

Minutes of TIFA LLC Meeting  
July 30, 2019  
11:30 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  
Anna Abreu-Ochoa, City of Titusville  
Gene DeMayo, City of Titusville  
Andy Jantzer, City of Titusville  
Pat Gagliardi, Farnton Water Resources (by telephone)  
Helen Hutchens, Farnton 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 June 27, 2019 (Presenter: James Perry)**

Member Brown moved to approve the June 27, 2019 meeting minutes as presented. Member Ball concurred and the motion passed.

**II. Consideration of Audit Engagement Letter from Moore Stephens Lovelace (Presenter: James Perry)**

Member Ball moved to approve the engagement letter with Moore Stephens Lovelace to conduct the fiscal year 2019 audit. 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 of \$16,811.42 paid from the operating account and request for reimbursement. Member Brown concurred and the motion passed.

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

Ms. Hutchens stated, the balance sheet is running standard, there is nothing necessary to highlight. On the income statement we are continuing to monitor our budget to actual as it relates to our O&M to make sure we don't overrun our O&M based on our new payments we will be making to Pace Analytical on a monthly basis. We continue to be under budget on O&M line items in total and under budget on our expenditures year to date. We are ahead on water sales as we pump ahead during the year to ensure we meet our allocation on the CUP. The only other item I want to point out is the hydrogeological services, we incurred expenses on that matter but as the year goes on we are still under budget. The same for the wetland monitoring expenses, that reporting is complete and we will be at budget by year end.

Member Brown moved to accept the second quarter financial statements. Member Ball concurred and the motion passed.

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

Ms. Hutchens stated, this is our regular quarterly member distribution and on the second page is the calculation on how we arrived at the recommended distribution. We maintain a cash balance of \$300,000 for unexpected items; we have an excess cash balance of \$180,000 so we recommend distribution of the excess cash balance in equal parts to each of the partners.

Member Ball moved to accept the capital distribution in the amount of \$180,000. Member Brown concurred and the motion passed.

## **Staff Reports/Informational Items**

Member Ball asked is there an update to the monitoring well situation?

Mr. Stauffer stated, Pace Analytical Services has completed one round of sampling on salt water monitoring well no. 1 and salt water monitoring well no. 7 and one of the wells was in compliance and another one showed a difference in the cation/anion balance of about 7%. The range we want to keep it in is 5% or under. The plan is to collect three monthly samples and then evaluate what we want to do.

## **Other Business**

## **Public Comment**

## **Next Scheduled Meeting**

The next scheduled meeting will be August 22, 2019 at 11:00 a.m.

## **Open Items**

## **Adjournment**

Member Ball moved to adjourn the meeting at 11:39 a.m. Member Brown concurred and the meeting adjourned.