

***TIFA***

*DECEMBER 20, 2018*

# *AGENDA*

**TIFA LLC MEETING AGENDA**  
**December 20, 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 November 28, 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 (Presenter: 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: December 20, 2018

To: TIFA LLC Management Committee

From: Sarah Sweeting, GMS, LLC

Subject: Approval of Minutes – November 28, 2018 TIFA LLC Meeting

**Summary Explanation & Background:** The draft minutes of the November 28, 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 December 6, 2018, comments were received from Farnton Water Resources / Miami Corporation and the City of Titusville indicated they had no comments. No other comments have been received.

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

Minutes of TIFA LLC Meeting  
November 28, 2018  
11:00 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  
Anna Abreu-Ochoa, City of Titusville  
Chelsea Farel, City of Titusville  
Gene DeMayo, City of Titusville  
David Fuechtman, Farmton Water Resources (by telephone)  
Pat Gagliardi, Farmton Water Resources (by telephone)  
Helen Hutchens, Farmton Water Resources (by telephone)  
Susan Paddock, Farmton Water Resources (by telephone)

Dave deNagy, GMS LLC

Dave deNagy conducted the meeting.

**Roll Call**

**Action Items**

**I. Approval of the Minutes of the TIFA LLC Meeting of October 25, 2018**

Member Ball moved to approve the October 25, 2018 meeting minutes as presented. Member Brown concurred and the motion passed.

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

Ms. Gagliardi stated, the engagement letter is exactly the same as last year's letter, the only thing that has changed is the date that any audit adjustments need to be communicated by, but otherwise it is exactly the same. The fee is the same as last year as well at \$15,000.

Member Ball moved to approve the engagement letter with Moore Stephens Lovelace to perform the fiscal year 2018 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: Dave deNagy)**

Member Ball moved to ratify the expenses paid from the operating account and request for reimbursement in the amount of \$15,426.01. Member Brown concurred and the motion passed.

#### **IV Presentation of Third Quarter Financial Statements (Presenter: Pat Gagliardi)**

Ms. Gagliardi stated, we have the balance sheet and income statement, the balance sheet hasn't changed from the previous quarter and this is as of September 30, the end of the third quarter. On the income statements you will see water sales are slightly ahead of budget, but the city has adjusted the well flows that will come in as close as possible to the budgeted amounts. Both of the O+M expenses are slightly above budget, while other expenses are below budget. The accounting fees will have one more payment to MSL before the end of the year, but it is under budget because we are no longer having CJN+W prepare the tangible personal property tax, we are doing that internally. The tangible personal property tax bills are due the end of this month so you will be signing those checks shortly.

Member Ball moved to approve the third quarter financial statements. Member Brown concurred and the motion passed.

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

Ms. Hutchens stated, in your agenda package you will see the letter for the capital distribution and behind that you will see our calculations for the distributable cash available to distribute. There are no unbudgeted items expected at this time and the maintenance cash balance that has been agreed upon as you may remember is \$300,000 so there is \$250,000 of available distributable cash that we recommend distributing in equal parts to each member, \$125,000 each.

Member Ball moved to approve the member distribution amount of \$125,000 each. Member Brown concurred and the motion passed.

#### **VI. Consideration of Fiscal Year 2019 Operating Budget (Presenter: Dave deNagy)**

Mr. deNagy stated, the budgeted water rate for 2019 is the same at \$1.14 per thousand gallons.

Member Ball moved to approve the Fiscal Year 2019 Operating Budget. Member Brown concurred and the motion passed.

Mr. Stauffer stated, the budget is scheduled to be presented at the December 11<sup>th</sup> City of Titusville council meeting. Within that report to council we had two actions that we are requesting, one is to approve the budget the other is to authorize the mayor to sign the consent of members and that is the document that the mayor then John Rau of Miami Corporation has the final signoff and agreement on the budget.

Member Ball stated, I will offer to attend with Sean provided I don't have a conflict that night.

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

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

Mr. Stauffer stated, the chloride levels for WR-8 remain the same as they were last month. Over the last 30 days they have ranged from 101 mg per liter to 110 mg per liter and this is the same rate we were at last month. It looks as if we have reached stability with the well. Staff's recommendation is to continue to watch closely but to take no action regarding the chlorides.

