

***TIFA***

*MAY 19, 2022*

# *AGENDA*

**TIFA LLC MEETING AGENDA**  
**May 19, 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 April 21, 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: May 19, 2022

To: TIFA LLC Management Committee

From: Sarah Sweeting, GMS, LLC

Subject: Approval of Minutes – April 21, 2022 TIFA LLC Meeting

**Summary Explanation & Background:** The draft minutes of the April 21, 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 April 25, 2022, the City of Titusville indicated they had no comments. Comments were received from and Farmton Water Resources / Miami Corporation. No other comments have been received.

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

Minutes of TIFA LLC Meeting  
April 21, 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  
Sean Stauffer, City of Titusville, Water Resources Director  
Richard Broome, City of Titusville, City Attorney  
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 Meetings of March 24, 2022 and April 5, 2022 (Presenter: Daniel Laughlin)**

Member Ball moved to approve the March 24, 2022 and April 5, 2022 meeting minutes as presented. Member Lee concurred and the motion passed.

**Financial Items and Reports**

**II. 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 \$7,459.05. Member Lee concurred and the motion passed.

### **III Presentation of First Quarter Financial Statements (Presenter: Pat Gagliardi)**

Ms. Gagliardi stated, there are no major changes to the balance sheet from last quarter and on the income statement I note that this is the first quarter. The budget is shown pro rata and most of the differences you are seeing are timing differences in accounting, insurance, wetland monitoring and other taxes because you are seeing a quarter of the budget and some of these items are paid either very early or very late in the year. We are on track with the budget.

Member Ball moved to accept the first quarter financial statements. Member Lee concurred and the motion passed.

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

Ms. Gagliardi stated, you will see in the package we have a cash balance of \$730,000, we increased the maintenance cash balance due to the change in insurance and we have a maintenance cash balance of \$450,000, which allows us to distribute \$280,000; \$140,000 to the City of Titusville and \$140,000 to Farmton Water Resources.

Member Ball moved to approve the capital distribution of \$280,000 total with \$140,000 going to the City of Titusville and \$140,000 going to Farmton Water Resources. Member Lee concurred and the motion passed.

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

#### **Other Business**

#### **Public Comment**

#### **Next Scheduled Meeting**

The next meeting will be held May 19, 2022 at 11:00 a.m.

#### **Open Items**

#### **Adjournment**

Member Lee moved to adjourn the meeting at 11:04 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>
5/19/2022	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	\$9,517.27	5/19/2022	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**

April 14 through May 12, 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
<b>Bill Pmt -Check</b>	<b>ACH04152022</b>	<b>04/15/2022</b>	<b>Florida Department of Revenue</b>	<b>103.00 · Cash- Nor...</b>		<b>-8.34</b>
Bill	1QTR2022	03/31/2022		501.50 · O&M Parts...	-8.34	8.34
<b>TOTAL</b>					<b>-8.34</b>	<b>8.34</b>
<b>Bill Pmt -Check</b>	<b>1359</b>	<b>04/20/2022</b>	<b>The City of Titusville</b>	<b>103.00 · Cash- Nor...</b>		<b>-2,195.27</b>
Bill	COT03312022	03/31/2022		501.00 · O&M Oper...	-2,195.27	2,195.27
<b>TOTAL</b>					<b>-2,195.27</b>	<b>2,195.27</b>
<b>Bill Pmt -Check</b>	<b>ACH05122022</b>	<b>05/12/2022</b>	<b>Florida Power &amp; Light</b>	<b>103.00 · Cash- Nor...</b>		<b>-7,313.66</b>
Bill	76646-91016May22	05/02/2022		511.00 · Utilities	-597.72	597.72
Bill	11526-54016May22	05/02/2022		511.00 · Utilities	-322.82	322.82
Bill	47893-42013May22	05/02/2022		511.00 · Utilities	-583.39	583.39
Bill	54213-71161May22	05/02/2022		511.00 · Utilities	-384.76	384.76
Bill	75317-43016May22	05/02/2022		511.00 · Utilities	-605.02	605.02
Bill	18790-42503May22	05/02/2022		511.00 · Utilities	-773.82	773.82
Bill	32610-23505May22	05/02/2022		511.00 · Utilities	-741.75	741.75
Bill	54996-25506May22	05/02/2022		511.00 · Utilities	-551.18	551.18
Bill	74008-14500May22	05/02/2022		511.00 · Utilities	-669.45	669.45
Bill	83665-19117May22	05/02/2022		511.00 · Utilities	-363.80	363.80
Bill	09060-50505May22	05/02/2022		511.00 · Utilities	-358.22	358.22
Bill	24869-01248May22	05/02/2022		511.00 · Utilities	-349.09	349.09
Bill	40983-63494May22	05/02/2022		511.00 · Utilities	-329.18	329.18
Bill	62400-69564May22	05/02/2022		511.00 · Utilities	-359.31	359.31
Bill	73681-17557May22	05/02/2022		511.00 · Utilities	-324.15	324.15
<b>TOTAL</b>					<b>-7,313.66</b>	<b>7,313.66</b>