

**Minutes of TIFA LLC Meeting  
February 20, 2013  
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  
Helen Hutchens, Miami Corporation (by phone)  
Pat Gagliardi, Farmton Water Resources, LLC (by phone)  
Susan Pattock, Farmton Water Resources, LLC (by phone)  
David Fuechtman, Farmton Water Resources, LLC (by phone)  
William Blend, Moore Stephens Lovelace, P.A.  
James Perry, GMS, Managing Director of North Florida Region

James Perry conducted the meeting.

**Action Items:**

**I. Approval of the Minutes of TIFA LLC Meeting of January 16, 2013**

James Perry presented the minutes of the January 16, 2013 meeting. Member Severs moved to approve the minutes of the January 16, 2013 meeting. Member Brown concurred and the minutes were approved.

**Financial Items & Reports:**

**II. Approval of Tax Returns 2012**

William Blend of Moore Stephens Lovelace, P.A., presented the tax returns for 2012. Member Severs moved to approve the 2012 Tax Returns. Member Brown concurred and the tax returns were approved.

**III. Presentation of Audit Report 2012 (presenter: Bill Blend of Moore Stephens Lovelace, P.A.)**

William Blend presented the draft audit report for 2012. The auditor's required "communication with those charged with Governance" letter was also presented.

Member Severs moved to accept the 2012 Audit Report. Member Brown concurred and the report was accepted.

#### **IV. Approval of Expenses Paid from Operating Account and Request Reimbursement (presenter: Jim Perry)**

James Perry presented the expenses paid from the operating account. Check numbers 1001 and 1002 and 1010 through 1014 were presented for reimbursement. Check numbers 1003 through 1009 were voided due to printer error. Member Severs moved to approve Check Numbers 1001, 1002 & 1010 through 1014 and reimburse the Operating Account to maintain its full balance at \$15,000. Member Brown concurred and the checks and reimbursement request were approved.

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

#### **V. Update on Area IV Phase 2 (presenter: Sean Stauffer)**

Sean Stauffer presented an update as follows: Phase 2 Well Drilling Contract Book is nearly complete. Comments on Phase 2 raw water main and well outfitting 60% plans and specifications for plans have been provided to CPH. Member Brown and Mr. Stauffer discussed preferred access routes to the Phase 2 production wells.

#### **Other Business:**

#### **VI. Discussion of Charges for Emergency Generators**

John Peterson presented an overview of emergency generator charges as the basis for a recommendation of a rate of \$22 per hour for a generator when in use in Area IV. Additionally, operator attendance of the generators within the Area IV wellfield by City employees will be reimbursed at the currently approved labor rate. Member Brown moved to approve the rate of \$22 per hour for the use of generators within Area IV. Member Severs concurred and the rate was approved.

#### **VII. GMS to be Named as Registered Agent**

The registered agent is to remain Attorney Glenn Storch.

#### **Public Comment:**

None

#### **Next Scheduled Meeting:**

The next meeting will be on March 20, 2013 at 2:30 p.m.

**Open Items:**

Member Brown moved to adjourn the meeting at 2:57 p.m. Member Severs concurred and the meeting was adjourned.