

***TIFA***

*JANUARY 20, 2022*

# *AGENDA*

**TIFA LLC MEETING AGENDA**  
**January 20, 2022**  
**11:00 a.m.**  
**MEETING LOCATION**  
**FIRE DEPARTMENT HEADQUARTERS**  
**MULTIPURPOSE ROOM**  
**550 S. WASHINGTON AVENUE – TITUSVILLE, FLORIDA**  
**Call in Number:**  
(US) 1-866-705-2554 (PIN: 480560)

**Roll Call**

**Action Items**

- I. Approval of the Minutes of the TIFA LLC Meeting December 16, 2021  
(Presenter: Daniel Laughlin)

**Financial Items and Reports**

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

**Staff Reports / Informational Items**

**Other Business**

**Public Comment**

**Next Scheduled Meeting**

**Open Items**

**Adjournment**

*FIRST ORDER OF BUSINESS*

Date: January 20, 2022

To: TIFA LLC Management Committee

From: Sarah Sweeting, GMS, LLC

Subject: Approval of Minutes – December 16, 2021 TIFA LLC Meeting

**Summary Explanation & Background:** The draft minutes of the December 16, 2021 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 December 20, 2021, the City of Titusville indicated they had no comments and comments were received from Farmton Water Resources / Miami Corporation. No other comments have been received.

**Source of Funds:** This action requires no funds.

Minutes of TIFA LLC Meeting  
December 16, 2021  
11:00 a.m.  
Fire Department Headquarters  
Multi-Purpose Room  
550 S. Washington Avenue  
Titusville, Florida

Persons in Attendance

Robbie E. Lee, Jr., Miami Corporation Management, LLC, 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  
Gene DeMayo, City of Titusville  
Pat Gagliardi, 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 November 30, 2021 (Presenter: Daniel Laughlin)**

Member Ball moved to approve the November 30, 2021 meeting minutes as presented. Member Lee concurred and the motion passed.

**II. Consideration of Proposal with ReAlign Web Design for ADA Conversion (Presenter: Daniel Laughlin)**

This item tabled.

**III. Consideration of Audit Engagement Letter with Moore Stephens Lovelace (Presenter: Daniel Laughlin)**

Member Lee moved to approve the engagement letter with Moore Stephens Lovelace in an amount not to exceed \$17,500. Member Ball concurred and the motion passed.

#### **IV. Consideration of Member Distribution (Presenter: Pat Gagliardi)**

Ms. Gagliardi stated, we have not made a member distribution for this year, we were retaining the funds while we discussed what was going on with the insurance. We have come up with a solution for the insurance and increased the maintenance cash balance from \$300,000 to \$450,000 that allows us to make a \$630,00 distribution to the members with \$315,000 to the City of Titusville and \$315,000 to Farmton Water Resources.

Member Ball moved to approve the member distribution in the total amount of \$630,000. Member Lee concurred and the motion passed.

#### **Financial Items and Reports**

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

Member Lee moved to ratify the expenses paid from the operating account and request for reimbursement in the amount of \$14,303.45. Member Ball concurred and the motion passed.

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

#### **Other Business**

#### **VI. Execution of the Wellhead Painting Contract and Deposit**

#### **Public Comment**

#### **Next Scheduled Meeting**

The next meeting will be held January 20, 2022.

#### **Open Items**

## **Adjournment**

Member Lee 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**

<b>TIFA Meeting Date</b>	<b>Approved</b>	<b>Total Contract or Expenditure Authorized</b>
01/20/2022	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:

<b>Invoice Description</b>	<b>Total Amount</b>	<b>Pursuant to Previous TIFA Authorization Date</b>	<b>Invoice Payment</b>
Transfer to imprest account at Northern Trust ending *8866	\$10,472.09	01/20/2022	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.

\_\_\_\_\_  
Robert E Lee, Manager

\_\_\_\_\_  
Jim Ball, Manager

Date: \_\_\_\_\_, 2022

Date: \_\_\_\_\_, 2022

# TIFA LLC Check Detail

December 10, 2021 through January 13, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>1354</b>	<b>01/12/2022</b>	<b>Pace Analytical, LLC</b>	<b>103.00 · Cash- Nort...</b>		<b>-690.00</b>
Bill	2135457536	11/30/2021		501.50 · O&M Parts ...	-690.00	690.00
TOTAL					-690.00	690.00
<b>Bill Pmt -Check</b>	<b>1355</b>	<b>01/12/2022</b>	<b>The City of Titusville</b>	<b>103.00 · Cash- Nort...</b>		<b>-2,308.33</b>
Bill	COT12312021	12/31/2021		501.00 · O&M Oper...	-2,308.33	2,308.33
TOTAL					-2,308.33	2,308.33
<b>Bill Pmt -Check</b>	<b>ACH01132022</b>	<b>01/13/2022</b>	<b>Florida Power &amp; Light</b>	<b>103.00 · Cash- Nort...</b>		<b>-7,473.76</b>
Bill	74008-14500Jan22	01/03/2022		511.00 · Utilities	-664.96	664.96
Bill	54996-25506Jan22	01/03/2022		511.00 · Utilities	-551.71	551.71
Bill	32610-23505Jan22	01/03/2022		511.00 · Utilities	-795.95	795.95
Bill	18790-42503Jan22	01/03/2022		511.00 · Utilities	-834.82	834.82
Bill	83665-19117Jan22	01/03/2022		511.00 · Utilities	-339.55	339.55
Bill	73681-17557Jan22	01/03/2022		511.00 · Utilities	-340.86	340.86
Bill	62400-69564Jan22	01/03/2022		511.00 · Utilities	-340.20	340.20
Bill	40983-63494Jan22	01/03/2022		511.00 · Utilities	-334.12	334.12
Bill	24869-01248Jan22	01/03/2022		511.00 · Utilities	-339.41	339.41
Bill	09060-50505Jan22	01/03/2022		511.00 · Utilities	-342.98	342.98
Bill	76649-91016Jan22	01/03/2022		511.00 · Utilities	-597.46	597.46
Bill	75317-43016Jan22	01/03/2022		511.00 · Utilities	-644.40	644.40
Bill	54213-71161Jan22	01/03/2022		511.00 · Utilities	-382.10	382.10
Bill	47893-42013Jan22	01/03/2022		511.00 · Utilities	-621.06	621.06
Bill	11526-54016Jan22	01/03/2022		511.00 · Utilities	-344.18	344.18
TOTAL					-7,473.76	7,473.76