

***TIFA***

*APRIL 19, 2018*

# *AGENDA*

**TIFA LLC MEETING AGENDA**  
**April 19, 2018**  
**1:30 p.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 March 13, 2018  
(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. Well WR-8 Restoration Status (Presenters: Sean Stauffer)
- IV. Update on Rail Trail Project (Presenter: Andy Jantzer)

**Other Business**

**Public Comment**

**Next Scheduled Meeting**

**Open Items**

**Adjournment**

*FIRST ORDER OF BUSINESS*

Date: April 19, 2018

To: TIFA LLC Management Committee

From: Sarah Sweeting, GMS, LLC

Subject: Approval of Minutes – March 13, 2018 TIFA LLC Meeting

**Summary Explanation & Background:** The draft minutes of the March 13, 2018 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 22, 2018, the City of Titusville confirmed they had no comments and on March 26, 2018 Farnton 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  
March 13, 2018  
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  
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, Farmton Water Resources (by telephone)  
Susan Pattock, Farmton Water Resources (by telephone)  
Pat Gagliardi, Farmton Water Resources (by telephone)  
Helen Hutchens, Farmton Water Resources (by telephone)  
Terrance Wilson, Moore Stephens Lovelace, P.A.  
Jim Perry, GMS LLC

Jim Perry conducted the meeting.

**Roll Call**

Mr. Perry called the meeting to order at 11:30 a.m. and called the roll.

**Action Items**

**I. Approval of the Minutes of the TIFA LLC Meeting of February 15, 2018**

Member Ball moved to approve the February 15, 2018 meeting minutes. Member Brown concurred and the motion passed.

**Financial Items and Reports**

**II. Presentation of the TIFA LLC Audit Report (Terrance Wilson)**

Mr. Wilson gave an overview of the audit, which is considered a clean audit with no deficiencies or material weaknesses in internal controls, no difficulties encountered in performing the audit and no disagreements with management.

Mr. Wilson stated, pages 1 and 2 is the report that includes our opinion that states the financial statements are presented fairly in accordance with accounting principles generally accepted in the United States.

Member Ball moved to accept the TIFA LLC 2017 audit report. Member Brown concurred and the motion passed.

**III. Presentation of the Management Representation Letter (Terrance Wilson)**

Mr. Wilson stated, the management representation letter is the only thing we are waiting on to issue the audit report. Once we get a signed copy we will be able to issue.

Member Ball moved to accept the fiscal year 2017 audit report and authorized execution of the management representation letter. Member Brown concurred and the motion passed.

**IV. Presentation of the TIFA LLC Tax Return (Terrance Wilson)**

Mr. Wilson gave an overview of the tax return.

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

Member Brown moved to ratify the expenses paid from the operating account and request for reimbursement in the total amount of \$9,747.34. Member Ball concurred and the motion passed.

**Staff Reports/Informational Items**

**VI. Well WR-8 Restoration Status (Presenter: Sean Stauffer)**

Mr. Stauffer stated, I passed out some graphs prepared by Jim Boyd, the first graph shows the chloride concentrations from back plugging moving forward from the summer of 2017 to today and we have reduced the flows and the chlorides have continued to climb. The next graph is a shorter time period and Jim has added a trend line that shows a little more detail, flows decreasing and chlorides continue to increase. We had hoped the reduction in flows would help stabilize the chlorides but that hasn't occurred. We did see in WR-9 the well located close to WR-8 that a reduced flow stabilized the chlorides.

The current staff recommendation is to take another reduction in flows from WR-8 to see if that helps stem the tide, the proposed reduction is about a 19% decrease from where we are today. Currently we are getting about 154,000 gallons a day from the well and we recommend reducing that flow to 126,000 gallons per day. We have prepared a plan where the balance of that water will be shifted to the other 14 wells so the overall production from the wellfield is not going to change. If this reduction is approved the well will be operating at about 70% of its design capacity. We have cut it back but we are still getting a significant amount of what we hoped to get out of it.

Mr. Perry asked at what percentage would you deem it unusable or not efficient?

Mr. Stauffer stated, we would have to look at the investment and costs for maintenance and power. I don't think we are there yet and we are hoping the reduction in flow will change the chloride trend.

Member Ball asked with the permanent back plug was there any thought by Jim Boyd or anyone else that we need to investigate any other action besides reduction in flow?

Mr. Stauffer stated, when we did the back plug and the well was restarted the chlorides were quite low and it appeared that the back plug was successful. I think it was successful, but we still haven't found that equilibrium point. I'm sure if we hadn't back plugged the well the chlorides would be much higher than they are today. We have found a solution with the back plug, but I don't think we have solved all the problems. At this point I think reduction in flow is the best bet before we take more drastic action.

Member Ball asked does the increased flow get distributed evenly across the other 14 wells or do you pick a couple stronger performers?

Mr. Stauffer stated, there is a metric we created that looks at chlorides versus draw down and the better wells, the stronger wells, the lower chloride wells we will lean on them heavier than the wells that aren't as good. Also, the proposed operational change does not include an increase for WR-9.

