

***TIFA***

*MARCH 24, 2022*

# *AGENDA*

**TIFA LLC MEETING AGENDA**  
**March 24, 2022**  
**11:00 a.m.**  
**MEETING LOCATION**  
**CITY OF TITUSVILLE**  
**CITY HALL, COUNCIL CHAMBER, SECOND FLOOR**  
**555 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 February 24, 2022  
(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**

*Any person who decides to appeal any decision of the TIFA Members with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*

*TIFA desires to accommodate persons with disabilities. Accordingly, any physically handicapped person, pursuant to Chapter 286.26 Florida Statutes, should, at least 48 hours prior to the meeting, submit a written request to the chairperson that the physically handicapped person desires to attend the meeting.*

*FIRST ORDER OF BUSINESS*

Date: March 24, 2022

To: TIFA LLC Management Committee

From: Sarah Sweeting, GMS, LLC

Subject: Approval of Minutes – February 24, 2022 TIFA LLC Meeting

**Summary Explanation & Background:** The draft minutes of the February 24, 2022 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 March 11, 2022, comments were received from and Farnton Water Resources / Miami Corporation. No other comments have been received.

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

Minutes of TIFA LLC Meeting  
February 24, 2022  
11:00 a.m.  
City Hall Council Chamber, Second Floor  
555 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  
Richard Broome, City of Titusville, City Attorney  
Gene DeMayo, City of Titusville  
Pat Gagliardi, Farnton Water Resources (by telephone)  
Farlen Halikman, Moore Stephens Lovelace, P.A.  
Terrance Wilson, Moore Stephens Lovelace, P.A.  
Daniel Laughlin, GMS LLC

Daniel Laughlin conducted the meeting.

**Roll Call**

**Action Items**

**I. Approval of the Minutes of the TIFA LLC Meeting of January 20, 2022 (Presenter: Daniel Laughlin)**

Member Ball moved to approve the April 19, 2021 meeting minutes as presented. Member Lee concurred and the motion passed.

**Financial Items and Reports**

**II. Presentation of TIFA, LLC Draft Audit Report (Presenter: Terrence Wilson)**

Mr. Wilson stated, we performed the audit this year, we went along for the meter reading in December for year end and Katie at GMS was able to get us the reports we needed. I believe you have a draft of the financial statements. Nothing has changed, significant accounting policies are in the footnotes, there were no new accounting policies, no corrected or uncorrected misstatements. There are some estimates included that are the amortization and depreciation so the life of those assets is an estimate. We don't give an opinion on the internal controls, but we

do consider them as the basis when we are designing your audit procedures and we didn't notice any deficiency or material weakness. We had no difficulties with the audit, no disagreements with management and the only matter remaining open is to get the signed management rep letter and get the board's approval that they accept the audit and we can finalize. The only difference we noted between the financial statements for book basis and tax basis is amortization, depreciation type items. The same as it has been since I have been here.

### **III. Presentation of TIFA LLC Tax Return (Presenter: Terrence Wilson)**

Mr. Wilson stated, on the tax return side we are going to get authorization to e-file, signed today but the IRS is still perfecting their forms, changing some of the formatting and so forth. We will file the return when the forms are finalized.

### **IV. Presentation of Management Representation Letter (Presenter: Terence Wilson)**

### **V. Presentation of Communications Letter (Presenter: Terrence Wilson)**

Member Lee made a few changes in the address and addressee of the communications letter.

Member Lee moved to approve the audit report, tax return, management representation letter and communication letter. Member Ball concurred and the motion passed.

### **VI. 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 \$11,636.68. Member Lee concurred and the motion passed.

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

### **VII. Discussion of Road Repair Work**

Member Lee stated, I talked with Barefoot again who was the low bidder and then the prices soared through the roof. I asked them to revisit those prices and we feel we can cut the amount of fill they are going to put on the road, pack it in good and we still think we can make the project go and we can move forward if everyone is comfortable at the \$75,000 and get it done.

Member Lee moved to accept the bid for the road repair work from Barefoot, LLC in the amount of \$75,000 pending contract to be executed at a special meeting. Member Ball concurred and the motion passed.

Mr. Laughlin stated I will coordinate with Sarah on a special meeting so the board members can review the contract.

**Other Business**

**Public Comment**

**Next Scheduled Meeting**

The next meeting will be held March 24, 2022 at 11:00 a.m.

**Open Items**

**Adjournment**

Member Lee moved to adjourn the meeting at 11:20 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>
3/24/2022	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	\$13,584.50	3/24/2022	To be Paid by TIFA upon this approval

\*Check 1356 to The Colina’s Group and ACH02172022 to Florida Power & Light were included in February’s request.

