

TIFA

JUNE 27, 2019

AGENDA

TIFA LLC MEETING AGENDA
June 27, 2019
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 May 30, 2019 (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

Other Business

Public Comment

Next Scheduled Meeting

Open Items

Adjournment

FIRST ORDER OF BUSINESS

Date: June 27, 2019

To: TIFA LLC Management Committee

From: Sarah Sweeting, GMS, LLC

Subject: Approval of Minutes – May 30, 2019 TIFA LLC Meeting

Summary Explanation & Background: The draft minutes of the May 30, 2019 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 June 14, 2019 comments were received from the City of Titusville and on June 17, 2019 comments were received from Farnton Water Resources / Miami Corporation. No other comments have been received.

Minutes of TIFA LLC Meeting
May 30, 2019
11:09 a.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
Anna Abreu-Ochoa, City of Titusville
Gene DeMayo, City of Titusville
David Fuechtman, Farmton Water Resources (by telephone)
Susan Paddock, Farmton Water Resources (by telephone)
Pat Gagliardi, Farmton Water Resources (by telephone)
Helen Hutchens, Farmton Water Resources (by telephone)
Daniel Laughlin, GMS LLC

Daniel Laughlin conducted the meeting.

Roll Call

Action Items

I. Approval of the Minutes of the TIFA LLC Meeting of April 30, 2019

Member Brown moved to approve the April 30, 2019 meeting minutes as presented. Member Ball concurred and the motion passed.

II. Consideration of Proposal for Wellfield Calibration Checks (Presenter: Sean Stauffer)

Mr. Stauffer stated, each year we have a company calibrate the meters on the production wells that are used for billing. We reached out to AWK Industries, the company that did it last year and received a quote of \$2,625 for the 15 wells. We were going to reach out to another group

that bid on it last year, but they were no longer in business. We would ask for approval of the expenditure associated the calibration.

Member Ball moved to approve the proposal for wellfield calibration checks from AWK Industries, Inc., in the total amount of \$2,625.00. Member Brown concurred and the motion passed.

Financial Items and Reports

III. Ratification of Expenses Paid from Operating Account and Request for Reimbursement (Presenter: Daniel Laughlin)

Member Ball moved to ratify the expenses paid from the operating account and request for reimbursement in the amount of \$9,869.86. Member Brown concurred and the motion passed.

Staff Reports/Informational Items

IV. Discussion of Groundwater Quality Evaluation Report for Area IV Wellfield

Mr. Stauffer stated, we have noticed some increases in the salinity levels in two of the saltwater monitoring wells in the Area IV wellfield. We reached out to Bob Oros with the Colinas Group to have them do an analysis and provide recommendations associated with these changes in salinity levels. The general findings were that things are okay, that no action needs to be taken at this time, but they do recommend we increase some of the sampling and testing associated with the saltwater monitoring wells.

Staff has already increased the sampling for the production wells in and around that area from monthly to twice a month. For the increased sampling recommended on the saltwater monitoring wells we are going to request that Pace Labs do this work. Unfortunately, the city is not able to provide additional labor as well as the testing for this event. The current price provided from Pace Labs is \$1,140 per month, the plan is to sample for three months, June through August, and after those initial three months we may move that sampling back to quarterly depending on the results. Bob Oros is available by phone if we have any technical questions and if there are any general questions, I will do my best to answer those.

Ms. Hutchens stated I reviewed the budget to actual as of April 30th and we do have room in the budget at this point in time for these additional costs and we will continue to monitor the budget as the year continues to ensure that we don't go over budget in total.

Member Ball moved to approve the increased sampling for three months using Pace Labs. Member Brown concurred and the motion passed.

Other Business

Public Comment

Next Scheduled Meeting

The next meeting will be June 27, 2019 at 11:00 a.m.

Open Items

Adjournment

Member Brown moved to adjourn the meeting at 11:22 a.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
06/27/2019	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	\$9,887.92	06/27/19	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: _____, 2019

Date: _____, 2019

TIFA LLC
Check Detail

May 24 through June 20, 2019

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	ACH0...	05/29/2019	Cardmember Service		103.00 · Cash- Nort...	-1,367.13	-1,367.13
TOTAL					203.50 · Northern Tr...	-1,367.13	1,367.13
Bill Pmt -Check	1293	06/20/2019	The City of Titusville		103.00 · Cash- Nort...	-2,405.09	-2,405.09
Bill	37-2019	05/01/2019			501.00 · O&M Oper...	-434.85	434.85
Bill	38-2019	05/08/2019			501.00 · O&M Oper...	-559.15	559.15
Bill	39-2019	05/15/2019			501.00 · O&M Oper...	-488.12	488.12
Bill	40-2019	05/22/2019			501.00 · O&M Oper...	-417.09	417.09
Bill	41-2019	05/29/2019			501.00 · O&M Oper...	-505.88	505.88
TOTAL						-2,405.09	2,405.09
Bill Pmt -Check	ACH0...	06/20/2019	Florida Power & Li...		103.00 · Cash- Nort...	-6,115.70	-6,115.70
Bill	09060...	06/01/2019			511.00 · Utilities	-276.28	276.28
Bill	24869...	06/01/2019			511.00 · Utilities	-290.98	290.98
Bill	40983...	06/01/2019			511.00 · Utilities	-266.10	266.10
Bill	62400...	06/01/2019			511.00 · Utilities	-275.29	275.29
Bill	73681...	06/01/2019			511.00 · Utilities	-281.13	281.13
Bill	83665...	06/01/2019			511.00 · Utilities	-258.98	258.98
Bill	18790...	06/01/2019			511.00 · Utilities	-678.96	678.96
Bill	32610...	06/01/2019			511.00 · Utilities	-690.37	690.37
Bill	47893...	06/01/2019			511.00 · Utilities	-512.37	512.37
Bill	54996...	06/01/2019			511.00 · Utilities	-455.80	455.80
Bill	74008...	06/01/2019			511.00 · Utilities	-550.44	550.44
Bill	76646...	06/01/2019			511.00 · Utilities	-489.33	489.33
Bill	11526...	06/01/2019			511.00 · Utilities	-272.81	272.81
Bill	54213...	06/01/2019			511.00 · Utilities	-300.82	300.82
Bill	75317...	06/01/2019			511.00 · Utilities	-516.04	516.04
TOTAL						-6,115.70	6,115.70