

Minutes of TIFA LLC Meeting
December 21, 2015
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
Dwight Severs, City of Titusville, TIFA Management Committee Member
Sean Stauffer, City of Titusville, Water Resources Director
Richard Broome, City of Titusville, City Attorney
Andrew Jantzer, City of Titusville, Water Resources Deputy Director
Barbra Goering, Farnton Water Resources (by telephone)
Susan Paddock, Farnton Water Resources (by telephone)
Pat Gagliardi, Farnton Water Resources (by telephone)
Helen Hutchens, Miami Corporation (by telephone)
Jim Perry, GMS LLC

Jim Perry conducted the meeting.

Action Items

I. Approval of the Minutes of the TIFA LLC Meeting of November 23, 2015

Member Severs moved to approved the minutes of the November 23, 2015 meeting. Member Brown concurred and the motion passed.

II. Consideration of Easement Conveyances

Mr. Stauffer stated, these are the easements that will encompass the monitoring well access routes, the production well easements as well as easements for the raw water main access. They have been reviewed and approved by the city and the comments made by the city have been incorporated in the final documents.

Member Severs asked are there any other outstanding easements or agreements that we are waiting for?

Mr. Stauffer stated, we are looking at making some minor modifications to a few of the easements to correct some overlaps but once the easements under consideration are executed TIFA will have all easements necessary to properly run the wellfield.

Member Severs asked has TIFA received the lease agreement from Swallowtail?

Mr. Stauffer stated, we have not received that yet.

Ms. Goering stated, that it has been signed and a memorandum of lease has been signed for recording just this past week and I will send that to whomever I should send it to at the city.

Mr. Stauffer stated, you can send that to me.

Member Severs asked have you reviewed that Mr. Broome?

Mr. Broome stated, no. I don't recall seeing the lease the only things I reviewed are the easements.

Member Severs asked is that going to be presented to TIFA for acceptance?

Ms. Goering stated, my understanding is this is a lease that encompasses our entire water territory. We did it as a lease between Miami Corporation, Swallowtail and Farmton and it now includes the territory that was a matter of interest to TIFA, the Swallowtail property that was acquired in 2007 that was part of the subject of the framework agreement. I'm happy to send the leases that we signed and a recorded memorandum of lease and we can discuss it if there are questions but I don't think it is something to be accepted by TIFA. It was a matter of updating the subject matter of the territory and making sure there were water rights that Farmton had that could be called on in the event that we do expand into that Swallowtail territory.

Member Servers stated, I understand that. This is the outstanding document that was not presented at the original closing some years ago.

Ms. Goering stated, I actually sent the original 2004 lease to Mr. Jantzer a while ago and now we have the updated 2015 lease that encompasses all the property.

Member Severs stated, I can't speak for the city but I assume Mr. Broome would want to review that to make sure the contracting parties have delivered what they were originally supposed to deliver.

Ms. Goering stated, okay, I will send it over.

Member Severs asked other than that lease agreement is there anything else outstanding?

Mr. Stauffer responded no.

Member Severs stated, part of the reason I'm bring it up is as you may or may not know the next meeting will be my last meeting in representing TIFA on behalf of the city and I would like to make sure all the paperwork is in order and that has been outstanding for some time.

Ms. Goering stated it has been and we will send it right over.

Member Severs moved to accept the conveyances of easements. Member Brown concurred and the motion passed.

Financial Items and Reports

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

Member Severs moved to ratify the expenses paid from the operating account in the amount of \$3,261.17 subject to review of one of the FP&L bills. Member Brown concurred and the motion passed.

IV. Approval of Capital Call Notice

Ms. Gagliardi stated, the capital call is \$313,560.16 with one half to be paid by the City of Titusville and Farmton Water Resources is contributing \$127,493 in easements and will contribute \$29,287.08 in cash, the attachment does show this includes both the easements, two invoices for CPH and one for Felix and that is the final invoice for Advanced Well Drilling and that contract has now been completed.

Member Severs asked Mr. Stauffer and Mr. Broome have you reviewed the credit against the original appraisal and the square footages involved and are satisfied this is the correct amount?

Mr. Stauffer stated, I have reviewed that and all the easements and am satisfied that is the correct amount.

Mr. Broome stated, I did, I saw your email to Mr. Stauffer and I looked at that and he said it was consistent.

Member Severs moved to approve the capital call notice totaling \$313,560.16 subject to TIFA executing the documents being recorded. Member Brown concurred and the motion passed.

Staff Reports/Informational Items

V. Area IV Phase 2 Update

Mr. Stauffer stated, we have made the final payment to AWD and that was the retainage and that project is completely done. For the pipeline and well outfitting we did start-up testing on Well WR-5A December 7, 2015 and it was successful. There was a final walk through December 16, 2015, there were minor items discovered and we reached final completion with WR 5-A. I just saw by email today that Felix has received the bond documents for Well WR-5A and one of the goals was to accept WR 5-A prior to the end of the year and now that Felix has the document there won't be any issues with getting that done in the current calendar year. The only thing we have outstanding is some record drawings as well as to repair some of the cracked pull boxes and when that is completed we will release their retainage. I saw an email from Felix that said they ordered the replacement boxes and as soon as they are received it will be taken care of then that project will be completed.

On the rail trail project we will probably start including this as part of our monthly meetings because it will affect the city as well as TIFA and there was a coordination meeting on the 5th and Mr. Jantzer attended and he will give you a brief recap on what occurred at the meeting.

Mr. Jantzer stated, there was a kickoff meeting December 4th and the rail trail project will be broken into two phases. Phase 1 is the northern phase going from just north of Walkabout Country Club to the county line and Phase 2 is the southern portion going from around Dairy Road to McCulloch Road and the schedule was to do Phase 2 first and they plan to start construction January 4th. Permitting for Phase 2 is completed and they are working with the City of Titusville and the county in coordinating the utilities with the route of the rail trail. The

northern Phase is more complicated and includes in addition to the main rail trail unpaved horse trails and that is in permitting and they hope to have plan completion by May 2016.

Member Brown asked do you have an estimated construction timeframe?

Mr. Jantzer stated, no that was not discussed.

Member Brown asked on the northern construction segment are they are going to start the construction south to north?

Mr. Jantzer stated, they didn't give many details because it is still under design and permitting and they are looking at different options for the horse trail and didn't talk about the staging of that construction.

Member Severs asked is the entire project expected to be completed by May?

Mr. Jantzer stated, no May is when they are going to finish the design drawings for the northern section and after a few months of utility coordination they will get into construction.

Member Brown stated, it will also be affected by the Volusia construction and their design/build invitations to bid are out right now.

Other Business

Public Comment

Next Scheduled Meeting

Ms. Gagliardi stated, since we just heard that Member Severs last meeting will be in January has the city designated the new manager and new alternate manager because that will impact who the signers are on our checking accounts and we will also have to update the credit card information since Member Severs is the business holder for the main Visa credit card.

Mr. Broome stated, it is in process, we are hoping to take it to somebody for approval by council at the January meeting, either January 12, or January 26th. We do have an individual who is willing to serve.

Ms. Goering asked do you want to have the next meeting after the 26th?

Mr. Broome stated, Member Severs' is still serving until February.

Member Severs stated, my resignation is effective February 1st.

The next meeting was scheduled for January 28, 2016 at 11:00 a.m.

Open Items

Adjournment

Member Brown moved to adjourn the meeting at 11:23 a.m. Member Severs concurred and the meeting adjourned.