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**  
February 17 through March 16, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>1356</b>	<b>02/17/2022</b>	<b>The Colinas Group</b>	<b>103.00 · Cash- Northern Tru...</b>		<b>-2,000.00</b>
Bill	O-869-7	01/01/2022		508.00 · Wetland Monitoring ...	-2,000.00	2,000.00
TOTAL					-2,000.00	2,000.00
<b>Bill Pmt -Check</b>	<b>ACH02172022</b>	<b>02/17/2022</b>	<b>Florida Power &amp; Light</b>	<b>103.00 · Cash- Northern Tru...</b>		<b>-6,631.04</b>
Bill	76646-91016Feb22	02/01/2022		511.00 · Utilities	-534.06	534.06
Bill	75317-43016Feb22	02/01/2022		511.00 · Utilities	-566.15	566.15
Bill	54213-71161Feb22	02/01/2022		511.00 · Utilities	-337.14	337.14
Bill	47893-42013Feb22	02/01/2022		511.00 · Utilities	-547.20	547.20
Bill	11526-54016Feb22	02/01/2022		511.00 · Utilities	-300.95	300.95
Bill	83665-19117Feb22	02/01/2022		511.00 · Utilities	-299.90	299.90
Bill	73681-17557Feb22	02/01/2022		511.00 · Utilities	-304.25	304.25
Bill	62400-69564Feb22	02/01/2022		511.00 · Utilities	-307.33	307.33
Bill	40983-63494Feb22	02/01/2022		511.00 · Utilities	-297.24	297.24
Bill	24869-01248Feb22	02/01/2022		511.00 · Utilities	-305.05	305.05
Bill	09060-50505Feb22	02/01/2022		511.00 · Utilities	-312.48	312.48
Bill	18790-42503Feb22	02/01/2022		511.00 · Utilities	-729.29	729.29
Bill	32610-23505Feb22	02/01/2022		511.00 · Utilities	-693.07	693.07
Bill	54996-25506Feb22	02/01/2022		511.00 · Utilities	-495.76	495.76
Bill	74008-14500Feb22	02/01/2022		511.00 · Utilities	-601.17	601.17
TOTAL					-6,631.04	6,631.04
<b>Bill Pmt -Check</b>	<b>ACH02172022</b>	<b>02/17/2022</b>	<b>Cardmember Service</b>	<b>103.00 · Cash- Northern Tru...</b>		<b>-2,696.28</b>
Bill	CC02012022	02/01/2022		203.50 · Northen Trust Credit...	-2,696.28	2,696.28
TOTAL					-2,696.28	2,696.28
<b>Bill Pmt -Check</b>	<b>1357</b>	<b>03/16/2022</b>	<b>The City of Titusville</b>	<b>103.00 · Cash- Northern Tru...</b>		<b>-4,390.54</b>
Bill	COT01312022	01/31/2022		501.00 · O&M Operating Agr...	-2,195.27	2,195.27
Bill	COT02282022	02/28/2022		501.00 · O&M Operating Agr...	-2,195.27	2,195.27
TOTAL					-4,390.54	4,390.54

**TIFA LLC**  
**Check Detail**  
February 17 through March 16, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>ACH03162022</b>	<b>03/16/2022</b>	<b>Florida Power &amp; Light</b>	<b>103.00 · Cash- Northern Tru...</b>		<b>-6,497.68</b>
Bill	18790-42503Mar22	03/01/2022		511.00 · Utilities	-731.51	731.51
Bill	32610-23505Mar22	03/01/2022		511.00 · Utilities	-699.43	699.43
Bill	54996-25506Mar22	03/01/2022		511.00 · Utilities	-508.60	508.60
Bill	74008-14500Mar22	03/01/2022		511.00 · Utilities	-570.02	570.02
Bill	83665-19117Mar22	03/01/2022		511.00 · Utilities	-287.71	287.71
Bill	73681-17557Mar22	03/01/2022		511.00 · Utilities	-309.70	309.70
Bill	62400-69564Mar22	03/01/2022		511.00 · Utilities	-293.41	293.41
Bill	40983-63494Mar22	03/01/2022		511.00 · Utilities	-284.24	284.24
Bill	24869-01248Mar22	03/01/2022		511.00 · Utilities	-289.93	289.93
Bill	09060-50505Mar22	03/01/2022		511.00 · Utilities	-323.23	323.23
Bill	76646-91016Mar22	03/01/2022		511.00 · Utilities	-549.85	549.85
Bill	75317-43016Mar22	03/01/2022		511.00 · Utilities	-532.09	532.09
Bill	54213-71161Mar22	03/01/2022		511.00 · Utilities	-343.25	343.25
Bill	47893-42013Mar22	03/01/2022		511.00 · Utilities	-515.13	515.13
Bill	11526-54016Mar22	03/01/2022		511.00 · Utilities	-259.58	259.58
<b>TOTAL</b>					<b>-6,497.68</b>	<b>6,497.68</b>