

TIFA

APRIL 20, 2023

AGENDA

TIFA LLC MEETING AGENDA
April 20, 2023
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) 1-877-304-9269 (PIN: 480560)

Roll Call

Action Items

- I. Approval of the Minutes of the TIFA LLC Meeting March 16, 2023 (Presenter: Jeremy Lebrun)
- II. Review and Acceptance of Revised October 22, 2022 Meeting Minutes (Presenter: Jeremy Lebrun)

Financial Items and Reports

- III. Ratification of Expenses Paid from Operating Account and Request for Reimbursement (Presenter: Jeremy Lebrun)

Staff Reports / Informational Items

- IV. FPL Presentation
- V. Review of Water Sampling Quotes from Pace Labs

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: April 20, 2023

To: TIFA LLC Management Committee

From: Sarah Sweeting, GMS, LLC

Subject: Approval of Minutes – March 16, 2023 TIFA LLC Meeting

Summary Explanation & Background: The draft minutes of the March 16, 2023 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 24, 2023, Farmton Water Resources / Miami Corporation indicated they had no comments. No other comments have been received.

Source of Funds: This action requires no funds.

Minutes of TIFA LLC Meeting
March 16, 2023
11:00 a.m.
City Hall Council Chamber, Second Floor
555 S. Washington Avenue
Titusville, Florida

Persons in Attendance

Robbie E. Lee, Jr., Miami Corp. Management, LLC, TIFA Management Committee Member
Jim Ball, City of Titusville, TIFA Management Committee Member
Chelsea Farrell, City of Titusville, Assistant City Attorney
Gene DeMayo, City of Titusville
Pat Gagliardi, Farnton Water Resources (by telephone)
Jeremy LeBrun, GMS LLC

Jeremy LeBrun conducted the meeting.

Roll Call

Action Items

I. Approval of the Minutes of the TIFA LLC Meeting of February 23, 2023 (Presenter: Jeremy LeBrun)

Member Lee moved to approve the February 23, 2023 meeting minutes as presented. Member Ball concurred and the motion passed.

Financial Items and Reports

II. Ratification of Expenses Paid from Operating Account and Request for Reimbursement (Presenter: Jeremy LeBrun)

Member Ball moved to ratify the expenses paid from the operating account and request for reimbursement in the amount of \$9,870.58. Member Lee concurred and the motion passed.

Staff Reports/Informational Items

III. Discussion of Insurance

Ms. Gagliardi: We did receive the proposal for property all risk policy that came in late last night. We had budgeted \$31,400 and it came in at \$33,452 about \$2,052 over budget, but we have room in other spots in the budget we can cover it. We are still waiting on the general risk policy, but they provided an estimate of \$17,200 and it was budgeted at \$17,000.

Member Ball moved to authorize binding property insurance in the amount of \$33,452 and authorized binding general liability at a not to exceed amount of \$18,000. Member Lee concurred and the motion passed.

Other Business

Member Lee: An Area 4 wetland monitoring well was hit by a mower and we are reviewing what repairs are needed.

Member Ball: There was not a submit date on the operational resiliency study RFP.

Ms. Gagliardi: In the past we have noticed it and it was placed on the city's website.

Member Ball moved to authorize staff to send the finalized RFP for resiliency study to qualified vendors and provide it to the city to be placed on DemandStar. Member Lee concurred and the motion passed.

Member Ball: There was a discrepancy in meeting minutes mentioned by the auditor at the last meeting with a typo in capital distribution amount.

Mr. LeBrun: It was a typo, the amounts that went to the bank were correct.

Member Ball moved to authorize staff to revise the October 2022 minutes to reflect the correct distribution amount and to place it on the next agenda for board approval. Member Lee concurred and the motion passed.

Mr. DeMayo: There will be a presentation of the FP&L lease program at the April meeting. FP&L can send a copy of the PowerPoint presentation for the managers to review prior to the April meeting.

Public Comment

Next Scheduled Meeting

The next meeting will be held April 20, 2023 at 11:00 a.m.

Open Items

Adjournment

Member Lee moved to adjourn the meeting at 11:23 a.m. Member Ball concurred and the meeting adjourned.

SECOND ORDER OF BUSINESS

Minutes of TIFA LLC Meeting
October 20, 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 Corp. 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
Helen Hutchens, Farmton Water Resources (by telephone)
Jeremy Lebrun, GMS LLC

Jeremy Lebrun conducted the meeting.

