

Minutes of TIFA LLC Meeting  
June 15, 2023  
11:01 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  
Tom Abbate, City of Titusville, TIFA Alternate Management Committee Member  
Kevin Cook, City of Titusville, Public Works Director  
Richard Broome, City of Titusville, City Attorney  
Gene DeMayo, City of Titusville, Water Production Superintendent  
Helen Hutchins, 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 May 18, 2023 (Presenter: Jeremy LeBrun)**

Member Lee moved to approve the May 18, 2023 meeting minutes as presented. Member Abbate concurred and the motion passed.

**II. Scoring and Consideration of Action on RFP Submissions**

Mr. LeBrun: I received a scoring sheet from the city and will read the scores:  
Kevin Cook, score for AECOM was 15 points for organization experience, 30 points for staff qualifications and experience, project approach was 25 points, fee was 30 points for a total possible score of 100 and they were ranked no. 1. The next score sheet was from Jim Boyd and Helen Hutchins representing Farmton Water Resources, LLC. AECOM, organizational experience 14 points, staff qualifications and experience 29 points, project approach 22 points, fee 28 points for a total score of 93 points out of 100. Both score sheets ranked AECOM with rank of no. 1.

Ms. Hutchins: We submitted an RFP out to for a broad response and only received one response. We verified with procurement with the city that it would be acceptable for us to accept

the single proposal should it meet our RFP requirements. We went through the process of reviewing the RFP, we had two individuals from the city and two individuals from Farmton Water Resources to form the committee to provide scoring on the RFP and decided on its responsiveness and adequacy on all matters. It is my understanding that AECOM is an existing vendor with the city, that the city has had a good relationship with and that was a portion of our consideration here, that we know that they have a good relationship with the city already. While reviewing the proposal we submitted a couple clarification questions and a request to slightly adjust the scope of the proposal and yesterday we received confirmation back from AECOM that they were willing to accept the adjustment. Gene has the questions that were submitted to AECOM for your review. Gene, have you provided those to the managers?

Mr. DeMayo: Yes.

Mr. LeBrun: I have one for the records.

Ms. Hutchins: The original proposal as requested in the RFP is that we would have AECOM or whatever vendor provide some service to three separate scenarios where TIFA runs and builds the entire thing. We requested AECOM to provide two scenarios where TIFA builds and runs the entire project then consider that in comparison with the proposal that FPL has provided us for their full-service resiliency product. AECOM has agreed to adjust the scope to reflect that and to keep the price consistent with what was in the proposal so there will be no increase in price for the requested change of scope. The overall next step we are requesting of the managers is we are requesting authorization for us to enter into contract with AECOM as defined in the scope as amended by the additional questions at the fixed fee that was indicated in the AECOM proposal. I'm also open to any questions the managers may have.

Member Lee moved to authorize Farmton to enter into contract with AECOM as defined in the scope as amended by the additional questions and at the fixed fee as indicated in the proposal. Member Abbate concurred and the motion passed.

Ms. Hutchins: Staff will work with AECOM to get a contract in hand for the next meeting with the managers and get this project underway.

Mr. Abbate: I have an update on the FPL resiliency project. They will be phoning in at the next manager's meeting to give a presentation.

Ms. Hutchins: The information that FPL will be providing to us we will provide to AECOM so they can use that in their study.

### **Financial Items and Reports**

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

Member Lee moved to ratify the expenses paid from the operating account and request for reimbursement in the amount of \$17,444.88. Member Abbate concurred and the motion passed.

#### **IV Presentation of Financial Statements**

Ms. Hutchins: You will see our May 31, 2023 financial statements, the balance sheet, profit and loss budget versus actual through May 31, 2023 and we are slightly ahead of water sales that will be reduced July 1.

Member Lee moved to accept the May 31, 2023 financial statement. Member Abbate concurred and the motion passed.

#### **V. Consideration of Capital Distribution Notice**

Ms. Hutchins: With the approval of the financial statements for May 31, 2023 we reviewed the cash balance in TIFA at the same time and any cash on hand in excess of the agreed upon retained cash balance we review for distribution to the partners. We have approximately \$270,000 to distribute to our members.

Member Lee moved to approve the capital distribution notice in the amount of \$270,000 in total or \$135,000 each. Member Abbate concurred and the motion passed.

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

#### **Other Business**

#### **Public Comment**

#### **Next Scheduled Meeting**

The next scheduled meeting is July 20, 2023 at 11:00 a.m. in the same location.

#### **Open Items**

#### **Adjournment**

Member Abbate moved to adjourn the meeting at 11:15 a.m. Member Lee concurred and the meeting adjourned.

