27, 2020
(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

Other Business

Public Comment

Next Scheduled Meeting

Open Items

Adjournment

FIRST ORDER OF BUSINESS

Date: March 26, 2020

To: TIFA LLC Management Committee

From: Sarah Sweeting, GMS, LLC

Subject: Approval of Minutes – March 26, 2020 TIFA LLC Meeting

Summary Explanation & Background: The draft minutes of the February 27, 2020 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 March 5, 2020 comments were received from Farnton Water Resources / Miami Corporation. The City of Titusville indicated they had no further comments. No other comments have been received.

Source of Funds: This action requires no funds.

Minutes of TIFA LLC Meeting
February 27, 2020
11:30 a.m.
City of Titusville Water Resources
Mourning Dove Water Plant
2836 Garden Street
Titusville, Florida

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
Gene DeMayo, City of Titusville
Susan Paddock, Farmton Water Resources (by telephone)
Pat Gagliardi, Farmton Water Resources (by telephone)
Farlen Halikman, Moore Stephens Lovelace, P.A.
Jim Perry, GMS LLC

Jim Perry conducted the meeting.

Roll Call

Action Items

I. Approval of the Minutes of the TIFA LLC Meeting of January 23, 2020

Member Brown moved to approve the January 23, 2019 meeting minutes as presented. Member Ball concurred and the motion passed.

Financial Items and Reports

II. Presentation of the TIFA LLC Draft Audit Report (Presenter: Farlen Halikman)

Mr. Halikman reviewed the fiscal year 2019 audit and indicated that it was a clean report. The financial statements are presented fairly in accordance with general accepted accounting principles and there were no material weaknesses or deficiencies.

Member Ball moved to accept the fiscal year 2019 audit report. Member Brown concurred and the motion passed.

III. Presentation of the Management Representation Letter (Presenter: Farlen Halikman)

Mr. Halikman stated the management representation letter was emailed to you and upon your signing the management representation letter I am prepared to issue the audit as drafted.

IV. Presentation of the TIFA LLC Tax Return (Presenter: Farlen Halikman)

Mr. Halikman stated the tax return has the exact numbers as the audit with one difference of about \$60,000 that is a book/tax difference in depreciation methods. There is a form that needs a signature that allows us to electronically file the return.

Member Ball moved to approve the TIFA LLC tax return for 2019. Member Brown concurred and the motion passed.

Members Brown and Ball executed the management representation letter and the tax return Form 8879-PE and Mr. Halikman left the meeting at this time.

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

Member Ball moved to ratify the expenses paid from the operating account and request for reimbursement in the amount of \$5,354.82. Member Brown concurred and the motion passed.

VI. Consideration of Capital Distribution Notice (Presenter: Pat Gagliardi)

Member Ball moved to approve the capital distribution notice in the total amount of \$220,000; \$110,000 to each member. Member Brown concurred and the motion passed.

Staff Reports/Informational Items

VI. Consideration of Lawnmower Purchase Proposal (Presenter Sean Stauffer)

Member Ball moved to approve the purchase of a 52” commercial grade riding lawnmower from Bucks Lawnmower Shop in Titusville in the amount of \$6,162.34. Member Brown concurred and the motion passed.

Other Business

Public Comment

Next Scheduled Meeting

The next meeting is scheduled for March 26, 2020 at 11:00 a.m.

Open Items

Adjournment

Member Ball moved to adjourn the meeting at 11:48 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
03/26/2020	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	\$10,969.32	03/26/2020	To be Paid by TIFA upon this approval

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: _____, 2020

Date: _____, 2020

TIFA LLC
Check Detail
February 20 through March 18, 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	1307	02/24/2020	Pace Analytical, LLC		103.00 · Cash- Nort...		-1,140.00
Bill	20353...	02/13/2020			501.50 · O&M Parts ...	-380.00	380.00
Bill	20353...	02/14/2020			501.50 · O&M Parts ...	-760.00	760.00
TOTAL						-1,140.00	1,140.00
Bill Pmt -Check	1308	02/24/2020	The City of Titusville		103.00 · Cash- Nort...		-1,373.57
Bill	1-2020	01/02/2020			501.00 · O&M Oper...	-288.89	288.89
Bill	2-2020	01/03/2020			501.00 · O&M Oper...	-306.88	306.88
Bill	3-2020	01/08/2020			501.00 · O&M Oper...	-180.96	180.96
Bill	4-2020	01/15/2020			501.00 · O&M Oper...	-234.92	234.92
Bill	5-2020	01/22/2020			501.00 · O&M Oper...	-180.96	180.96
Bill	6-2020	01/29/2020			501.00 · O&M Oper...	-180.96	180.96
TOTAL						-1,373.57	1,373.57
Bill Pmt -Check	1309	03/17/2020	The City of Titusville		103.00 · Cash- Nort...		-1,029.63
Bill	7-2020	02/05/2020			501.00 · O&M Oper...	-162.97	162.97
Bill	8-2020	02/12/2020			501.00 · O&M Oper...	-252.91	252.91
Bill	9-2020	02/19/2020			501.00 · O&M Oper...	-252.91	252.91
Bill	10-2020	02/26/2020			501.00 · O&M Oper...	-360.84	360.84
TOTAL						-1,029.63	1,029.63
Bill Pmt -Check	1310	03/17/2020	The Colinas Group		103.00 · Cash- Nort...		-2,000.00
Bill	O-869-4	03/12/2020			508.00 · Wetland M...	-2,000.00	2,000.00
TOTAL						-2,000.00	2,000.00
Bill Pmt -Check	ACH0...	03/17/2020	Florida Power & Li...		103.00 · Cash- Nort...		-5,426.12
Bill	76646...	03/02/2020			511.00 · Utilities	-431.08	431.08
Bill	75317...	03/02/2020			511.00 · Utilities	-463.72	463.72
Bill	74008...	03/02/2020			511.00 · Utilities	-480.88	480.88
Bill	54996...	03/02/2020			511.00 · Utilities	-432.81	432.81
Bill	54213...	03/02/2020			511.00 · Utilities	-268.26	268.26
Bill	47893...	03/02/2020			511.00 · Utilities	-450.31	450.31
Bill	32610...	03/02/2020			511.00 · Utilities	-594.21	594.21
Bill	18790...	03/02/2020			511.00 · Utilities	-601.47	601.47
Bill	11526...	03/02/2020			511.00 · Utilities	-248.13	248.13
Bill	09060...	03/02/2020			511.00 · Utilities	-240.35	240.35

TIFA LLC
Check Detail
February 20 through March 18, 2020

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Item</u>	<u>Account</u>	<u>Paid Amount</u>	<u>Original Amount</u>
Bill	24869...	03/02/2020			511.00 · Utilities	-247.50	247.50
Bill	40983...	03/02/2020			511.00 · Utilities	-235.83	235.83
Bill	62400...	03/02/2020			511.00 · Utilities	-244.34	244.34
Bill	73681...	03/02/2020			511.00 · Utilities	-243.11	243.11
Bill	83665...	03/02/2020			511.00 · Utilities	-244.12	244.12
TOTAL						-5,426.12	5,426.12