Roll Call

Action Items

I. Approval of the Minutes of the TIFA LLC Meeting of September 22, 2022 (Presenter: Jeremy Lebrun)

Member Ball moved to approve the September 22, 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: Jeremy Lebrun)

Member Ball moved to ratify the expenses paid from the operating account and request for reimbursement in the amount of \$10,734.20. Member Lee concurred and the motion passed.

III Presentation of Third Quarter Financial Statements (Presenter: Helen Hutchens)

Ms. Hutchens presented the third quarter financial statements, balance sheet and budget to actual profit and loss.

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

IV. Consideration of Capital Distribution Notice (Presenter: Helen Hutchens)

Member Ball moved to approve the capital distribution in the amount of \$255,000 with \$127,500 for each partner. Member Lee concurred and the motion passed.

Staff Reports/Informational Items

Member Lee stated, our guys have finished the maintenance of the mowing.

Member Ball stated, I want to thank Sean for sharing the monitoring reports for the last couple of years. I'm curious to see if we had a flooding issue from the hurricane and the lessons learned from that. I know it is difficult to get refueling trucks out there for the generators. Is that going to become more of a concern if we have to deal with high water events?

Mr. Stauffer stated, from the maintenance perspective of Area 4, it was difficult to get out there. Parts of U.S. 1 were closed, it is not just the wellfield, Maytown Road was also closed. Maytown Road was as bad or worse than the roads in the wellfield. There were a lot of access issues. The current generators can run three days on tanks and we were able to get out and refill them, but it was a concern raised by our staff and superintendent that if we had much more water we might not have been able to refuel. Staff has talked about seeing if we would consider onsite generators with larger tanks. Having to go out and deal with them is a lot better. When we went out there, we kicked off the generators, got them started but in the midst of the storm one of them had a problem. We went through the storm with only two running.

Member Ball moved to encourage the City of Titusville to look at upgrading their generator capacity for the wellfield. Member Lee concurred and the motion passed.

Other Business

Public Comment

Next Scheduled Meeting

The next scheduled meeting will be held November 29, 2022.

Open Items

Adjournment

Member Lee moved to adjourn the meeting at 11:18 a.m. Member Ball concurred and the meeting adjourned.

THIRD 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
04/20/2023	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	\$12,925.45	04/20/2023	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: _____, 2023

Date: _____, 2023

TIFA LLC
Check Detail
March 10 through April 14, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	1378	03/17/2023	The City of Titusville	103.00 · Cash- Nort...		-2,270.18
Bill	COT02282023	02/28/2023		501.00 · O&M Oper...	-2,270.18	2,270.18
TOTAL					-2,270.18	2,270.18
Check	ACH03282023	03/28/2023	Cardmember Service	103.00 · Cash- Nort...		-1,459.85
				203.50 · Northen Tr...	-1,459.85	1,459.85
TOTAL					-1,459.85	1,459.85
Bill Pmt -Check	ACH04142023	04/14/2023	Florida Power & Light	103.00 · Cash- Nort...		-9,195.42
Bill	11526-54016Apr23	04/03/2023		511.00 · Utilities	-420.34	420.34
Bill	47893-42013Apr23	04/03/2023		511.00 · Utilities	-785.92	785.92
Bill	54213-71161Apr23	04/03/2023		511.00 · Utilities	-475.55	475.55
Bill	75317-43016Apr23	04/03/2023		511.00 · Utilities	-793.32	793.32
Bill	76646-91016Apr23	04/03/2023		511.00 · Utilities	-732.75	732.75
Bill	18790-42503Apr23	04/03/2023		511.00 · Utilities	-1,000.25	1,000.25
Bill	32610-23505Apr23	04/03/2023		511.00 · Utilities	-968.51	968.51
Bill	54996-25506Apr23	04/03/2023		511.00 · Utilities	-669.53	669.53
Bill	74008-14500Apr23	04/03/2023		511.00 · Utilities	-807.37	807.37
Bill	09060-50505Apr23	04/03/2023		511.00 · Utilities	-433.59	433.59
Bill	24869-01248Apr23	04/03/2023		511.00 · Utilities	-423.01	423.01
Bill	40983-63494Apr23	04/03/2023		511.00 · Utilities	-389.60	389.60
Bill	62400-69564Apr23	04/03/2023		511.00 · Utilities	-438.77	438.77
Bill	73681-17557Apr23	04/03/2023		511.00 · Utilities	-418.14	418.14
Bill	83665-19117Apr23	04/03/2023		511.00 · Utilities	-438.77	438.77
TOTAL					-9,195.42	9,195.42