

**Minutes of TIFA LLC Meeting  
April 24, 2013  
2:30 p.m.  
City of Titusville Water Resources  
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  
Barbra Goering, Farmton Water Resources, LLC (by phone)  
Susan Paddock, Farmton Water Resources, LLC (by phone)  
Helen Hutchens, Miami Corp. (by phone)  
Pat Gagliardi, Farmton Water Resources, LLC (by phone)  
James Perry, GMS, Managing Director of North Florida Region

James Perry conducted the meeting.

**Action Items:**

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

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

**II. Award Bid for Area IV Phase 2 Well Drilling**

Sean Stauffer discussed the four bids received in response to the bid for Area IV Phase 2 well drilling. The members chose to continue discussing this item at May 1, 2013 continued meeting.

**Financial Items & Reports:**

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

James Perry presented the expenses paid from the operating account and a reimbursement to the Operating account of \$8,513.62. Member Brown moved to ratify operating expenses with invoice approval by managers form and transfer of funds to Operating account of \$8,513.62. Member Severs concurred and the expenses were ratified.

**IV. First Quarter Financials – Review and Approve**

Helen Hutchens discussed the first quarter financials. Member Severs moved to approve the first quarter financials. Member Brown concurred and the financials was approved.

**Staff Reports / Informational Items:**

**V. Update of Area IV Phase 2**

Sean Stauffer presented an update as follows: Once the lowest qualified well drilling bidder is decided, the time between notice of award and the notice to proceed is about 45 days. Phase 2 well outfitting and pipeline 90% plans and specifications have been provided by CPH and the City is currently reviewing them. The environmental resource permit application will be submitted to FDEP shortly; once the 90% reviews are completed, FDEP permitting for construction of the raw water main and well outfitting will move forward.

**VI. Update on Final Cost of Property Insurance**

Barbra Goering advised that the property insurance is now bound with a premium of \$15,381.88.

**VII. Discussion of TIFA Budget Amendment Protocol**

Pat Gagliardi discussed the TIFA budget amendment protocol. The members agreed that at this point in time circumstances do not warrant a written protocol.

**Other Business:**

Pat Gagliardi presented a report on the tangible personal property tax return. The filing date for the informational return listing TIFA tangible personal property has been extended to May 15, 2013.

**Public Comment:**

None

**Next Scheduled Meeting:**

Member Severs moved to approve continuing the meeting to Wednesday, May 1, 2013 at 2:30 p.m. at the City of Titusville, Water Resources, 2836 Garden Street, Titusville, Florida. Member Brown concurred and the meeting was continued.

**Open Items:**

None.

**Adjournment:** Meeting continued to May 1, 2013.

