

***TIFA***

*JUNE 25, 2020*

# *AGENDA*

**TIFA LLC MEETING AGENDA**  
**June 25, 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 May 21, 2020 (Presenter: James Perry)
  
- II. Approval of Annual Wetlands Monitoring and Reporting (Presenter: Sean Stauffer)

**Financial Items and Reports**

- III. 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: June 25, 2020

To: TIFA LLC Management Committee

From: Sarah Sweeting, GMS, LLC

Subject: Approval of Minutes – May 21, 2020 TIFA LLC Meeting

**Summary Explanation & Background:** The draft minutes of the May 21, 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 May 26, 2020 Farmton Water Resources / Miami Corporation indicated they had no changes and on May 29, 2020 no further comments were received from or The City of Titusville. No other comments have been received.

**Source of Funds:** This action requires no funds.

Minutes of TIFA LLC Meeting  
May 21, 2020  
11:00 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  
David Fuechtman, Farmton Water Resources (by telephone)  
Jim Perry, GMS LLC

Jim Perry conducted the meeting.

**Roll Call**

**Action Items**

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

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

**II. Approval of AWK – Meter Testing Proposal (Presenter: Sean Stauffer)**

Mr. Stauffer stated, this is for our annual meter testing. There are meters on each of the 15 raw water wells and they record gallons that are withdrawn from those wells and that turns into the water bill. We have them tested each year for accuracy. The company we have had for the past three years is AWK and that is the proposal in front of you; this year the quote is \$375 higher than last year, but we still recommend staying with this company because they provide very good results and have worked with us very well for the past three years and we are very satisfied with their performance.

Member Ball moved to approve the proposal from A.W.K. for flow meter calibrations check for the Area IV wellfield production wells in the amount of \$3,000. Member Brown concurred and the motion passed.

### **Financial Items and Reports**

#### **III. 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 \$10,964.40. Member Brown concurred and the motion passed.

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

### **Other Business**

### **Public Comment**

### **Next Scheduled Meeting**

The next meeting will be June 25, 2020.

### **Open Items**

### **Adjournment**

Member Ball moved to adjourn the meeting at 11:06 a.m. Member Brown concurred and the meeting adjourned.

*THIRD 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
06/25/2020	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	\$9,474.38	06/25/2020	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

May 15 through June 17, 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	1313	05/20/2020	The City of Titusville		103.00 · Cash- Nort...		-1,806.36
Bill	17-2020	04/02/2020			501.00 · O&M Oper...	-270.90	270.90
Bill	18-2020	04/06/2020			501.00 · O&M Oper...	-270.90	270.90
Bill	19-2020	04/08/2020			501.00 · O&M Oper...	-234.92	234.92
Bill	20-2020	04/13/2020			501.00 · O&M Oper...	-306.88	306.88
Bill	21-2020	04/13/2020			501.00 · O&M Oper...	-360.84	360.84
Bill	22-2020	04/23/2020			501.00 · O&M Oper...	-180.96	180.96
Bill	23-2020	04/29/2020			501.00 · O&M Oper...	-180.96	180.96
TOTAL						-1,806.36	1,806.36
Bill Pmt -Check	1314	06/17/2020	The City of Titusville		103.00 · Cash- Nort...		-2,003.17
Bill	24-2020	05/06/2020			501.00 · O&M Oper...	-486.77	486.77
Bill	28-2020	05/12/2020			501.00 · O&M Oper...	-162.97	162.97
Bill	25-2020	05/13/2020			501.00 · O&M Oper...	-378.83	378.83
Bill	26-2020	05/20/2020			501.00 · O&M Oper...	-360.84	360.84
Bill	27-2020	05/27/2020			501.00 · O&M Oper...	-180.96	180.96
Bill	29-2020	05/28/2020			501.00 · O&M Oper...	-432.80	432.80
TOTAL						-2,003.17	2,003.17
Bill Pmt -Check	ACH0...	06/17/2020	Florida Power & Li...		103.00 · Cash- Nort...		-5,664.85
Bill	76646...	06/01/2020			511.00 · Utilities	-453.39	453.39
Bill	75317...	06/01/2020			511.00 · Utilities	-493.83	493.83
Bill	74008...	06/01/2020			511.00 · Utilities	-528.21	528.21
Bill	54996...	06/01/2020			511.00 · Utilities	-441.49	441.49
Bill	54213...	06/01/2020			511.00 · Utilities	-288.56	288.56
Bill	47893...	06/01/2020			511.00 · Utilities	-464.79	464.79
Bill	32610...	06/01/2020			511.00 · Utilities	-601.80	601.80
Bill	18790...	06/01/2020			511.00 · Utilities	-608.22	608.22
Bill	11526...	06/01/2020			511.00 · Utilities	-264.53	264.53
Bill	83665...	06/01/2020			511.00 · Utilities	-255.20	255.20
Bill	73681...	06/01/2020			511.00 · Utilities	-258.38	258.38
Bill	62400...	06/01/2020			511.00 · Utilities	-237.54	237.54
Bill	40983...	06/01/2020			511.00 · Utilities	-250.89	250.89
Bill	24869...	06/01/2020			511.00 · Utilities	-260.75	260.75
Bill	09060...	06/01/2020			511.00 · Utilities	-257.27	257.27
TOTAL						-5,664.85	5,664.85