

Minutes of TIFA LLC Meeting
March 5, 2014
2:30 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
Lorraine Guise, City of Titusville
Barbra Goering, Farmton Water Resources (by phone)
David Fuechtman, Farmton Water Resources (by phone)
Pat Gagliardi, Farmton Water Resources (by phone)
Helen Hutchens, Miami Corp. (by phone)
Jim Perry, GMS, LLC
Farlen Halikman, Moore, Stephens & Lovelace

Jim Perry conducted the meeting.

Action Items:

I. Approval of the Minutes of the TIFA LLC Meeting of February 5, 2014

Jim Perry presented the minutes of the February 5, 2014 meeting. Member Severs motioned to approve the minutes of the February 5, 2014. Member Brown concurred and the minutes were approved.

Financial Items & Reports:

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

Jim Perry presented the expenses paid from the operating account and a request for reimbursement to the account of \$8,042.60. Member Severs motioned to ratify the expenses paid and approve the request for reimbursement. Member Brown concurred and the expenses and reimbursement were approved.

III. Presentation of 2013 Audit Report

Farlen Halikman presented the draft audit report for 2013. The auditor's required "Communication with those charged with Governance" letter was also presented.

Member Severs motioned to accept the 2013 audit report. Member Brown concurred and the 2013 audit report was accepted.

IV. Approval of 2013 Tax Returns

The 2013 tax returns were presented to the members. Member Severs motioned to approve the 2013 tax returns. Member Brown concurred and the 2013 tax returns were approved.

V. Approval and Signing of Management Representation Letter to Moore Stephens Lovelace P.A.

Member Brown motioned to approve and sign the management representation letter to Moore Stephens Lovelace, P.A. Member Severs concurred and the letter and signing of it was approved.

VI. Approve Retention of CJN&W, Certified Public Accounts, P.A. to Prepare the 2013 Tangible Personal Property Tax return for a Cost Not to Exceed \$1,250

Member Brown moved to approve the retention of CJN&W, Certified Public Accounts, P.A. to prepare the 2013 tangible personal property tax return for a cost not to exceed \$1,250. Member Severs concurred and the retention of CJN&W was approved.

Staff Reports / Informational Items:

VII. Area IV Phase 2 Update

Sean Stauffer presented an update as follows: Advanced Well Drilling is drilling the first well, which is WR8. Advanced Well Drilling is two months behind the original proposed schedule, which was addressed during the February 25, 2014 progress meeting. The raw water main and well outfitting portion of the project was awarded to Felix & Associates on February 5, 2014. All contract documents have been submitted. Approval of certificates of insurance is still in process. Approval was received from Army Corps of Engineers. Permits are expected in two weeks. Still awaiting final cost and design from FPL to provide power to Phase 2. Easement documents to be prepared, once FPL provides cost and design information.

Other Business:

None.

Public Comment:

None.

Next Scheduled Meeting:

The next scheduled meeting to be April 16, 2014 at 2:30 p.m. at the City of Titusville, Water Resources, 2836 Garden Street, Titusville, Florida.

Open Items:

Adjournment:

Member Severs moved to adjourn the meeting at 3:03 p.m. Member Brown concurred and the meeting was adjourned.