

***TIFA***

*JUNE 24, 2021*

# *AGENDA*

**TIFA LLC MEETING AGENDA**  
**June 24, 2021**  
**11:00 a.m.**  
**MEETING LOCATION**  
**CITY OF TITUSVILLE**  
**WATER RESOURCES**  
**2836 GARDEN STREET – TITUSVILLE, FLORIDA**  
**Call in Number:**  
(US) +1 971-236-1369 (PIN: 672936417)

**Roll Call**

**Action Items**

- I. Approval of the Minutes of the TIFA LLC Meeting April 22, 2021 (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 24, 2021

To: TIFA LLC Management Committee

From: Sarah Sweeting, GMS, LLC

Subject: Approval of Minutes – April 22, 2021 TIFA LLC Meeting

**Summary Explanation & Background:** The draft minutes of the April 22, 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 April 26, 2021, the City of Titusville indicated they had no changes. On May 3, 2021 Farmton Water Resources / Miami Corporation indicated they had no changes. No other comments have been received.

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

Minutes of TIFA LLC Meeting  
April 22, 2021  
11:00 a.m.  
City of Titusville Water Resources  
Mourning Dove Water Plant  
2836 Garden Street  
Titusville, Florida

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  
Gene DeMayo, City of Titusville  
Pat Gagliardi, Farnton Water Resources (by telephone)  
Jim Perry, GMS LLC

Jim Perry conducted the meeting.

**Roll Call**

**Action Items**

**I Approval of the Minutes of the TIFA LLC Meeting of March 25, 2021**

Member Ball moved to approve the March 25, 2021 meeting minutes as presented. Member Brown concurred and the motion passed.

**Financial Items and Reports**

**II. Ratification of Expenses Paid from Operating Account and Request for Reimbursement (Presenter: James Perry)**

Member Ball moved to ratify the expenses paid from the operating account and request for reimbursement in the amount of \$15,660.12 that included \$10,000 for expenses to be paid in May/June as May meeting is canceled. Member Brown concurred and the motion passed.

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

Ms. Gagliardi presented the first quarter financial statements.

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

Ms. Gagliardi stated, since we are evaluating the possibility of self-insuring, I recommend that we delay this capital distribution until we have time to sufficiently consider how much we potentially need in capital reserves.

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

##### **V Annual Meter Testing**

Mr. Stauffer stated, every year we go out and test all the water meters on the production wells. We reached out to the same company that we have used for several years and they provided a quote to test all 15. Last year's quote was \$3,000 and this year it is \$3,225. We have been very happy with their service and this is a budgeted item and I wanted to make the board aware of this activity and that it is a typical expense.

#### **Other Business**

#### **Public Comment**

#### **Next Scheduled Meeting**

The next meeting will be held June 24, 2021 at 11:00 a.m.

#### **Open Items**

Member Ball moved to accept Member Brown's resignation effective April 30, 2021 with regrets. Member Brown concurred and the motion passed.

Ms. Gagliardi stated, I want to thank Mr. Brown for his services for representing Farmton Water Resources as a manager with TIFA, LLC.

#### **Adjournment**

Member Ball moved to adjourn the meeting at 11:10 a.m. Member Brown 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
06/24/2021	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	\$12,081.25	06/24/2021	To be Paid by TIFA upon this approval

\*\$10,000 has been deducted for additional transfer made in April.

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.

