

TIFA

MAY 26, 2016

AGENDA

TIFA LLC MEETING AGENDA
May 26, 2016
11:00 a.m.
MEETING LOCATION
CITY OF TITUSVILLE
WATER RESOURCES
2836 GARDEN STREET – TITUSVILLE, FLORIDA

Roll Call

Action Items

- I. Approval of the Minutes of the TIFA LLC Meeting of April 28, 2016 (Presenter: James Perry)

Financial Items and Reports

- II. Ratification of Expenses Paid from Operating Account and Request for Reimbursement (Presenter: James Perry)

Staff Reports / Informational Items

- III. Update on Rail Trail Project (Presenter: Andy Jantzer)
- IV. Area IV Phase 2 Update (Presenter: Sean Stauffer)

Other Business

Public Comment

Next Scheduled Meeting

Open Items

Adjournment

FIRST ORDER OF BUSINESS

Date: May 26, 2016

To: TIFA LLC Management Committee

From: Sarah Sweeting, GMS, LLC

Subject: Approval of Minutes – April 28, 2016 TIFA LLC Meeting

Summary Explanation & Background: The draft minutes of the April 28, 2016 TIFA LLC meeting were previously circulated for review. The minutes of the TIFA LLC meeting are presented for review and approval. Since the draft minutes were circulated, on May 10, 2016, the City of Titusville responded they had no additional comments. Comments were received from Farmton Water Resources / Miami Corporation on May 12, 2016. No other comments have been received.

Source of Funds: This action requires no funds.

Minutes of TIFA LLC Meeting
April 28, 2016
1:00 p.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
Jim Ball, 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
David Fuechtman, Farmton Water Resources (by telephone)
Susan Paddock, Farmton Water Resources (by telephone)
Helen Hutchens, Miami Corporation (by telephone)
Dave deNagy, GMS LLC

Dave deNagy conducted the meeting.

Action Items

I. Approval of the Minutes of the TIFA LLC Meeting of March 17, 2016

Member Ball moved to approve the minutes of the March 17, 2016 meeting. Member Brown concurred and the motion passed.

II. Approval of Extension of Agreement with Governmental Management Services, LLC for One-year at an Annual Fee of \$26,000

Member Brown moved to approve the extension of the agreement with Governmental Management Services, LLC for one year at an annual fee of \$26,000. Member Ball concurred and the motion passed.

III. Consideration of Modification of Easements

Mr. Stauffer stated, as we finished up Phase 2 of the wellfield we looked at the easements and there were a number of changes that we made and some new easements that we added for wetlands for Phase 2. We had a number of overlapping easements and during the process of reviewing all of these we thought it would be appropriate to clean up those overlaps. We had GCY revise the existing easements and they have been reviewed by staff on the city side and Miami Corp. as well as the language that is associated with this modification of easements. Once approved we will have the easements recorded.

Member Brown moved to approve the modifications to the easements. Member Ball concurred and the motion passed.

Financial Items and Reports

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

Member Ball moved to ratify the expenses paid from the operating account and the request for reimbursement in the amount of \$10,599.02. Member Brown concurred and motion passed.

V. Presentation of First Quarter Financial Statements

Member Ball moved to approve the first quarter financial statements. Member Brown concurred and the motion passed.

Staff Reports/Informational Items

VI. Documents Regarding Wellhead Leaks

VII. Area IV Phase 2 Update

Mr. Stauffer stated, we wanted to include what has been going back and forth between the city, Felix and CPH and that will lead into the Phase 2 update. Construction is done and we are working on getting the wellhead assemblies repaired. We sent Felix a letter on April 8th requesting that they repair the wellhead assemblies and we included the inspection reports that were done by a third party testing group. We requested a response from them by April 20th and we did get a response on the 19th saying while they didn't admit any fault they will go ahead and repair those wellhead assemblies. They provided a plan of action that matches pretty well with what we wanted but we are going to make a few comments on what they are planning to do. We have gotten comments from Miami Corp, the city as well as CPH and within the next day or so we will send our official comments back to Felix on their plan of action.

Mr. Ball asked is there a cost to TIFA of getting this fixed?