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

Mr. Jantzer stated, the property corners for the one monitoring well easement have been placed and the last outstanding item is the city work to complete the punch list items and the city contract has been negotiated and they are in the process of coordinating and scheduling. It is tied to the availability and approval of the county that has primacy over the rail trail. Once we get their approvals to do trail closures and partial closures we will get that work done. We are probably looking at another couple months for that to come to conclusion.

### **Other Business**

### **Public Comment**

### **Next Scheduled Meeting**

The next meeting will be December 20, 2018 at 11:00 a.m.



**Open Items**

**Adjournment**

The meeting adjourned at 11:13 a.m.

*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
12/20/2018	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	\$7,687.57	12/20/18	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**

November 20 through December 12, 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	1277	12/12/2018	DRMP, Inc.		103.00 · Cash- Nort...	-362.04	-362.04
Bill	0153000	11/20/2018			508.00 · Wetland M...	-362.04	362.04
<b>TOTAL</b>						<b>-362.04</b>	<b>362.04</b>
<b>Bill Pmt -Check</b>	<b>1278</b>	<b>12/12/2018</b>	<b>Florida Power &amp; Li...</b>		<b>103.00 · Cash- Nort...</b>		<b>-4,599.52</b>
Bill	76317...	12/01/2018			511.00 · Utilities	-489.30	489.30
Bill	54213...	12/01/2018			511.00 · Utilities	-274.12	274.12
Bill	11526...	12/01/2018			511.00 · Utilities	-258.63	258.63
Bill	83665...	12/01/2018			511.00 · Utilities	-248.74	248.74
Bill	73681...	12/01/2018			511.00 · Utilities	-246.40	246.40
Bill	62400...	12/01/2018			511.00 · Utilities	-255.98	255.98
Bill	40983...	12/01/2018			511.00 · Utilities	-227.87	227.87
Bill	24869...	12/01/2018			511.00 · Utilities	-255.98	255.98
Bill	09060...	12/01/2018			511.00 · Utilities	-172.66	172.66
Bill	18790...	12/01/2018			511.00 · Utilities	-626.95	626.95
Bill	32610...	12/01/2018			511.00 · Utilities	-621.12	621.12
Bill	74008...	12/01/2018			511.00 · Utilities	-492.35	492.35
Bill	76646...	12/01/2018			511.00 · Utilities	-429.42	429.42
<b>TOTAL</b>						<b>-4,599.52</b>	<b>4,599.52</b>
<b>Bill Pmt -Check</b>	<b>1279</b>	<b>12/12/2018</b>	<b>The City of Titusville</b>		<b>103.00 · Cash- Nort...</b>		<b>-2,726.01</b>
Bill	140-2...	11/02/2018			501.00 · O&M Oper...	-127.73	127.73
Bill	141-2...	11/06/2018			501.00 · O&M Oper...	-279.95	279.95
Bill	142-2...	11/09/2018			501.00 · O&M Oper...	-127.73	127.73
Bill	143-2...	11/09/2018			501.00 · O&M Oper...	-127.73	127.73
Bill	144-2...	11/12/2018			501.00 · O&M Oper...	-246.12	246.12
Bill	149-2...	11/12/2018			501.00 · O&M Oper...	-153.10	153.10
Bill	145-2...	11/13/2018			501.00 · O&M Oper...	-465.98	465.98
Bill	151-2...	11/16/2018			501.00 · O&M Oper...	-119.28	119.28
Bill	150-2...	11/20/2018			501.00 · O&M Oper...	-246.12	246.12
Bill	152-2...	11/20/2018			501.00 · O&M Oper...	-246.12	246.12
Bill	146-2...	11/27/2018			501.00 · O&M Oper...	-313.77	313.77
Bill	147-2...	11/28/2018			501.00 · O&M Oper...	-144.65	144.65
Bill	148-2...	11/30/2018			501.00 · O&M Oper...	-127.73	127.73
<b>TOTAL</b>						<b>-2,726.01</b>	<b>2,726.01</b>