\_\_\_\_\_  
 Glenn Storch, Alternate Manager

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

Date: \_\_\_\_\_, 2021

Date: \_\_\_\_\_, 2021

**TIFA LLC**  
**Check Detail**  
 April 16 through June 18, 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	1339	05/03/2021	The City of Titusville		103.00 · Cash- Nort...		-2,308.33
Bill	COT03312021	03/31/2021			501.00 · O&M Oper...	-2,308.33	2,308.33
TOTAL						-2,308.33	2,308.33
Bill Pmt -Check	ACH05132021	05/13/2021	Florida Power & Light		103.00 · Cash- Nort...		-6,161.52
Bill	09060-50505May21	05/03/2021			511.00 · Utilities	-262.38	262.38
Bill	11526-54016May21	05/03/2021			511.00 · Utilities	-283.45	283.45
Bill	18790-42503May21	05/03/2021			511.00 · Utilities	-693.22	693.22
Bill	24869-01248May21	05/03/2021			511.00 · Utilities	-286.86	286.86
Bill	32610-23505May21	05/03/2021			511.00 · Utilities	-667.78	667.78
Bill	40983-63494May21	05/03/2021			511.00 · Utilities	-272.97	272.97
Bill	47893-42013May21	05/03/2021			511.00 · Utilities	-514.77	514.77
Bill	54213-71612May21	05/03/2021			511.00 · Utilities	-310.66	310.66
Bill	54996-25506May21	05/03/2021			511.00 · Utilities	-450.02	450.02
Bill	62400-69564May21	05/03/2021			511.00 · Utilities	-281.69	281.69
Bill	73681-17557May21	05/03/2021			511.00 · Utilities	-261.53	261.53
Bill	74008-14500May21	05/03/2021			511.00 · Utilities	-551.79	551.79
Bill	75317-43016May21	05/03/2021			511.00 · Utilities	-537.48	537.48
Bill	76646-91016May21	05/03/2021			511.00 · Utilities	-496.19	496.19
Bill	83665-19117May21	05/03/2021			511.00 · Utilities	-290.73	290.73
TOTAL						-6,161.52	6,161.52
Bill Pmt -Check	1340	05/13/2021	AWK Industries Inc		103.00 · Cash- Nort...		-3,225.00
Bill	21-153	05/10/2021			501.50 · O&M Parts...	-3,225.00	3,225.00
TOTAL						-3,225.00	3,225.00
Bill Pmt -Check	1341	05/13/2021	The City of Titusville		103.00 · Cash- Nort...		-2,308.33
Bill	043021	04/30/2021			501.00 · O&M Oper...	-2,308.33	2,308.33
TOTAL						-2,308.33	2,308.33

**TIFA LLC**  
**Check Detail**  
 April 16 through June 18, 2021

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	ACH06182021	06/18/2021	Florida Power & Light		103.00 · Cash- Nort...		-5,769.74
Bill	09060-50505Jun21	06/01/2021			511.00 · Utilities	-255.68	255.68
Bill	24869-01248Jun21	06/01/2021			511.00 · Utilities	-268.91	268.91
Bill	40983-63494Jun21	06/01/2021			511.00 · Utilities	-259.21	259.21
Bill	62400-69564Jun21	06/01/2021			511.00 · Utilities	-257.90	257.90
Bill	73681-17557Jun21	06/01/2021			511.00 · Utilities	-245.22	245.22
Bill	83665-19117Jun21	06/01/2021			511.00 · Utilities	-257.12	257.12
Bill	18790-42503Jun21	06/01/2021			511.00 · Utilities	-676.08	676.08
Bill	32610-23505Jun21	06/01/2021			511.00 · Utilities	-648.29	648.29
Bill	54996-25506Jun21	06/01/2021			511.00 · Utilities	-431.82	431.82
Bill	74008-14500Jun21	06/01/2021			511.00 · Utilities	-502.34	502.34
Bill	47893-42013Jun21	06/01/2021			511.00 · Utilities	-471.59	471.59
Bill	54213-71161Jun21	06/01/2021			511.00 · Utilities	-287.64	287.64
Bill	75317-43016Jun21	06/01/2021			511.00 · Utilities	-494.08	494.08
Bill	76646-91016Jun21	06/01/2021			511.00 · Utilities	-452.33	452.33
Bill	11526-54016Jun21	06/01/2021			511.00 · Utilities	-261.53	261.53
TOTAL						-5,769.74	5,769.74
Bill Pmt -Check	1342	06/18/2021	The City of Titusville		103.00 · Cash- Nort...		-2,308.33
Bill	COT05312021	05/31/2021			501.00 · O&M Oper...	-2,308.33	2,308.33
TOTAL						-2,308.33	2,308.33