

**Minutes of TIFA LLC Meeting**  
**March 19, 2015**  
**3:00 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)  
Barbra Goering, Farmton Water Resources (by phone)  
Pat Gagliardi, Farmton Water Resources (by phone)  
Susan Pattock, Farmton Water Resources (by phone)  
Helen Hutchens, Miami Corporation (by phone)  
Farlen Halikman, Moore Stephens Lovelace, P.A.  
John Amrhein, Moore Stephens Lovelace, P.A.  
Ed Harp, Moore Stephens Lovelace, P.A.  
Jim Perry, GMS, LLC

Jim Perry conducted the meeting.

**Action Items:**

**I. Approval of the Minutes of the TIFA LLC Meeting of January 23, 2015 and the Meeting of February 19, 2015**

Member Severs moved to approve the minutes of the TIFA LLC meeting of January 23, 2015 and the meeting of February 19, 2015. Member Brown concurred and the minutes were approved.

**II. Approve First Amendment to TIFA LLC Operating Agreement**

Jim Perry discussed the First Amendment to the TIFA, LLC operating agreement. The amendment requires a cutoff date for Management Committee members receiving the agenda and other documents no less than five days prior to the meeting. Member Severs recommended a revision in the amendment to provide notice and purpose 24 hours in advance of an emergency meeting. Member Severs moved to approve the first amendment to the TIFA LLC operating agreement as revised. Member Brown concurred and the amendment was approved as revised.

### **III. Approval of Change Order No. 2 to CPH, Inc.**

Sean Stauffer discussed the draft Change Order No. 2 to CPH, Inc. This item was deferred to later in the meeting.

### **Financial Items & Reports:**

### **IV. Ratification of Expenses Paid from Operating Account and Request for Reimbursement**

Jim Perry presented the expenses paid from the operating account and request for reimbursement, which total \$3,086.82. Member Severs moved to ratify the expenses paid from operating account and request for reimbursement. Member Brown concurred and the expenses were ratified.

### **V. Approval of Capital Call Notice**

Jim Perry presented the capital call notice. The total amount of capital call was \$581,722.98 with equal allocation to the City of Titusville and Farmton Water Resources of \$290,861.49 each. Member Severs moved to approve the capital call notice. Member Brown concurred and the notice was approved.

### **VI. Presentation of 2014 Audit Report by Moore, Stephens & Lovelace, P.A.**

Farlen Halikman with Moore Stephens Lovelace, P.A. presented the 2014 audit report. Mr Halikman advised that it was a clean opinion. The auditor's required "Communication with those charged with Governance" letter was also presented. Discussion ensued concerning the Florida tangible personal property tax and the manner in which the tax is calculated. Member Severs requested additional information concerning this matter, which will be provided by Farmton Water Resources. Member Severs moved to accept the 2014 audit report. Member Brown concurred and the report was accepted.

### **VII. Approval of 2014 Tax Returns**

The 2014 tax returns were presented to the members. Member Severs moved to approve the 2014 tax returns. Member Brown concurred and the 2014 tax returns were approved.

### **VIII. Approval and Signing of Management Representation Letter to Moore, Stephens, Lovelace, P.A.**

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

III. CPH Change Order #2

This item was deferred to this point in the meeting; discussion was for informational purposes. Member Severs discussed the CPH contract and the manner in which individual line items are paid. Member Severs requested a legal review of this matter. Also discussed were items in the draft change order related to work performed on invasive plant species and the drilling of replacement well WR-5A.

**IX. Approve Retention of CJN&W, Certified Public Accountants, P.A. to Prepare Tangible Personal Property Tax Returns**

Member Severs moved to approve the retention of CJN&W, Certified Public Accountants, P.A. to prepare the 2015 Florida tangible personal property tax returns. Member Brown concurred and retention of CJN&W was approved.

**Staff Reports / Informational Items:**

**X. Discussion of Contracts – Felix, CPH and Advanced Well Drilling**

This item was deferred to the next TIFA meeting.

**Other Business:**

Barbra Goering discussed a quote for liability insurance for TIFA LLC. The premium is quoted at \$23,678.98. It was noted by Ms. Goering that this premium was within the 2015 approved budget and that the Management Committee had previously agreed the liability insurance coverage could be bound.

Sean Stauffer provided a brief update on Area IV Phase 2 construction as follows:

- The casing for replacement well WR-5 (WR-5A) was vibrated in last week
- Felix has completed all raw water main pigging and pressure testing
- The wellfield access road is 70% complete
- FPL subcontractor, which will install the Phase 2 power lines was onsite on 3/18/2015
  - The subcontract was awarded on 3/17/2015
  - The subcontractor expects the work to be complete in May 2015

**Public Comment:**

None.

**Next Scheduled Meeting:**

The next regular scheduled meeting is Thursday, April 23, 2015 at 11:00 a.m.

**Open Items:**

There being none, the next item followed.

**Adjournment:**

Member Severs moved to adjourn the meeting at 4:11 p.m. Member Brown concurred and the meeting was adjourned.