Ms. Paddock stated, Jim Boyd did reach out to Bob Oros, the TIFA hydrologist, and he concurred with the recommendation. We did reach out to him to get a second opinion.

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

Mr. Jantzer stated, all the asphalt is now down on the rail trail so they have a functional rail trail for bicycle use and it is being used right now. The construction contractor is over time and they are getting liquidated damages, they have a sizeable punch list of outstanding work related to all the heavy construction disciplines. From the City's and TIFA's perspective we want to make sure our fiber duct bank and water main utilities are accessible and useable and functional as the duct bank is our sole means of automated communication between the wellfields and our water plant. We have had crews and contractors go out for the City to do inspections and assemble a detailed punch list of deficiencies with the duct bank system. At this point there are still six buried fiber pull boxes and a number of outstanding other damage and workmanship issues that we are currently addressing, mobilizing inspection crews and things along that line with the overall goal of continuing to maintain our functionality and accessibility to the fiber duct bank system.

On the water main side there are four to six buried valves and the City forces will plan to locate and raise them so they are accessible as well as the work progresses and at that point our involvement should be closed out. We realize the contractor is trying to deem this project substantially complete so they can stop the liquidated damages.

## **Other Business**

## **Public Comment**



**Next Scheduled Meeting**

The next meeting will be scheduled for April 19, 2018 at 1:30 p.m. in the same location.

**Open Items**

**Adjournment**

Member Ball moved to adjourn the meeting at 11:58 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 |
|-------------------|---|--|
| 04/19/2018        | 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 | \$19,997.39  | 04/19/18                                     | 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: \_\_\_\_\_, 2018

Date: \_\_\_\_\_, 2018

**TIFA LLC**  
**Check Detail**  
 March 6 through April 10, 2018

| Type                   | Num         | Date              | Name                             | Item | Account                       | Paid Amount      | Original Amount  |
|------------------------|-------------|-------------------|----------------------------------|------|-------------------------------|------------------|------------------|
| <b>Bill Pmt -Check</b> | <b>1246</b> | <b>03/21/2018</b> | <b>Florida Power &amp; Li...</b> |      | <b>103.00 · Cash- Nort...</b> |                  | <b>-5,226.77</b> |
| Bill                   | 11526...    | 03/01/2018        |                                  |      | 511.00 · Utilities            | -285.72          | 285.72           |
| Bill                   | 54213...    | 03/01/2018        |                                  |      | 511.00 · Utilities            | -272.24          | 272.24           |
| Bill                   | 75317...    | 03/01/2018        |                                  |      | 511.00 · Utilities            | -451.57          | 451.57           |
| Bill                   | 18790...    | 03/01/2018        |                                  |      | 511.00 · Utilities            | -595.28          | 595.28           |
| Bill                   | 32610...    | 03/01/2018        |                                  |      | 511.00 · Utilities            | -581.62          | 581.62           |
| Bill                   | 47893...    | 03/01/2018        |                                  |      | 511.00 · Utilities            | -429.21          | 429.21           |
| Bill                   | 54996...    | 03/01/2018        |                                  |      | 511.00 · Utilities            | -381.40          | 381.40           |
| Bill                   | 74008...    | 03/01/2018        |                                  |      | 511.00 · Utilities            | -449.45          | 449.45           |
| Bill                   | 76646...    | 03/01/2018        |                                  |      | 511.00 · Utilities            | -399.66          | 399.66           |
| Bill                   | 09060...    | 03/01/2018        |                                  |      | 511.00 · Utilities            | -227.74          | 227.74           |
| Bill                   | 24869...    | 03/01/2018        |                                  |      | 511.00 · Utilities            | -241.62          | 241.62           |
| Bill                   | 40983...    | 03/01/2018        |                                  |      | 511.00 · Utilities            | -228.27          | 228.27           |
| Bill                   | 62400...    | 03/01/2018        |                                  |      | 511.00 · Utilities            | -229.45          | 229.45           |
| Bill                   | 73681...    | 03/01/2018        |                                  |      | 511.00 · Utilities            | -230.27          | 230.27           |
| Bill                   | 83665...    | 03/01/2018        |                                  |      | 511.00 · Utilities            | -223.27          | 223.27           |
| <b>TOTAL</b>           |             |                   |                                  |      |                               | <b>-5,226.77</b> | <b>5,226.77</b>  |
| <b>Bill Pmt -Check</b> | <b>1247</b> | <b>03/22/2018</b> | <b>Moore Stephens L...</b>       |      | <b>103.00 · Cash- Nort...</b> |                  | <b>-3,500.00</b> |
| Bill                   | 118616      | 02/28/2018        |                                  |      | 502.02 · Accounting           | -3,500.00        | 3,500.00         |
| <b>TOTAL</b>           |             |                   |                                  |      |                               | <b>-3,500.00</b> | <b>3,500.00</b>  |
| <b>Bill Pmt -Check</b> | <b>1248</b> | <b>04/06/2018</b> | <b>Florida Power &amp; Li...</b> |      | <b>103.00 · Cash- Nort...</b> |                  | <b>-6,059.06</b> |
| Bill                   | 54213...    | 04/02/2018        |                                  |      | 511.00 · Utilities            | -235.54          | 235.54           |
| Bill                   | 11526...    | 04/02/2018        |                                  |      | 511.00 · Utilities            | -292.35          | 292.35           |
| Bill                   | 75317...    | 04/02/2018        |                                  |      | 511.00 · Utilities            | -533.74          | 533.74           |
| Bill                   | 76646...    | 04/02/2018        |                                  |      | 511.00 · Utilities            | -469.73          | 469.73           |
| Bill                   | 74008...    | 04/02/2018        |                                  |      | 511.00 · Utilities            | -522.07          | 522.07           |
| Bill                   | 54996...    | 04/02/2018        |                                  |      | 511.00 · Utilities            | -442.93          | 442.93           |
| Bill                   | 47893...    | 04/02/2018        |                                  |      | 511.00 · Utilities            | -627.41          | 627.41           |
| Bill                   | 32610...    | 04/02/2018        |                                  |      | 511.00 · Utilities            | -667.56          | 667.56           |
| Bill                   | 18790...    | 04/02/2018        |                                  |      | 511.00 · Utilities            | -673.82          | 673.82           |
| Bill                   | 09060...    | 04/02/2018        |                                  |      | 511.00 · Utilities            | -261.17          | 261.17           |
| Bill                   | 24869...    | 04/02/2018        |                                  |      | 511.00 · Utilities            | -285.68          | 285.68           |
| Bill                   | 40983...    | 04/02/2018        |                                  |      | 511.00 · Utilities            | -249.10          | 249.10           |
| Bill                   | 62400...    | 04/02/2018        |                                  |      | 511.00 · Utilities            | -268.07          | 268.07           |
| Bill                   | 73681...    | 04/02/2018        |                                  |      | 511.00 · Utilities            | -271.78          | 271.78           |
| Bill                   | 83665...    | 04/02/2018        |                                  |      | 511.00 · Utilities            | -258.11          | 258.11           |
| <b>TOTAL</b>           |             |                   |                                  |      |                               | <b>-6,059.06</b> | <b>6,059.06</b>  |

