

***TIFA***

*MAY 24, 2018*

# *AGENDA*

**TIFA LLC MEETING AGENDA**  
**June 26, 2018**  
**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 24, 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: June 26, 2018

To: TIFA LLC Management Committee

From: Sarah Sweeting, GMS, LLC

Subject: Approval of Minutes – May 24, 2018 TIFA LLC Meeting

**Summary Explanation & Background:** The draft minutes of the May 24, 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 June 11, 2018, comments were received from Farnton Water Resources / Miami Corporation and the City of Titusville confirmed they had no additional comments. No other comments have been received.

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

Minutes of TIFA LLC Meeting  
May 24, 2018  
11:50 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  
Andrew Jantzer, City of Titusville, Water Resources Deputy Director  
Ana Abreu-Ochoa City of Titusville  
David Fuechtman, Farmton Water Resources (by telephone)  
Susan Paddock, Farmton Water Resources (by telephone)  
Pat Gagliardi, Farmton Water Resources (by telephone)  
Helen Hutchens, Farmton Water Resources (by telephone)  
Jim Perry, GMS LLC

Jim Perry conducted the meeting.

**Roll Call**

Mr. Perry called the meeting to order at 11:50 a.m. and called the roll.

**Action Items**

**I. Approval of the Minutes of the TIFA LLC Meeting of April 19, 2018**

Member Ball moved to approve the April 19, 2018 meeting minutes. Member Brown concurred and the motion passed.

**II. Consideration of Annual Meter Testing Contract**

Mr. Stauffer stated, Jim Boyd had reached out to two contractors we work with and both had given very good results. The total contract value is a little over \$2,000 and we approved to move forward with the low bidder and this is more of an informational item and to let the board know that we are going to be taking care of the annual meter calibrations.

## **Financial Items and Reports**

### **III. 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 amount of \$17,066.03. Member Ball concurred and the motion passed.

### **IV Presentation of First Quarter Financial Statements (Presenter: Helen Hutchens)**

Member Brown moved to approve the first quarter financial statements as presented by Ms. Hutchens. Member Ball concurred and the motion passed.

### **V. Consideration of Capital Distribution Notice (Presenter: Helen Hutchens)**

Member Brown moved to approve the capital distribution in the amount of a total of \$250,000, \$125,000 to each party. Member Ball concurred and the motion passed.

## **Staff Reports/Informational Items**

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

Mr. Stauffer stated, I distributed the latest update to the chloride and flow graphs. Over the past four or five samples the chloride levels still remain high, probably higher than we would like, but they appear to be stabilizing. At this point we take this as good news and it is our recommendation to maintain the flows at the current rate of 126,000 gallons per day and continue to closely monitor WR-8.

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

Mr. Jantzer stated, the status is pretty much the same as last month. We are in negotiation with parties from the FDOT project to get reimbursement for some of the costs the city incurred for damages to valve boxes and fiber pull boxes. There is a city punch list that has nine pull boxes and fourteen valve boxes that are either damaged or buried.

## **Other Business**

**Public Comment**

**Next Scheduled Meeting**

The next meeting will be held June 26, 2018 at 11:00 a.m.

**Open Items**

**Adjournment**

Member Ball moved to adjourn the meeting at 12:02 p.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
06/26/2018	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	\$10,276.38	06/26/18	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**  
 May 17 through June 19, 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>1254</b>	<b>06/13/2018</b>	<b>Florida Power &amp; Li...</b>		<b>103.00 · Cash- Nort...</b>		<b>-5,291.10</b>
Bill	75317...	06/01/2018			511.00 · Utilities	-493.87	493.87
Bill	54996...	06/01/2018			511.00 · Utilities	-421.80	421.80
Bill	47893...	06/01/2018			511.00 · Utilities	-468.21	468.21
Bill	32610...	06/01/2018			511.00 · Utilities	-653.13	653.13
Bill	74008...	06/01/2018			511.00 · Utilities	-504.67	504.67
Bill	76646...	06/01/2018			511.00 · Utilities	-454.55	454.55
Bill	18790...	06/01/2018			511.00 · Utilities	-681.02	681.02
Bill	83665...	06/01/2018			511.00 · Utilities	-259.83	259.83
Bill	73681...	06/01/2018			511.00 · Utilities	-267.76	267.76
Bill	62400...	06/01/2018			511.00 · Utilities	-275.61	275.61
Bill	40983...	06/01/2018			511.00 · Utilities	-265.83	265.83
Bill	24869...	06/01/2018			511.00 · Utilities	-286.40	286.40
Bill	09060...	06/01/2018			511.00 · Utilities	-258.42	258.42
<b>TOTAL</b>						<b>-5,291.10</b>	<b>5,291.10</b>
<b>Bill Pmt -Check</b>	<b>1255</b>	<b>06/13/2018</b>	<b>DRMP, Inc.</b>		<b>103.00 · Cash- Nort...</b>		<b>-164.22</b>
Bill	0151250	05/22/2018			508.00 · Wetland M...	-164.22	164.22
<b>TOTAL</b>						<b>-164.22</b>	<b>164.22</b>
<b>Bill Pmt -Check</b>	<b>1256</b>	<b>06/15/2018</b>	<b>DRMP, Inc.</b>		<b>103.00 · Cash- Nort...</b>		<b>-1,452.36</b>
Bill	0150335	02/20/2018			508.00 · Wetland M...	-1,452.36	1,452.36
<b>TOTAL</b>						<b>-1,452.36</b>	<b>1,452.36</b>
<b>Bill Pmt -Check</b>	<b>1257</b>	<b>06/19/2018</b>	<b>The City of Titusville</b>		<b>103.00 · Cash- Nort...</b>		<b>-3,368.70</b>
Bill	64-2018	05/01/2018			501.00 · O&M Oper...	-246.12	246.12
Bill	65-2018	05/01/2018			501.00 · O&M Oper...	-364.51	364.51
Bill	66-2018	05/04/2018			501.00 · O&M Oper...	-398.33	398.33
Bill	67-2018	05/08/2018			501.00 · O&M Oper...	-313.77	313.77
Bill	68-2018	05/11/2018			501.00 · O&M Oper...	-263.03	263.03
Bill	75-2018	05/14/2018			501.00 · O&M Oper...	-161.56	161.56
Bill	69-2018	05/15/2018			501.00 · O&M Oper...	-279.95	279.95
Bill	76-2018	05/16/2018			501.00 · O&M Oper...	-144.65	144.65
Bill	70-2018	05/18/2018			501.00 · O&M Oper...	-127.73	127.73
Bill	71-2018	05/22/2018			501.00 · O&M Oper...	-279.95	279.95
Bill	72-2018	05/25/2018			501.00 · O&M Oper...	-330.68	330.68
Bill	73-2018	05/29/2018			501.00 · O&M Oper...	-279.95	279.95
Bill	77-2018	05/30/2018			501.00 · O&M Oper...	-178.47	178.47

**TIFA LLC**  
**Check Detail**  
 May 17 through June 19, 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-3,368.70	3,368.70