

**Minutes of TIFA LLC Meeting**  
**March 20, 2013**  
**2:30 p.m.**  
**City of Titusville Water Resources**  
**Mourning Dove Water Plant**  
**2836 Garden Street**  
**Titusville, FL 32796**

**Persons in Attendance:**

Mike Brown, TIFA Management Committee Member  
Dwight Severs, TIFA Management Committee Member  
John Peterson, City of Titusville, Water Resources Manager  
Sean Stauffer, City of Titusville, Water Resources Director  
Richard Broome, Titusville City Attorney  
Barbara Goering, Farmton Water Resources, LLC  
Helen Hutchens, Miami Corp. (by phone)  
Pat Gagliardi, Farmton Water Resources, LLC (by phone)  
David Fuechtman, Farmton Water Resources, LLC (by phone)  
James Perry, GMS, Managing Director of North Florida Region  
Dave deNagy, GMS

James Perry conducted the meeting.

**Action Items:**

**I. Approval of the Minutes of TIFA LLC Meeting of February 20, 2013**

James Perry presented the minutes of the February 20, 2013 meeting. Member Severs moved to approve the minutes of the February 20, 2013 meeting. Member Brown concurred and the minutes were approved.

**Financial Items & Reports:**

**II. Approve Retention of CJN&W, Certified Public Accountants, P.A. to Prepare the 2012 Tangible Personal Property Tax Return for TIFA, LLC for a Cost Not to Exceed \$1,250.00**

Member Severs moved to approve the retention of CJN&W for preparation of the 2012 personal property tax return for a not to exceed amount of \$1,250.00. Member Brown concurred and the retention was approved.

### **III. Approve Renewal of Liability Insurance Policy for 2013-2014 - \$23,541.69**

Barbara Goering presented the renewal of the liability insurance policy for 2013/2014 for \$23,541.69. Member Severs moved to approve the renewal of liability insurance policy. Member Brown concurred and the renewal was approved.

### **IV. Approve Renewal of Property Insurance Policy for 2013/2014 Amount Not to Exceed \$20,000**

Barbara Goering presented the renewal of the property insurance policy for 2013/2014. Following discussion of budgeted funds, Member Severs moved to approve renewal of property insurance for an amount not to exceed the budgeted amount (\$15,905) plus the unexpended amount in the Miscellaneous amount. Member Brown concurred and the renewal was approved.

### **V. Ratification of Expenses Paid from Operating Account and Request for Reimbursement**

James Perry presented the expenses paid from the operating account totaling \$1,064.71. It is made up of FP&L billings of \$925.96 and \$138.75 for filing with the Department of State for the annual report. Member Severs moved to ratify the expenses paid from the operating account and request for reimbursement. Member Brown concurred and the expenses were ratified and request for reimbursement approved.

### **VI. Approve Northern Trust Account Removing "Treasury Passport" Option (\$150/Month)**

Member Severs moved to approve removing the Treasury Passport option from the Northern Trust account; this option costs \$150 per month. Member Brown concurred and removal of the Treasury Passport option was approved.

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

### **VII. Update of Area IV Phase 2**

Sean Stauffer presented an update as follows: Phase 2 well drilling bid was advertised in newspaper and loaded onto Demand Star on March 12<sup>th</sup>. A pre-bid meeting is scheduled for March 26<sup>th</sup> at City Hall, which will also include a site visit. The bid opening will be April 12<sup>th</sup>. Comments on Phase 2 raw water main and well outfitting 60% plans and specifications for plans have been provided to CPH. One set of the ERP permitting application and associated reports have been returned for final review before the permit application is submitted. Farmton and Miami Corp. have agreed on the well access routes. The total project has approximately ¾ of an acre of wetland impacts.

### **Other Business:**

None

**Public Comment:**

None

**Next Scheduled Meeting:**

Member Brown moved to approve scheduling next meeting for Wednesday, April, 24, 2013 at 2:30 p.m. at the City of Titusville, Water Resources, 2836 Garden Street, Titusville, Florida. Member Severs concurred and the meeting was approved.

**Open Items:**

**Adjournment:**

Member Severs moved to adjourn the meeting at 2:48 p.m. Member Brown concurred and the meeting was adjourned.