Mr. Stauffer stated, there is going to be a very minor cost from the Felix work. One of the things that we wanted to do was move the pressure transducers from their current location to high up so they are easier to deal with and that is going to cost us about \$1,500 per well. As far as the wellhead assemblies there will be no cost to TIFA.

Mr. Ball asked who inspects to be satisfied that the repairs are done satisfactorily?

Mr. Stauffer stated, there are going to be a couple opportunities for inspection. Once they do the welding we want to inspect the piece in the shop before it goes in the ground. We have other things we are negotiating about what sort of tests we would like to see. We are also considering having Renegade (the third party testing group) come back out and look at the wells and things before it goes in the ground. CPH will be there for the inspection, the city will have someone there representing us and I would also imagine Miami Corp. may have Jim Boyd attend as well.

Mr. Ball asked are we withholding the payment from the last application for payment until the repair work is complete?

Mr. Stauffer stated, yes, we still have not issued the check for the retainage.

Mr. Ball stated, I went through CPH's response and they recommended five or six items that TIFA could consider. It looks like a number of those were incorporated into the response. There are things such as requiring the contractor to pay for the testing of the defective wells and subsequent reinspecting and testing. Have they agreed to that?

Mr. Stauffer stated, no, we have not provided our official response back to Felix on their plan. That is what staff is working on now.

Mr. Ball asked are you going to consider some of these recommendations made by CPH?

Mr. Stauffer stated, absolutely and we are making sure that CPH is fine with what we are commenting on.

VIII. Update on Rail Trail Project

Mr. Jantzer stated, the rail trail project has a north and south phase, the south phase drawings were 100% a month or more ago. We have been commenting back and forth and we are satisfied there is not an undue threat to our utilities based on the design drawings. We have also been confirming and doing follow-up work to make sure that the utility locates are correct and that people are doing the locates using the proper as-built record drawings. The north segment is between 60% and 100% design drawing stage and we just submitted comments to make sure the raw water main and fiber optic utilities are properly shown on the drawings. There are a couple potential issues we commented on with storm pipes being replaced but we flagged it to the contractor and engineer's attention so they would be aware we are watching and make sure they look to protect our utilities. At this point they are still working on the southern phase and plan to start cutting sub-grades in the next couple of weeks.

IX. Update on Property Insurance Renewal

Ms. Hutchens stated, the insurance renewal occurred on April 16th, the policy is in place and the payment is at the city for your signature. The policy renewal came in under budget and has all the same coverages as the prior year.

Member Ball moved to approve payment of the property insurance premium in the amount of \$42,466.72. Member Brown concurred and the motion passed.

Other Business

Public Comment

Next Scheduled Meeting

The next scheduled meeting is Thursday, May 26, 2016 at 11:00 a.m.

Open Items

Adjournment

Member Brown moved to adjourn the meeting at 1:22 p.m. Member Ball concurred and the meeting adjourned.

SECOND ORDER OF BUSINESS

**TIFA LLC
INVOICE APPROVAL BY MANAGERS**

WHEREAS, the undersigned are the duly appointed and acting Managers of TIFA LLC, which operates pursuant to that certain Limited Liability Company Operating Agreement of TIFA LLC dated May 24, 2010 (“Operating Agreement”); and,

WHEREAS, at a duly called and noticed public meeting of the Managers as indicated below, the undersigned approved the contract and/or authorized the expenditure as indicated below, and further authorized the managers to execute the Invoice Approval by Managers form reflecting such authorized expenditures in order to process payments.

Previous Authorizations

TIFA Meeting Date	Approved	Total Contract or Expenditure Authorized
05/26/16	Imprest Account Reimbursement from Depository Account	See Attached

NOW, THEREFORE, the Managers of TIFA LLC, based upon the previous TIFA authorizations, approve the following payments:

Invoice Description	Total Amount	Pursuant to Previous TIFA Authorization Date	Invoice Payment
Transfer to imprest account at Northern Trust ending *8866	\$14,011.57	05/26/16	To be Paid by TIFA upon this approval

Except as otherwise set forth herein, defined terms shall have the meaning set forth in the Operating Agreement. This Action may be executed in several counterparts, and all counterparts so executed shall constitute one Approval binding on all parties.

