

***TIFA***

*DECEMBER 22, 2020*

**TIFA LLC MEETING AGENDA**  
**December 22, 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 November 24, 2020  
(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**

**Other Business**

**Public Comment**

**Next Scheduled Meeting**

**Open Items**

**Adjournment**

*FIRST ORDER OF BUSINESS*

Date: December 22, 2020

To: TIFA LLC Management Committee

From: Sarah Sweeting, GMS, LLC

Subject: Approval of Minutes – November 24, 2020 TIFA LLC Meeting

**Summary Explanation & Background:** The draft minutes of the November 24, 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 December 1, 2020 The City of Titusville indicated they had no comments and on December 2, 2020 comments were received from Farnton Water Resources / Miami Corporation. No other comments have been received.

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

Minutes of TIFA LLC Meeting  
November 24, 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  
Chelsea Farrell, City of Titusville, Assistant City Attorney  
Sean Stauffer, City of Titusville, Water Resources Director  
Helen Hutchens, 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 October 22, 2020**

Member Ball moved to approve the October 22, 2020 meeting minutes as presented. Member Brown concurred and the motion passed.

**Financial Items and Reports**

**II. 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 \$10,313.81. Member Brown concurred and the motion passed.

**III Presentation of the 2021 Budget (Presenter: Helen Hutchens)**

Ms. Hutchens gave an overview of the fiscal year 2021 budget, copy of which was included in the agenda package.

Member Ball moved to approve the fiscal year 2021 budget. Member Brown concurred and the motion passed.

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

### **Other Business**

### **Public Comment**

### **Next Scheduled Meeting**

The next meeting will be December 22, 2020 at 11:00 a.m.

### **Open Items**

### **Adjournment**

Member Ball moved to adjourn the meeting at 11:09 a.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**

<b>TIFA Meeting Date</b>	<b>Approved</b>	<b>Total Contract or Expenditure Authorized</b>
12/22/2020	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:

<b>Invoice Description</b>	<b>Total Amount</b>	<b>Pursuant to Previous TIFA Authorization Date</b>	<b>Invoice Payment</b>
Transfer to imprest account at Northern Trust ending *8866	\$7,772.38	12/22/2020	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**  
November 19 through December 15, 2020

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	ACH11282020	11/28/2020	Cardmember Service		103.00 · Cash- Nort...		-438.98
					203.50 · Northen Tr...	-438.98	438.98
TOTAL						-438.98	438.98
Bill Pmt -Check	1327	11/30/2020	Pace Analytical, LLC		103.00 · Cash- Nort...		-360.00
Bill	2035390157	11/16/2020			501.50 · O&M Parts ...	-360.00	360.00
TOTAL						-360.00	360.00
Bill Pmt -Check	ACH12152020	12/15/2020	Florida Power & Light		103.00 · Cash- Nort...		-4,473.40
Bill	76646-91016Dec20	12/01/2020			511.00 · Utilities	-349.10	349.10
Bill	75317-43016Dec20	12/01/2020			511.00 · Utilities	-380.77	380.77
Bill	74008-14500Dec20	12/01/2020			511.00 · Utilities	-413.90	413.90
Bill	54996-25506Dec20	12/01/2020			511.00 · Utilities	-345.50	345.50
Bill	54213-71161Dec20	12/01/2020			511.00 · Utilities	-222.06	222.06
Bill	47893-42013Dec20	12/01/2020			511.00 · Utilities	-366.82	366.82
Bill	32610-23505Dec20	12/01/2020			511.00 · Utilities	-491.22	491.22
Bill	18790-42503Dec20	12/01/2020			511.00 · Utilities	-497.90	497.90
Bill	11526-54016Dec20	12/01/2020			511.00 · Utilities	-210.96	210.96
Bill	83665-19117Dec20	12/01/2020			511.00 · Utilities	-210.34	210.34
Bill	73681-17557Dec20	12/01/2020			511.00 · Utilities	-204.91	204.91
Bill	62400-69564Dec20	12/01/2020			511.00 · Utilities	-203.19	203.19
Bill	40983-63494Dec20	12/01/2020			511.00 · Utilities	-195.19	195.19
Bill	24869-01248Dec20	12/01/2020			511.00 · Utilities	-171.68	171.68
Bill	09060-50505Dec20	12/01/2020			511.00 · Utilities	-209.86	209.86
TOTAL						-4,473.40	4,473.40
Bill Pmt -Check	1328	12/15/2020	Moore Stephens Lovelac...		103.00 · Cash- Nort...		-2,500.00
Bill	132288	11/30/2020			502.02 · Accounting	-2,500.00	2,500.00
TOTAL						-2,500.00	2,500.00