TIFA LLC

Check Detail

March 6 through April 10, 2018

| Type            | Num     | Date       | Name                   | Item | Account               | Paid Amount | Original Amount |
|-----------------|---------|------------|------------------------|------|-----------------------|-------------|-----------------|
| Bill Pmt -Check | 1249    | 04/06/2018 | The City of Titusville |      | 103.00 · Cash- Nort.. |             | -4,824.98       |
| Bill            | 17-2018 | 02/02/2018 |                        |      | 501.00 · O&M Oper...  | -127.74     | 127.74          |
| Bill            | 18-2018 | 02/06/2018 |                        |      | 501.00 · O&M Oper...  | -296.86     | 296.86          |
| Bill            | 19-2018 | 02/08/2018 |                        |      | 501.00 · O&M Oper...  | -246.12     | 246.12          |
| Bill            | 20-2018 | 02/09/2018 |                        |      | 501.00 · O&M Oper...  | -432.16     | 432.16          |
| Bill            | 21-2018 | 02/09/2018 |                        |      | 501.00 · O&M Oper...  | -415.25     | 415.25          |
| Bill            | 30-2018 | 02/09/2018 |                        |      | 501.00 · O&M Oper...  | -279.95     | 279.95          |
| Bill            | 31-2018 | 02/12/2018 |                        |      | 501.00 · O&M Oper...  | -178.47     | 178.47          |
| Bill            | 22-2018 | 02/13/2018 |                        |      | 501.00 · O&M Oper...  | -347.60     | 347.60          |
| Bill            | 23-2018 | 02/16/2018 |                        |      | 501.00 · O&M Oper...  | -296.86     | 296.86          |
| Bill            | 24-2018 | 02/20/2018 |                        |      | 501.00 · O&M Oper...  | -279.95     | 279.95          |
| Bill            | 25-2018 | 02/20/2018 |                        |      | 501.00 · O&M Oper...  | -516.72     | 516.72          |
| Bill            | 26-2018 | 02/21/2018 |                        |      | 501.00 · O&M Oper...  | -516.72     | 516.72          |
| Bill            | 27-2018 | 02/23/2018 |                        |      | 501.00 · O&M Oper...  | -296.86     | 296.86          |
| Bill            | 28-2018 | 02/27/2018 |                        |      | 501.00 · O&M Oper...  | -279.95     | 279.95          |
| Bill            | 29-2018 | 02/28/2018 |                        |      | 501.00 · O&M Oper...  | -313.77     | 313.77          |
| TOTAL           |         |            |                        |      |                       | -4,824.98   | 4,824.98        |

\* Reimbursement Request also includes Intuit Check purchase of \$386.58 made on 02/12/2018 that was not included in prior request.