IN WITNESS WHEREOF, the undersigned represent and warrant that each is the duly authorized and appointed agent of TIFA LLC.

Mike Brown, Manager

Jim Ball, Manager

Date: _____, 2016

Date: _____, 2016

10:14 AM
05/18/16

TIFA LLC
Check Detail
April 21 through May 17, 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	ACH	05/02/2016	Florida Department...		103.00 · Cash- Nort...		-63.89
Bill	27289...	04/20/2016			501.50 · O&M Parts ...	-63.89	63.89
TOTAL						-63.89	63.89
Bill Pmt -Check	1160	04/29/2016	Terrablue Environ...		103.00 · Cash- Nort...		-3,679.00
Bill	TIFA2	04/25/2016			508.00 · Wetland M...	-3,679.00	3,679.00
TOTAL						-3,679.00	3,679.00
Bill Pmt -Check	1161	05/05/2016	Florida Power & Li...		103.00 · Cash- Nort...		-5,286.12
Bill	09060...	05/02/2016			511.00 · Utilities	-251.40	251.40
Bill	11526...	05/02/2016			511.00 · Utilities	-319.71	319.71
Bill	18790...	05/02/2016			511.00 · Utilities	-563.84	563.84
Bill	24869...	05/02/2016			511.00 · Utilities	-285.31	285.31
Bill	32610...	05/02/2016			511.00 · Utilities	-537.62	537.62
Bill	40983...	05/02/2016			511.00 · Utilities	-198.30	198.30
Bill	47893...	05/02/2016			511.00 · Utilities	-422.83	422.83
Bill	54213...	05/02/2016			511.00 · Utilities	-335.02	335.02
Bill	54996...	05/02/2016			511.00 · Utilities	-376.59	376.59
Bill	62400...	05/02/2016			511.00 · Utilities	-230.50	230.50
Bill	73681...	05/02/2016			511.00 · Utilities	-225.11	225.11
Bill	74008...	05/02/2016			511.00 · Utilities	-420.14	420.14
Bill	75317...	05/02/2016			511.00 · Utilities	-465.27	465.27
Bill	76646...	05/02/2016			511.00 · Utilities	-391.96	391.96
Bill	83665...	05/02/2016			511.00 · Utilities	-262.52	262.52
TOTAL						-5,286.12	5,286.12
Bill Pmt -Check	1162	05/05/2016	The City of Titusville		103.00 · Cash- Nort...		-437.45
Bill	61664...	05/02/2016			120.00 · Easements	-437.45	437.45
TOTAL						-437.45	437.45
Check	1163	05/10/2016	Cardmember Service		103.00 · Cash- Nort...		-139.45
					203.50 · Northen Tr...	-139.45	139.45
TOTAL						-139.45	139.45

10:14 AM
05/18/16

TIFA LLC
Check Detail
April 21 through May 17, 2016

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	1164	05/13/2016	CPH		103.00 · Cash- Nort...		-649.33
Bill	96596	03/11/2016			140.00 · Area IV We...	-649.33	649.33
TOTAL						-649.33	649.33
Bill Pmt -Check	1165	05/17/2016	The City of Titusville		103.00 · Cash- Nort...		-3,756.33
Bill	R-271	04/05/2016			501.00 · O&M Oper...	-284.53	284.53
Bill	D-23	04/05/2016			501.00 · O&M Oper...	-347.18	347.18
Bill	R-266	04/06/2016			501.00 · O&M Oper...	-378.50	378.50
Bill	D-24	04/06/2016			501.00 · O&M Oper...	-694.37	694.37
Bill	R-267	04/13/2016			501.00 · O&M Oper...	-441.15	441.15
Bill	R-268	04/20/2016			501.00 · O&M Oper...	-315.85	315.85
Bill	D-25	04/20/2016			501.00 · O&M Oper...	-409.83	409.83
Bill	R-269	04/27/2016			501.00 · O&M Oper...	-409.83	409.83
Bill	D-26	04/28/2016			501.00 · O&M Oper...	-284.53	284.53
Bill	R-270	04/29/2016			501.00 · O&M Oper...	-190.56	190.56
TOTAL						-3,756.33	3,756.33