

**Minutes of TIFA LLC Meeting**  
**August 1, 2012**  
**2:30 p.m.**  
**City of Titusville Water Resources**  
**Mourning Dove Water Plant**  
**2836 Garden Street**  
**Titusville, FL 32796**

**Persons in Attendance:**

Michael 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, City of Titusville  
Katherine Morgan, City of Titusville  
Sally Moore, City of Titusville  
Glenn Storch, Attorney – Representing Miami Corp  
Chris Long, Farmton Vice President and Treasurer (by phone)  
Barbra Goering, Farmton Vice President and Secretary (by phone)  
Helen Hutchens, Miami Corporation Accountant (by phone)  
James Perry, GMS Managing Director  
Dave deNagy, GMS District Manager

James Perry conducted the meeting.

**Action Items:**

**I. Approval of Minutes of TIFA LLC meeting of June 27, 2012**

James Perry presented the minutes of the June 27, 2012 meeting. The minutes were approved as submitted.

**II. Bank Resolution for Imprest Account to be Accessed by Governmental Management Services, LLC**

Chris Long suggested that TIFA open two new accounts at Bank of America. Members Severs and Brown would be cosigners to the bank resolution. Staff is still researching

whether to close the SunTrust account or leave it open. There would be two bank accounts. The TIFA Managers (Dwight Severs and Michael Brown) would be co-signers on the first account. This account is where water deposits would be made, capital contributions would be deposited and from which larger invoices would be paid. The second account would be a smaller operating account on which GMS, in addition to the TIFA Managers would have co-signing authority. The second account would be funded like an imprest account, meaning that at the close of each month GMS would inform Members Severs and Brown what expenses they have paid and that amount would be funded from the large account to the small account to replenish it to an imprest balance. This account would require any two of Members Severs and Brown or a GMS-specified signer (three possible GMS signers will be designated) to sign a check. James Perry recommended the three signers from GMS be himself, Dave deNagy and James Oliver. The three GMS signers are District Manager's in St. Augustine, Florida.

Staff is still waiting for Bank of America to confirm whether they will permit co-signers on the accounts. If they cannot, then the SunTrust account may remain open and GMS would be added as signers on that account.

By Motion: Member Severs moved to approve the Bank of America resolution & authorized Dwight Severs & Michael Brown to take all actions required to open bank accounts at Bank of America. Member Brown concurred and the resolution & authorization was approved.

#### **Financial Reports:**

#### **III. Accept 2<sup>nd</sup> Quarter Financial Statement as Prepared by the Accounting Firm Carlstedt, Jackson, Nixon & Wilson**

Helen Hutchens presented the 2<sup>nd</sup> quarter financial statements as prepared by the accounting firm Carlstedt, Jackson, Nixon and Wilson.

By Motion: Member Severs moved to accept the second quarter 2012 financial statements as prepared by Carlstedt, Jackson, Nixon & Wilson. Member Brown concurred and the 2<sup>nd</sup> quarter financial statements were accepted.

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

#### **IV. Status of Area IV Phase 1 Construction Contract I**

Sean Stauffer gave an update on Contract I, which is in the construction phase of outfitting of the wells. On July 19<sup>th</sup>, the final punch list items were completed for wells 412 and 413. Both of the wells passed and there are no remaining punch list items for those wells. The close out documents are currently being worked on. The bond amount was already agreed upon.

The well conveyance documents are being prepared. Chris Long requested that Farmton review the full package of well conveyance documents before they are signed. Sean Stauffer will work to get the contractor to put together the warranties as soon as possible. Sean Stauffer advised that once approval is received on the well conveyance package then the wells would be turned on.

Sean Stauffer reported on contract IIC, which is the pipeline within the well field. Repairs were completed last week, which included installation of the proper restraints for well sites 409, 411 and 412. The water main was chlorinated and de-chlorinated last week and has not completely passed testing. The first bacteriological sample was collected on Monday. Only one of the test sites passed and three failed. The one that passed was directly next to where the chlorination point was injected. Additional samples will be taken. To pass the pipeline will need two consecutive days of passing tests at all four sites, once that is achieved then the pipeline will be cleared. Startup of the remaining wells is dependent on this process.

#### **V. Status of CPH Notice to Proceed with Area IV Phase 2 Design, Permitting and Project Management**

Chris Long stated that a draft Construction Project Management agreement for Phase II was submitted to the City for review. Sean Stauffer advised that the draft agreement is currently under review by City staff.

#### **VII. Such Other Business as May Come Before the Management Committee**

Chris Long stated under the LLC Operating Agreement, the members must consent to the adoption of the budget. A Member Consent similar to the one prepared and executed last year will be prepared for 2012 and routed to the City for execution.

It was noted that staff will need to review the 2012 water rate per the LLC Operating Agreement given the delay in well start-up relative to the anticipated timing in the budget.

#### **Public Comment:**

None

The next meeting will be on September 17, 2012 at 2:30 p.m.

Meeting adjourned at 2:51 p.m.