

**Minutes of TIFA LLC Meeting**  
**June 12, 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 Pattock, Farmton Water Resources, LLC (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 April 24, 2013**

James Perry presented the minutes of the April 24, 2013 meeting. Member Severs noted that under item VII, the minutes are to reflect that a written budget protocol will be presented at some future time.

**II. Approval of the Minutes of the TIFA LLC Meeting of May 1, 2013**

James Perry presented the minutes of the May 1, 2013 meeting. Member Severs noted that under item II the minutes are to reflect that based on information provided for discussion at the meeting, the requirement for a payment and performance bond was confirmed. Member Severs moved to approve the minutes of the May 1, 2013 meeting and the April 24, 2013 meeting as amended. Member Brown concurred and the minutes were approved as amended.

**Financial Items & Reports:**

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

James Perry presented the expenses paid from the operating account and a reimbursement to the Imprest account of \$2,769.57. The transfer was completed for the requested reimbursement on May 29, 2013. Member Brown requested additional detail on the miscellaneous items. Following discussion of the items and the detail to be provided

with future requests, Member Severs moved to ratify operating expenses with invoice approval document and transfer of funds to the Imprest account of \$2,769.57. Member Brown concurred and the expenses were ratified.

#### **IV. Ratification of Expenses Paid by the Operating Account and Request for Reimbursement for Expenses to Date for June**

James Perry presented the expenses paid by the operating account in June, which totaled \$4,199.79. Member Brown moved to ratify operating expenses with invoice approval by manager form and transfer of funds to the operating account of \$4,199.79. Member Severs concurred and the expenses were ratified.

#### **V. Approval of Capital Call Notice for Area IV Phase 2 Construction**

James Perry presented the Capital Call Notice for Area IV Phase 2 construction. Member Brown moved to approve the Capital Call Notice for Area IV Phase 2 Construction totaling \$193,716.43. Member Severs concurred and the Capital Call Notice was approved.

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

#### **VI. Status Update on the Construction of Phase 2**

Sean Stauffer presented an update as follows: A notice of award was sent to Advanced Well Drilling on May 2, 2013. Comments have been provided to CPH on the Phase 2 well outfitting and pipeline 90% plans. The ERP permit and Army Corps of Engineers permit applications were submitted. An onsite meeting will be held with the Army Corps of Engineers on June 28, 2013. FDEP provided a one-item RAI on the ERP permit application; FDEP is requesting confirmation that TIFA will reserve mitigation credits in the amount of 0.86 credits. CPH will prepare a listing of available credits within the basin and the prices associated with those credits. The FDEP construction permit application will be submitted in two weeks.

#### **VII. Discussion of Authorization of Credit Cards for Select City of Titusville Employees**

Pat Gagliardi discussed the authorization for certain Titusville employees to receive TIFA LLC credit cards. It was requested that Greg Etling, Water Production Superintendent receive a credit card with a suggested credit limit of \$5,000, Richard Crum, Chief Maintenance Mechanic receive a credit card with a suggested credit limit of \$2,500 and Curtis Lehmann, Electronic Services Supervisor receive a credit card with a credit limit of \$2,500. Northern Trust offers a credit card with no annual fee. Following discussion of the reason for the request and the use of credit cards in general, Member Severs moved to approve the authorization for TIFA LLC credit cards for Greg Etling, Richard Crum and Curtis Lehmann from Northern Trust. Member Brown concurred and the authorization was approved.

**Other Business:**

None

**Public Comment:**

None

**Next Scheduled Meeting:**

The next scheduled meeting is July 17, 2013 at 2:30 p.m. at City of Titusville, Water Resources, 2836 Garden Street, Titusville, Florida

**Open Items:**

**Adjournment:**

Member Severs moved to adjourn the meeting at 2:50 p.m. Member Brown concurred and the meeting was adjourned.