

TIFA

DECEMBER 21, 2023

AGENDA

TIFA LLC MEETING AGENDA
December 21, 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 November 30, 2023
(Presenter: Jeremy Lebrun)

- II. Consideration of Annual Meeting Schedule for Fiscal Year 2024 (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

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: December 21, 2023

To: TIFA LLC Management Committee

From: Sarah Sweeting, GMS, LLC

Subject: Approval of Minutes – November 30, 2023 TIFA LLC Meeting

Summary Explanation & Background: The draft minutes of the November 30, 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, no comments have been received.

Source of Funds: This action requires no funds.

Minutes of TIFA LLC Meeting
November 30, 2023
11:04 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
Richard Broome, City of Titusville, City Attorney
Gene DeMayo, City of Titusville. Water Production Superintendent
Kevin Cook, City of Titusville, Public Works Director
David Fuechtman, Miami Corporation (by telephone)
Pat Gagliardi, Farmton Water Resources (by telephone)
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 October 19, 2023 (Presenter: Jeremy LeBrun)

Member Ball moved to approve the October 19, 2023 meeting minutes as presented. Member Lee concurred and the motion passed.

II. Consideration of Audit Engagement Letter with Moore Stephens & Lovelace

Member Ball moved to approve the engagement letter with Moore Stephens & Lovelace to perform the fiscal year 2023 audit. Member Lee concurred and the motion passed.

III. Ratification of Agreement with AECOM for the TIFA Area IV Wellfield Operational Resiliency Study

Ms. Hutchens: The current hold point was that AECOM was unwilling to sign the waivers for access to our property in the form that is acceptable to us. I went back to the city and asked them to arrange for a discussion with AECOM so we can come to agreement on those waivers. I haven't had that discussion yet. If the managers are in agreement I think we can move ahead with executing the agreement and they will not have full access to our property until we have resolved the waiver issue. I'm confident we can get the conference call set and figure out what we need to do with that and there are things we can do in advance of them coming onto the whole wellfield to get this study in process.

Member Ball: How restricted would they be in performing the scope of the contract with that limitation?

Ms. Hutchens: I don't feel that it would be a significant limitation until such time that they were ready to inspect the powerlines that move from the rail trail out into Phase 2. At the point at which they leave the rail trail is the point at which they enter our property. They will be able to review everything leading up to Phase 1 and everything surrounding the Phase 1 wells, but once they are ready to move to the Phase 2 wells that is when the restriction would occur, but in the intermediate they could be reviewing the FP&L proposal, and they would be able to initiate their concept if we were to provide our own backup system.

Member Ball: Do you feel that there is an opportunity to come to agreement? If everybody has their heels dug in on the language that is going to be problematic.

Mr. Hutchens: I need to hear their concerns. They were not willing to say they were liable for the actions of their own employees on our property. We need to come to agreement where that is indicated but they may want less stringent language in some other regard but that piece of it we should be able to come to agreement on. It is the same language we have always used and this is the first time we had anyone request edits.

Member Ball moved to ratify the agreement with AECOM for the TIFA Area 4 wellfield operational resiliency study given that there is a remaining issue that needs to be resolved to complete the full scope of the study. Member Lee concurred and the motion passed.

Financial Items and Reports

IV. Presentation of Fiscal Year 2024 Budget (Presenter: Helen Hutchens)

Member Lee moved to approve the fiscal year 2024 budget as amended adding \$5,000 to Farmton road repairs. Member Ball concurred and the motion passed.

V. 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 \$17,237.01. Member Lee concurred and the motion passed.

Staff Reports/Informational Items

Other Business

Member Ball: City Attorney Broome pointed out a couple meetings ago that we were still out of date on some of the data on sunbiz.org.

Mr. LeBrun: Those are due to be changed and rather than paying twice to change it, we are going to make sure that is correct when it comes to renew, which is this month.

Member Ball: In the last meeting we had conversation about the attempt to increase the credit line. I think we left it in the hands of the people in Chicago. Do we need to take any more action?

Ms. Hutchens: We reached out to Northern Trust for guidance.

Ms. Gagliardi: I have not heard back from them; I will get in touch again.

Public Comment

Next Scheduled Meeting

The next scheduled meeting is Thursday, December 21, 2023.

Open Items

Adjournment

Member Lee moved to adjourn the meeting at 11:40 a.m. Member Ball concurred and the meeting adjourned.

SECOND ORDER OF BUSINESS

NOTICE OF MEETINGS TIFA

The 2024 TIFA meetings will be at 11:00 a.m. at the City of Titusville, City Hall, Council Chamber, Second Floor, 555 S. Washington Avenue, Titusville, Florida on the third Thursday of each month as follows or otherwise noted:

January 18, 2024
February 29, 2024 (5th Thursday)
March 21, 2024
April 18, 2024
May 16, 2024
June 20, 2024
July 18, 2024
August 15, 2024
September 19, 2024
October 17, 2024
December 5, 2024 (1st Thursday)
December 19, 2024

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
12/21/2023	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	\$11,457.18	12/21/2023	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
November 22 through December 18, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Check	ACH11302023	11/30/2023	Cardmember Service	103.00 · Cash- Nort...		-1,922.00
				203.50 · Northen Tru...	-1,922.00	1,922.00
TOTAL					-1,922.00	1,922.00
Bill Pmt -Check	1395	12/11/2023	DRMP, Inc.	103.00 · Cash- Nort...		-2,170.00
Bill	175056	11/21/2023		508.00 · Wetland Mo...	-2,170.00	2,170.00
TOTAL					-2,170.00	2,170.00
Bill Pmt -Check	1396	12/11/2023	Pace Analytical, LLC	103.00 · Cash- Nort...		-3,095.00
Bill	2335580896	11/15/2023		501.50 · O&M Parts ...	-1,284.20	1,284.20
Bill	2335580898	11/15/2023		501.50 · O&M Parts ...	-689.40	689.40
Bill	2335580897	11/15/2023		501.50 · O&M Parts ...	-1,121.40	1,121.40
TOTAL					-3,095.00	3,095.00
Bill Pmt -Check	1397	12/11/2023	The Colinas Group	103.00 · Cash- Nort...		-2,000.00
Bill	O-869-11	11/21/2023		508.00 · Wetland Mo...	-2,000.00	2,000.00
TOTAL					-2,000.00	2,000.00
Bill Pmt -Check	1398	12/18/2023	The City of Titusville	103.00 · Cash- Nort...		-2,270.18
Bill	COT11302023	11/30/2023		501.00 · O&M Operat...	-2,270.18	2,270.18
TOTAL					-2,270.18	2,270.18