

**Minutes of TIFA LLC Meeting**  
**January 23, 2015**  
**1:00 p.m.**  
**City of Titusville Water Resources**  
**Mourning Dove Water Plant**  
**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  
David Fuechtman, Farmton Water Resources (by phone)  
Pat Gagliardi, Farmton Water Resources (by phone)  
Susan Pattock, Farmton Water Resources. (by phone)  
Helen Hutchens, Miami Corp. (by phone)  
Jim Perry, GMS, LLC

Jim Perry conducted the meeting.

**Action Items:**

**I. Approval of Reduction in Retainage – Advanced Well Drilling Contract**

Sean Stauffer advised AWD has made verbal requests for the reduction in retainage from 10% to 5%. Staff recommends the retainage be reduced. Member Severs moved to approve the reduction in retainage from 10% to 5%. Member Brown concurred and the reduction in retainage was approved.

**II. Reconsideration of Letters to Advanced Well Drilling, CPH, Inc. and Connect Consulting, Inc.**

Sean Stauffer advised at the last meeting that staff was provided direction by the Management Committee to prepare letters to Advanced Well Drilling, CPH, Inc. and Connect Consulting, Inc. to put them on notice that Well WR-5 was not completed in accordance with contract requirements. The purpose of this agenda item is to express concerns with the letters and to request reconsideration of sending same. Subsequent to receiving direction to send the letters, it was requested that the letter be signed by Sean Stauffer as construction manager. Mr. Stauffer pointed out that the City is the construction manager and Sean Stauffer is the designee of the City. Member Severs expressed the view that signing as construction manager was protective of Mr. Stauffer.

Member Severs moved to include language reserving TIFA's rights, remedies and actions as these relate to defective Well WR-5 within the documentation of the retainage

payment approved in in Item I above. Member Brown concurred and the reservation of rights language was approved. There was discussion that reservation of rights language was included in Change Order 3 and there was no need to send a separate letter. Member Brown moved to rescind the previously approved action at the January 14, 2015 meeting to send a letter regarding defective Well WR-5 to Advanced Well Drilling , CPH, Inc. and Connect Consulting, Inc. Member Severs concurred to rescind the previous action and the rescission was approved.

**III. Approval of Letter to St. Johns River Water Management District Re: Relocation of Well WR-5**

Sean Stauffer discussed the letter to St. Johns River Water Management District regarding the relocation of Well WR-5. Member Brown moved to approve the letter to St. Johns River Water Management District. Member Severs concurred and the letter was approved.

**Financial Items & Reports:**

None.

**Staff Reports / Informational Items:**

None.

**Other Business:**

None.

**Public Comment:**

None.

**Next Scheduled Meeting:**

The next regular scheduled meeting is February 19, 2015 at 11:00 a.m.

**Open Items:**

None.

**Adjournment:**

Member Brown moved to adjourn the meeting at 2:45 p.m. Member Severs concurred and the meeting was adjourned.