

TIFA

MARCH 28, 2019

AGENDA

TIFA LLC MEETING AGENDA
March 28, 2019
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 28, 2019
(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. Insurance Renewal Update (Presenter: Helen Hutchens)
- IV. Tangible Personal Property Returns (Presenter: Helen Hutchens)
- V. Well WR-8 Restoration Status (Presenter: Sean Stauffer)
- VI. Update on Rail Trail Project (Presenter: Andy Jantzer)

Other Business

Public Comment

Next Scheduled Meeting

Open Items

Adjournment

FIRST ORDER OF BUSINESS

Date: March 28, 2019

To: TIFA LLC Management Committee

From: Sarah Sweeting, GMS, LLC

Subject: Approval of Minutes – February 28, 2019 TIFA LLC Meeting

Summary Explanation & Background: The draft minutes of the February 28, 2019 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, 2019, the City of Titusville and Farmton Water Resources / Miami Corporation indicated they had no comments. No other comments have been received.

Source of Funds: This action requires no funds.

Minutes of TIFA LLC Meeting
February 28, 2019
11:30 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
Richard Broome, City of Titusville, City Attorney
Sean Stauffer, City of Titusville, Water Resources Director
Richard Crum, 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
David Fuechtman, Farmton Water Resources (by telephone)
Susan Pattock, 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 24, 2019 (James Perry)

Member Brown moved to approve the January 24, 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 audit and indicated that it is a clean report, and the financial statements are presented fairly in accordance with generally accepted accounting principles, there were no findings, no material weaknesses or deficiencies.

Member Ball moved to accept the fiscal year 2018 audit. Member Brown concurred and the motion passed.

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

Mr. Halikman stated, the only thing we need to finalize the audit is to sign the management representation letter.

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

Mr. Halikman stated, the tax return is also done.

Members Brown and Ball executed the management representation letter and tax return 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 \$20,662.95. Member Brown concurred and the motion passed.

VI. Consideration of Capital Distribution Notice (Presenter: David Fuechtman)

Mr. Fuechtman stated, as of December 31, 2018 we had a cash balance of \$422,094.70 less the agreed upon cash reserve of \$300,000 and have distributable cash of \$122,000 and the recommended distribution is \$120,000, \$60,000 to each of the members.

Member Ball moved to approve the capital distribution notice in the total amount of \$60,000 each. Member Brown concurred and the motion passed.

Staff Reports/Informational Items

VII. Well WR-8 Restoration Status (Presenter Sean Stauffer)

Mr. Stauffer stated, according to the chloride data it appears that WR-8 is still stable, the chlorides over the last 30 days ranged from a low of 96 to a high of 107 milligrams per liter and that is about the same range we have had for the last six months.

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

Mr. Jantzer stated, they have one more task to do, they have already located and raised the utilities, they are scheduling a paver to do final paving of the patch work and within two weeks it should be wrapped up and 100% on that work.

Other Business

Public Comment

Next Scheduled Meeting

The next scheduled meeting will be Thursday, March 28, 2019 and we would move it back to 11:00 a.m.

Open Items

Adjournment

Member Ball moved to adjourn the meeting at 11:49 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
03/28/2019	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	\$15,411.54	03/28/19	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: _____, 2019

Date: _____, 2019

TIFA LLC
Check Detail
February 23 through March 20, 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	ACH	03/20/2019	Florida Power & Li...		103.00 · Cash- Nort...		-5,411.54
Bill	11526...	03/01/2019			511.00 · Utilities	-247.11	247.11
Bill	54213...	03/01/2019			511.00 · Utilities	-267.40	267.40
Bill	75317...	03/01/2019			511.00 · Utilities	-472.31	472.31
Bill	09060...	03/01/2019			511.00 · Utilities	-238.91	238.91
Bill	24869...	03/01/2019			511.00 · Utilities	-256.82	256.82
Bill	40983...	03/01/2019			511.00 · Utilities	-235.98	235.98
Bill	62400...	03/01/2019			511.00 · Utilities	-241.50	241.50
Bill	73681...	03/01/2019			511.00 · Utilities	-244.33	244.33
Bill	83685...	03/01/2019			511.00 · Utilities	-235.46	235.46
Bill	18790...	03/01/2019			511.00 · Utilities	-624.74	624.74
Bill	32610...	03/01/2019			511.00 · Utilities	-609.31	609.31
Bill	47893...	03/01/2019			511.00 · Utilities	-441.29	441.29
Bill	54996...	03/01/2019			511.00 · Utilities	-400.12	400.12
Bill	74008...	03/01/2019			511.00 · Utilities	-480.50	480.50
Bill	76646...	03/01/2019			511.00 · Utilities	-415.76	415.76
TOTAL						-5,411.54	5,411.54
Bill Pmt -Check	1287	03/20/2019	Moore Stephens L...		103.00 · Cash- Nort...		-10,000.00
Bill	123172	01/31/2019			502.02 · Accounting	-5,000.00	5,000.00
Bill	123573	02/28/2019			502.02 · Accounting	-5,000.00	5,000.00
TOTAL						-10,000.00	10,000.00